



RIVERSIDE CITY COLLEGE  
**CATALOG**  
2019-2020

# RIVERSIDE COMMUNITY COLLEGE DISTRICT RIVERSIDE CITY COLLEGE

**Wolde-Ab Isaac, Ph.D., Chancellor  
Riverside Community College District**

**Gregory Anderson, Ed.D., President  
Riverside City College**

## **BOARD OF TRUSTEES**

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Mary Figueroa . . . . .	Vice President
Jose Alcala . . . . .	Secretary
Bill Hedrick . . . . .	Member
Virginia Blumenthal . . . . .	Member
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All information contained in the 2019-20 Catalog is current as of February 2019. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at [www.rccd.edu](http://www.rccd.edu).

The catalog contains policies and/or procedures that are current at the time of printing. However, policies and procedures are continually being updated. In order to be sure it is the most recent language, please check the latest online version at: <http://www.rcc.edu/administration/board/Pages/BoardPolicies.aspx>.

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Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the office of Diversity, Equity and Compliance at (951) 222-8039.

## **RIVERSIDE CITY COLLEGE PUBLICATIONS**

College Catalog . . . . .	March
Summer/Fall Schedule . . . . .	April
Winter/Spring Schedule . . . . .	November
Faculty Guide . . . . .	Published annually
Student Handbook . . . . .	Published annually

For information about college publications, please contact:

Strategic Communications and Institutional Advancement  
Riverside Community College District  
3801 Market Street  
Riverside, California 92501  
(951) 222-8856

### **RIVERSIDE CITY COLLEGE**

2019-2020 Catalog

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RIVERSIDE CITY COLLEGE

4800 Magnolia Avenue  
Riverside, CA 92506

(951) 222-8000  
[www.rcc.edu](http://www.rcc.edu)

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## MESSAGE FROM PRESIDENT

Welcome to Riverside City College, where you will experience a distinguished faculty and highly-skilled staff who are committed to helping you achieve your goals. Whether your plans include transferring to a four-year college or university, training for a career, or gaining new skills that will prepare you for more success, Riverside City College is your ideal choice.

At Riverside City College, you will find eight instructional pathways, each with an academic engagement center that offers resources and a dedicated success team designed to guide you toward completing a degree or certificate. That team--and everyone else throughout the college--will help prepare you for the next steps in your education or career.

Your opportunities for engagement include 18 high-performing Athletics Teams, nearly 50 clubs, a highly-decorated Model United Nations program, world-class arts, state-of-the-art Career Technical Education programs, and an award-winning Urban Farm. Specialized efforts like the Veteran Resource Center and our Guardian Scholars Foster Youth Support Program welcome and support every student's success.

Our collaborations with high schools provide opportunities for high schoolers to advance their knowledge and strengthen their competitive position among their peers. In addition, you'll find programs and resources designed to overcome financial and academic challenges, including our Promise Program, scholarships, a network of integrated academic support, and advising.

We are committed to supporting the region through the development of partnerships with businesses and organizations that are dedicated to your success. These collaborations are designed to generate internships and on-the-job experiences that in combination with your classwork, prepare you to contribute to our region's economy and strengthen our civic society.

On behalf of the college faculty and staff, it gives me sincere pleasure to welcome you to Riverside City College. Each of us is ready to guide you on your path to greatness!

Please accept my invitation to join me during my scheduled open office hours. Visit <https://www.rcc.edu/about/president/Pages/presidents-message.aspx> to see the current schedule or call 951.222.8804 to get more information. I look forward to meeting you!

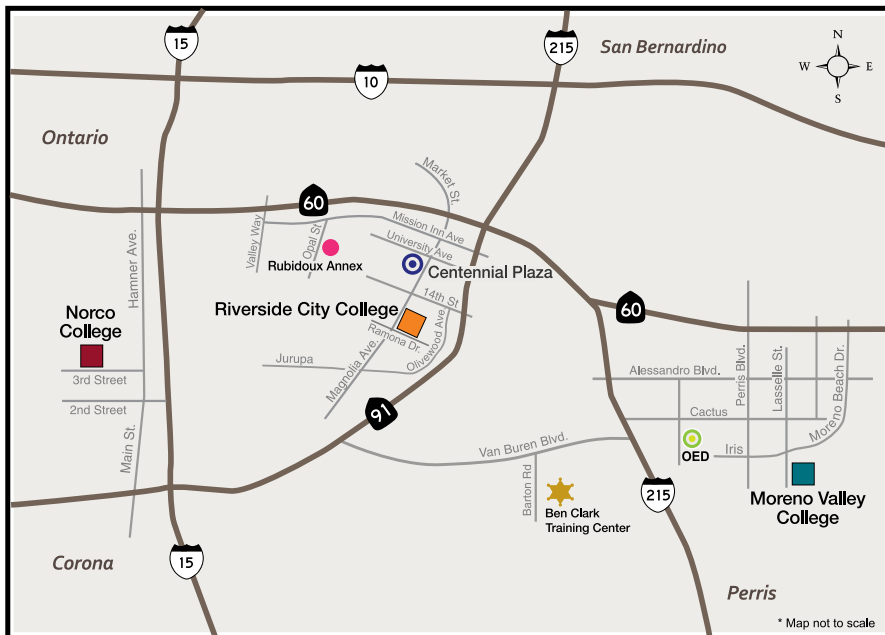
Gregory Anderson, Ed.D.  
President





## RIVERSIDE CITY COLLEGE

4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000  
 www.rcc.edu



- **Moreno Valley College**  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045  
 (951) 571-6100
  - **Norco College**  
 2001 Third Street  
 Norco, CA 92860-2600  
 (951) 372-7000
  - **Riverside City College**  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000
  - ★ **Ben Clark Training Ctr.**  
 16791 Davis Avenue  
 Riverside, CA 92518  
 (951) 571-6300
  - **RCCD Office of Economic Development (OED)**  
 23555 Meyer Drive  
 Riverside, CA 92518  
 (951) 571-6474
  - **Rubidoux Annex**  
 4250 Opal Street  
 Jurupa Valley, CA 92509  
 (951) 328-3790
  - **Centennial Plaza:**  
 Center for Social Justice and Civil Liberties  
 3855 Market Street  
 Riverside, CA 92501  
 RCC Coil School for the Arts  
 3890 University Avenue  
 Riverside, CA 92501  
 RCC Culinary Arts Academy & RCCD District Offices  
 3801 Market Street  
 Riverside, CA 92501  
 (951) 222-8800
- \* Map not to scale



## RIVERSIDE CITY COLLEGE



Rubidoux Annex

- |  |   |  |
|--|---|--|
| <ol style="list-style-type: none"> <li>1. Alumni House – 3564 Ramona Drive                     <ul style="list-style-type: none"> <li>• RCCD Foundation</li> </ul> </li> <li>2. Art</li> <li>3. Automotive Technology</li> <li>4. Business Education (Alan D. Pauw)                     <ul style="list-style-type: none"> <li>• Mailroom/Admin Service Center</li> </ul> </li> <li>5. Ceramics</li> <li>6. Cosmetology</li> <li>7. Digital Library &amp; Learning Resource Center (Salvador G. Rotella)                     <ul style="list-style-type: none"> <li>• City Grill Express Food Services</li> <li>• Dean, Student Success &amp; Support</li> <li>• Glenn Hunt Center for Teaching Excellence</li> <li>• Guardian Scholars Engagement Center</li> <li>• LHSS Academic Engagement Center</li> <li>• Study Abroad Office</li> <li>• Technology Support Services</li> <li>• World Languages Lab</li> </ul> </li> <li>8. Early Childhood Education</li> <li>9. Facilities, Maintenance &amp; Operations</li> <li>10. Gymnasium (Arthur N. Wheelock)                     <ul style="list-style-type: none"> <li>• Athletics</li> <li>• Student Athlete Engagement Center</li> <li>• Fitness Room</li> </ul> </li> <li>11. Gymnasium (Catherine S. Huntley)</li> <li>12. Journalism/Viewpoints</li> <li>13. Kane Student Services &amp; Administration Building (Dr. Charles A Kane)                     <ul style="list-style-type: none"> <li>• Academic Affairs</li> <li>• Admissions &amp; Records</li> <li>• Auxiliary Business Services/Cashier</li> <li>• Business Services</li> <li>• CalWORKs</li> <li>• Career &amp; Transfer Center</li> <li>• Counseling</li> <li>• Disability Resource Center</li> </ul> </li> </ol> | <ul style="list-style-type: none"> <li>• Extended Opportunities Programs &amp; Services (EOPS)/ CARE</li> <li>• Financial Aid</li> <li>• President's Office</li> <li>• Student Employment Services</li> <li>• Student Financial Services</li> <li>• Student Services</li> <li>• Transcripts</li> <li>• TRIO – Student Support Services</li> <li>• Veterans' Resource Center</li> <li>• Welcome Center</li> </ul> <ol style="list-style-type: none"> <li>14. Landis Performing Arts Center</li> <li>15. Lovekin Complex                     <ul style="list-style-type: none"> <li>• College Safety &amp; Police (L1-3)</li> <li>• Gateway to College (L4-9)</li> <li>• Tennis (L10)</li> <li>• Tennis Courts</li> <li>• Photo Lab &amp; Studio (L12-14)</li> </ul> </li> <li>16. Martin Luther King Jr. High Tech Center                     <ul style="list-style-type: none"> <li>• Center for Communication Excellence</li> <li>• Math Center</li> <li>• STEM/Fine &amp; Performing Arts Academic Engagement Center</li> <li>• Tutorial Services</li> <li>• Writing &amp; Reading Center</li> </ul> </li> <li>17. Math &amp; Science Building                     <ul style="list-style-type: none"> <li>• Dean, STEM</li> </ul> </li> <li>18. Music</li> <li>19. Music Annex</li> <li>20. Music Hall (Richard M. Stover)                     <ul style="list-style-type: none"> <li>• Dean, Fine and Performing Arts</li> <li>• Marching Tigers</li> </ul> </li> <li>21. Nature Trail (Arlene &amp; Robert F. Richard)</li> <li>22. Quadrangle (Arthur G. Paul)                     <ul style="list-style-type: none"> <li>• Art Gallery</li> </ul> </li> </ol> | <ul style="list-style-type: none"> <li>• Dean, Languages, Humanities &amp; Social Sciences (LHSS)</li> <li>• Honors Study Center</li> </ul> <ol style="list-style-type: none"> <li>23. Parking Structure</li> <li>24. Pilates Studio (Eleanor H. Crabtree)</li> <li>25. Planetarium (Robert T. Dixon)</li> <li>26. Practice Field</li> <li>27. RCC Coil School for the Arts – 3890 University Avenue</li> <li>28. RCC Culinary Arts Academy – 3801 Market St.</li> <li>29. Riverside Aquatics Complex</li> <li>30. School of Nursing</li> <li>31. Sports Complex (Samuel C. Evans)                     <ul style="list-style-type: none"> <li>• Baseball Field</li> <li>• Softball Field (Ab Brown)</li> </ul> </li> <li>32. Stadium (Arthur N. Wheelock)                     <ul style="list-style-type: none"> <li>• Weight Room</li> </ul> </li> <li>33. Student Center (Ralph H. Bradshaw)                     <ul style="list-style-type: none"> <li>• ASRCC Student Government</li> <li>• Bookstore</li> <li>• City Grill Food Services</li> <li>• Dean, Student Life</li> <li>• Food Pantry</li> <li>• Hall of Fame</li> <li>• Student Health and Psychological Services</li> <li>• Heritage Room</li> <li>• La Casa Cultural Engagement Center</li> <li>• Student Activities</li> <li>• Ujima Cultural Engagement Center</li> </ul> </li> <li>34. Technology A                     <ul style="list-style-type: none"> <li>• CTE Academic Engagement Center</li> <li>• Dean, Career &amp; Technical Education</li> </ul> </li> <li>35. Technology B                     <ul style="list-style-type: none"> <li>• International Students and Programs Center</li> <li>• Printing &amp; Graphics Center</li> </ul> </li> <li>36. Warehouse</li> </ol> |
|--|---|--|

## RIVERSIDE CITY COLLEGE ADMINISTRATION

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*Dean of Instruction,  
Fine and Performing Arts*

**Eyad Affatal , Ph.D.**

*Director, International Programs*

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*President*

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*Dean of Instruction, School of Nursing*

**Scott Blair**

*Dean of Instruction,  
STEM and Kinesiology*

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*Manager, Instructional Media Center*

**FeRita Carter, Ph.D.**

*Vice President, Student Services*

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*Project Director, Gateway to College*

**David Cooper**

*Custodial Manager, Facilities*

**Thomas Craft**

*Director, Football Operations/Head  
Football Coach*

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*Dean, Student Services*

**Roberto Curiel**

*Grounds Supervisor, Facilities*

**Nicholas Della Valle**

*Director, Sports Information*

**Jose Diaz**

*Director, Upward Bound Programs*

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*Dean of Instruction, Career and  
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*Dean, Student Success and Support*

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*Vice President, Academic Affairs*

**Cynthia Fazio**

*Supervisor, Health Services*

**Daniel Gomez**

*Maintenance Manager, Facilities*

**Monica Green, Ed.D.**

*Vice President, Planning and  
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**Michael Haley**

*Assistant Dean, Center for International  
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*Coordinator, Student Activities*

**Elizabeth Hilton**

*Director, Student Financial Services*

**Juan Lopez**

*Supervisor, Campus Administrative  
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**Cecilia Lusk**

*Project Director, Student Support Services*

**Renee Martin Thornton, Ph.D.**

*Director, Health Services*

**Wendy McEwen**

*Dean, Institutional Effectiveness*

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*Director, Facilities*

**Inez Moore, Ph.D.**

*Director, Academic Support*

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*Assistant Director, Facilities*

**Kyla O'Connor**

*Dean, Enrollment Services*

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*Director, CALWORKs*

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*Manager, Early Childhood Education*

**Cheryl Ruzak**

*Director, Food Services*

**Tom Shelton**

*Sergeant*

**Nicole Smith, Ph.D.**

*Director, Disability Resource Center*

**Kaladon Stewart**

*Director of Compliance, Athletics*

**Delia Tijerina**

*Supervisor, Outreach Services*

**Luz Valenzuela**

*Assistant Director, Student Financial  
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*Dean, Student Life*

**Terry Welker**

*Administrative Manager, Library and  
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**Raymond West, Ph.D.**

*Vice President, Business Services*

**Kristi Woods, Ph.D.**

*Dean of Instruction, Languages  
Humanities and Social Sciences*

**James Wooldridge**

*Director, Athletics*

**Kevin Wurtz**

*Supervisor, Mental Health Services*

# Riverside Community College District

## 2019-2020 ACADEMIC CALENDAR

### June 2019

S	M	T	W	Th	F	S
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### July 2019

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### August 2019

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### September 2019

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### October 2019

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### November 2019

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### December 2019

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### January 2020

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### February 2020

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### March 2020

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### April 2020

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### May 2020

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31						

### June 2020

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

\* June 5 - Day Classes Meet/Evening Final Exams for Classes Meeting Friday Late Afternoon and Evenings Only

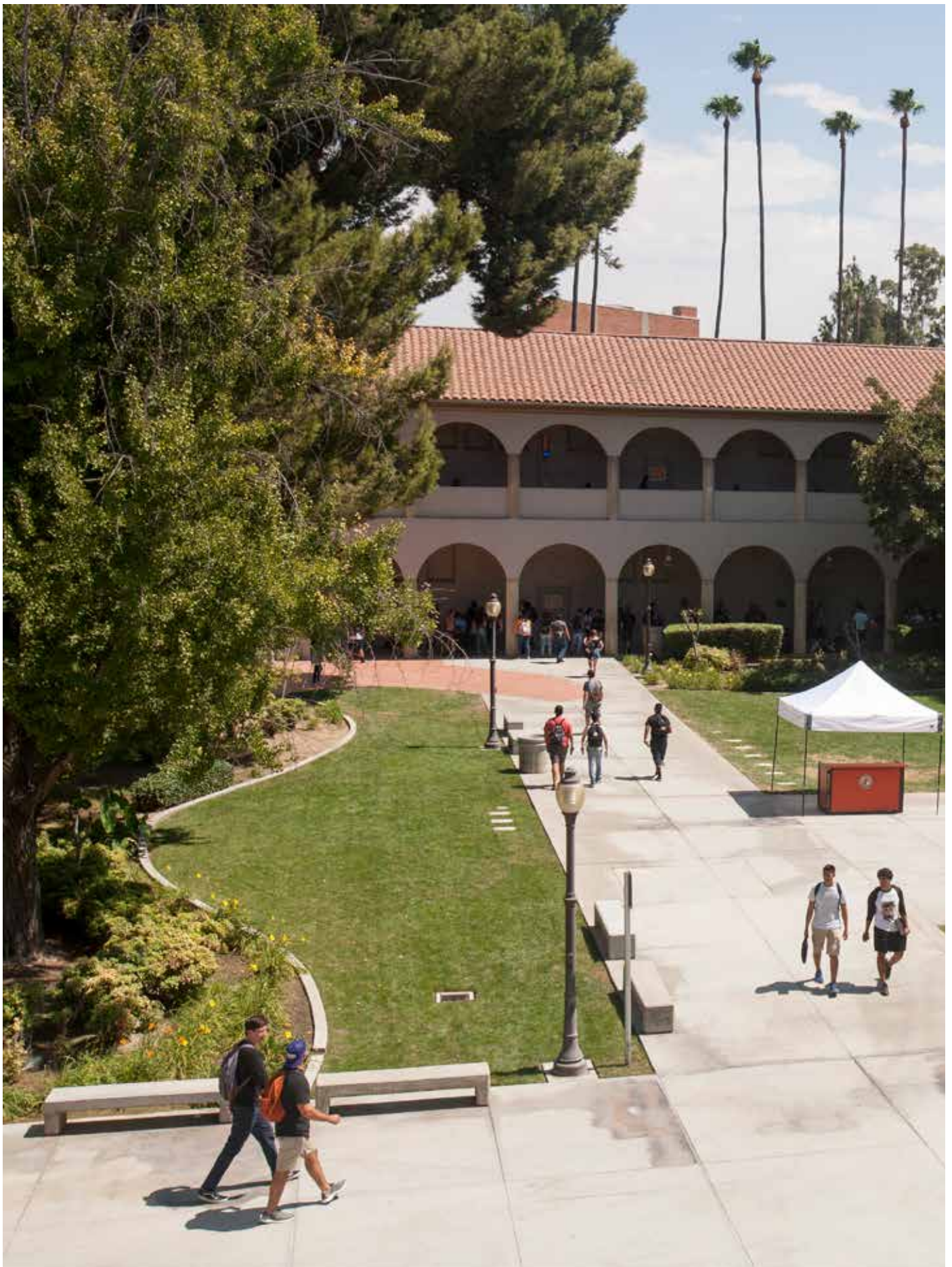
\*\* June 12 - Morning and Early Afternoon Final Exams and Evening Commencement

- Required Day for New Faculty - August 20
- FLEX Days  
Fall: August 21, 22 and 23  
Spring: February 7
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 12)
- Classes Not in Session
- Summer Session 2019  
June 17 - July 25 (6 weeks)  
Weekend Classes: June 22 - July 21
- Fall 2019  
August 26 - December 14  
Weekend Classes: August 31 - December 14
- Winter Session 2020  
January 6 - February 13 (6 weeks)  
Weekend Classes: January 11 - February 9
- Spring 2020  
February 18 - June 12  
Weekend Classes: February 22 - June 7
- Final Exams  
Fall: December 8 - 14  
Spring: June 5 (evening) - June 12 (morning)

For final exam schedule, please refer to the Class Schedule.

Graduation: June 12, 2020

The application deadline to walk in the Commencement Ceremony is April 1, 2020



**Section I**  
**GENERAL INFORMATION**

## MISSION STATEMENT

Riverside City College provides a high-quality affordable education and engages with a diverse community of learners by offering pre-college, transferable, and career-technical courses leading to locally-approved and state-approved certificates, associate degrees, associate degrees for transfer, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking; develops information competency and technological literacy; expands communication skills; and promotes self-development and global awareness. To encourage student success, the College provides comprehensive learning and student support services; co-curricular activities; and community and arts programs. RCC supports and empowers students as they work toward individual achievement, intellectual curiosity, and life-long learning.

## VISION

Riverside City College will expand on its tradition as a premier community college recognized for excellence in education, innovation, and service.

## VALUES

### STUDENT CENTEREDNESS:

To serve the best educational interests of the students; to offer a comprehensive and flexible curriculum together with programs and services according to diverse and evolving student needs; to treat each other with a sincere, caring attitude and to respond to suggestions and constructive criticism from students; to counsel and advise students to help them plan for and progress toward their individual educational goals; and to recognize outstanding student performance.

### LEARNING ENVIRONMENT:

To create an atmosphere in which students, faculty, and staff find satisfaction in their work and feel pride in achievement; to provide programs and support services that are responsive to student and community needs; to provide and maintain state-of-the-art equipment and ample supplies necessary for effective learning environments; to provide comfortable, functional, and aesthetically-pleasing facilities and grounds; and to actively support academic and social activities that take place both inside and outside the classroom.

### TEACHING EXCELLENCE:

To communicate to students a body of knowledge in a creative, stimulating, and challenging manner; to work to establish student and instructor rapport; to maintain the highest standard of professional performance and recognize teaching excellence; to promote the exchange of ideas among colleagues and provide opportunities for professional development; to define for students course goals, objectives and grading standards, making clear the expectation of high achievement; to encourage students to think critically and analytically, applying learning principles, concepts, and skills; and to inspire independence of thought and self-discipline.

### TRADITION:

To further the traditions of pride, quality, innovation, and professionalism found in this institution; to share our heritage by making Riverside City College the educational and cultural center of the communities it serves; and to build for the future on the foundations of our past.

## GOALS

### I. STUDENT SUCCESS

- 1.1 Increase student engagement, learning, and success by offering a comprehensive and flexible curriculum, including clear pathways for achieving certificates, degrees, and transfer-reading status.
- 1.2 Consistently use data to make decisions and to understand and support evolving student needs.

### II. STUDENT ACCESS

- 2.1 Ensure that all students have equitable access to the College's programs, courses, and services.
- 2.2 Enhance integrated academic support.
- 2.3 Counsel and advise students to help them plan for and progress toward their individual educational objectives.

### III. INSTITUTIONAL EFFECTIVENESS

- 3.1 Encourage efficiency, expand organization capacity, and inform conversations that promote access and efficiency.
- 3.2 Integrate research, assessment, and program review to enhance understanding of student learning.
- 3.3 Facilitate accountability, transparency, and evidence-based communication to improve student success and completion.

### IV. RESOURCE AND LEARNING ENVIRONMENT DEVELOPMENT

- 4.1 Enhance financial sustainability by incorporating diverse funding from public and private sources, including grants and special events.
- 4.2 Create an atmosphere in which students, faculty, and staff find satisfaction in their work and feel supported and valued.
- 4.3 Invest in technology, equipment, supplies, training, and infrastructure to support students, faculty, and staff.

### V. COMMUNITY ENGAGEMENT

- 5.1 Actively pursue partnerships with the community's academic organizations to foster communication and collaboration that increase student success and completion at all levels.
- 5.2 Work with local business and CTE advisory groups to ensure that the College's educational programs provide the necessary skills that lead to employment opportunities.
- 5.3 Offer programs and services that enrich the community.

## ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

"Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

“The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject.”

“Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.”

“The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

This aligns with Title 5 section 51023 and with the standards set forth by the College’s accrediting body; the alignment is evidenced by the adoption of Board Policy 4030.

## ACCREDITATION

Riverside City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, accjc@accjc.org), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Riverside City College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of Veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

## ACADEMIC YEAR

The academic year consists of fall and spring semesters, which extend from August to June, plus winter and summer sessions, that begin in January and June, respectively. The calendar for the 2019-2020 academic year appears in the front of the catalog. Courses offered during the various terms are similar in scope and maintain equivalent standards.

## PROGRAM LENGTH

Courses that are part of the requirements for Associate in Science or Associate in Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

## WHO MAY ATTEND

Individuals who meet any one of the following criteria are eligible to attend the three colleges of Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are eligible high school students in grades 11 and 12, who have been approved for concurrent enrollment in both high school and college or
- Are eligible high school students in grades 10-12 who have been identified and approved by their high school as a dual enrollment student or
- Are international students who have satisfied specific international student admissions requirements by a specified deadline.

Admission to Riverside Community College District-Riverside City College is regulated by state law as prescribed in the California Education Code.

## Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

## High School/Concurrent Enrollment

Effective Fall 2015, high school students in good standing may be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

1. Students falling under these criteria must be approved by their high school principal or designee for “advanced scholastic or vocational work,” and must be identified as a special part-time or full-time student.
2. Students may be admitted as a special part-time or full-time student if:
  - (a) The class is open to the general public, and
  - (b) The student is currently enrolled in grades 11-12.

Students are required to submit the Riverside City College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions and Records office or webpage at [www.rcc.edu/services/admissions/](http://www.rcc.edu/services/admissions/).

All approved special part-time and full-time students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to 8 units for Fall/Spring terms and 5 units for Winter/Summer terms. High school students are not allowed to take physical education classes.

### High School/Dual Enrollment

Effective Fall 2018, eligible high school students who have been selected by their respective high schools to participate will be able to take RCC courses on their high school campuses as part of the College and Career Access Pathways (CCAP) program per AB288 guidelines.

Established in Fall 2006, eligible high school students at Rubidoux High School in the Jurupa Unified School District who have been selected by the high school to participate may enroll in RCC courses offered at the Rubidoux Annex as part of the Rubidoux Early College High School (RECHS) program.

Dual Enrollment students are required to complete the Riverside City College online admission application and the appropriate School/Parent Approval Form by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions and Records office or webpage at [www.rcc.edu/services/admissions/](http://www.rcc.edu/services/admissions/). Students will register at their high schools with RCC staff. High school students are not allowed to take physical education classes.

## ADMISSION AND REGISTRATION OF STUDENTS

### Admission Application

Students need to apply if:

- They have never been a student at any of the Riverside Community College District colleges, or
- They have not been in attendance at any RCCD college during the prior major term (fall or spring only), or
- They submitted an application for a future term and wish to attend a current one.

**Please note students no longer need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).**

Online applications can be submitted at [www.rcc.edu](http://www.rcc.edu) and take approximately 24 hours to process (excluding weekends and holidays). For information on application deadlines, visit the Admissions and Records office or webpage at [www.rcc.edu/services/admissions/](http://www.rcc.edu/services/admissions/). Computers and assistance are available in the Welcome Center.

### Home College

Each applicant will be required to apply to one of the three District colleges: Moreno Valley, Norco, or Riverside City and in doing so establishes it as their "Home College." Applicants will choose their program of study/major from those offered at the Home College as well as receive services (counseling, financial aid, Veterans support, EOPS, CalWORKs, and Student Support Services) at that location.

Applicants to one college are permitted to register for courses offered at all three colleges. All coursework completed, regardless of location, will appear on one academic record.

Important - Special programs require a supplemental application process. Please contact the special program for the application process.

### Schedule of Classes

The Schedule of Classes is available online at [www.rcc.edu/departments/Pages/Class-Schedule.aspx](http://www.rcc.edu/departments/Pages/Class-Schedule.aspx). Open classes can be viewed on MyPortal/WebAdvisor approximately six to eight weeks before the term begins by visiting the College website.

### Registration

Priority registration is granted to eligible student Veterans, former foster youth, EOPS, DRC and CalWORKs students. In addition, college-approved groups may receive early registration access as long as criteria are met.

Effective Fall 2012 the order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 at [www.rccd.edu/administration/board/](http://www.rccd.edu/administration/board/) to align with the statewide Student Success Initiative.

Registration appointment dates as well as information on holds that may restrict registration may be viewed on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) approximately 6-8 weeks before the term begins. Students can register on MyPortal/WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeals may only be approved once and subsequent appeals will not be considered. Before registering, students must complete any necessary requirements; i.e., Assessment, Online Orientation/Counseling. Refer to the section on Matriculation: "Are You Exempt From Matriculation?" for more information. Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on MyPortal/WebAdvisor or mail a check or money order or pay at one of the colleges. See the Schedule of Classes at [www.rcc.edu](http://www.rcc.edu) or fees at [www.rcc.edu/services/admissions/Pages/Tuition-and-Fee.aspx](http://www.rcc.edu/services/admissions/Pages/Tuition-and-Fee.aspx) for payment and refund deadlines. Your account summary can be viewed or printed on MyPortal/WebAdvisor.

All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.

### Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the next eligible student is automatically added and their account is charged with enrollment and other required fees. Changes in waitlist status are emailed to the student's college email address and are posted to the student's MyPortal/WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline. For online classes, students will need to contact the instructor through email, which can be found by clicking the blue class link on Manage My Waitlist in MyPortal/WebAdvisor.

### Procedure for Adding and Dropping Classes

Once a class has begun, a student will need the instructor's permission to add a class. Students may add classes through MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. All course adds or drops need to be completed by the deadline posted in the Class Schedule and on MyPortal/WebAdvisor.



Students may withdraw from courses prior to the drop deadlines by using MyPortal/WebAdvisor. If there is a hold restricting the use of MyPortal/WebAdvisor students may bring a completed add/drop card to the Admissions counter at Riverside City College and drop classes there. Deadlines to add, drop, and receive a refund are posted on MyPortal/WebAdvisor. It is the student's responsibility to drop classes that they no longer plan to attend.

### Units for Full-Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring sessions and 6 units of credit for the winter/summer sessions. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum number of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

### Attendance

All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.

Coursework missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to consult with the instructor regarding the completion of missed assignments.

### Face-to-Face Courses

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, section 58003, 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The faculty, staff, and administration of RCCD expect all students to attend every meeting of all classes for which they are registered. Of particular importance is the first class meeting of the semester during which the Instructors of Record determine adds and drops. Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the Instructor of Record. Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the Instructor of Record. The faculty, staff, and administration of RCCD are therefore strongly recommending that all students are present in each of their classes at the start of all of their classes and that all students should know and understand the attendance policy for every class in which they are enrolled.

### Distance Education Courses

By their nature, fully online courses do not meet face-to-face, but the importance of regular student engagement and attendance as evidenced in the following ways is of particular importance for maintaining a student's place in the class.

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the Instructor of Record. Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

**For information on auditing classes,  
see the Graduation Requirements section.**

### LIMITATIONS ON ENROLLMENT

Riverside Community College District offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorials to demonstrate computer skills, preparation levels for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

### Remedial Limitation

Riverside Community College District Board Policy 4222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, and learning skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, Veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

### Exemptions to Remedial Limitation

All developmental courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Disability Resource Center for exemption status on a case-by-case basis.

### Prerequisite

When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade "C" or better in CHE-1A). Completion of the prerequisite is required prior to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e., Math 52), you will be allowed to register for the succeeding class (i.e., Math 35). However, if you do not pass the prerequisite course with at least a "C" grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of "C" or better or P (Pass). C-, D, F, FW, NP (No Pass), or I grades are not acceptable.

### Corequisite

When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

### Advisory

When a course has an advisory, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

### Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at RCCD or other institutions and wish to obtain a Riverside City, Moreno Valley, or Norco degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation" form. These forms are available in the Counseling department. The student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations office once all official transcripts (ones that are received by RCCD directly from the issuing institution) are received. A copy of the completed evaluation will be forwarded to the student.

### Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the Kinesiology department about sports physicals. Student-parents of the children in the Child Development Center must have a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children are required to have this as well as be up to date on their immunizations of DPT, MMR, TOPV.

## MATRICULATION

Matriculation is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students are provided with a college orientation, placement results, counseling, completion of an educational plan and follow-up services. Prior to registering for classes, all first-time college students must complete Orientation and review their Trailhead courses that will assist in selecting coursework for their first 15 units.

It is the student's responsibility to a) complete orientation and a placement survey, if applicable, prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments, and maintaining progress toward that educational goal.

### Placement

RCCD uses multiple measure assessment criteria to assist students in determining appropriate placement for entering courses in English, ESL, and mathematics courses. Placement criteria may use past performance measures like overall high school GPA, individual course-taking performance, and course-taking patterns to determine appropriate placement in English and mathematics. First-time college students are automatically placed into English and mathematics based upon information they supply on the admissions application. The PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to complete a placement survey (consult a counselor).

Students with English placement recommendations that include a support class with the transfer level course may petition to take the course without support. Students seeking this option must complete a Matriculation Appeal petition in the Assessment or Counseling Center. Petitions take from one to five working days to process.

It is strongly recommended that students enroll in appropriate English composition and mathematics courses during their first or second semester of enrollment. Placement results are found under the Placement Test Summary option in MyPortal/WebAdvisor. Students needing assistance with appropriate placement should contact either the Assessment Center or visit the Counseling Center (located on the second floor of the Charles A. Kane building).

### Other Assessments

Assessments for ESL, Spanish, reading for Nursing, and Chemistry are provided in the Assessment Center located within the college Welcome Center. Students can test on a walk-in basis. If there is no space available, students will be given a same-day or next-day appointment to return. Students who have a documented disability requiring a unique accommodation can take the test in the Disability Resource Center. To request this service, call: (951) 222-8060. Hours of operation are posted outside the Welcome Center (located on the first floor of the Charles A. Kane building), available online at the Welcome Center webpage, and via telephone at (951) 222-8574.

Students are required to present photo identification in order to test; a state or federal issued driver's license or ID is preferred, but passports and high school ID are also acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center. Friends and family (including minors) who are not testing cannot remain in the room.

To maximize the likelihood of success, students should complete their transfer-level English composition and transfer-level Mathematics courses during their first year of enrollment. Development of competent reading, writing skills, and analytical skills provide a foundation that increases students ability to be successful in other college courses.

### Counseling

Two business days after completing the application and survey, students will be provided their abbreviated educational plan/Trailhead courses. This will provide students with recommended courses for their first 15 units at RCC which will be appropriate based on their major/academic program of study. To complete this step please log on to your MyPortal/WebAdvisor account and select

“View Abbreviated Educational Plan/Trailhead” under the academic planning header. If you have questions, please call (951) 222-8440 or stop by the Counseling department or Welcome Center at RCC. New students are encouraged to complete Guidance 45 (Introduction to College) during their first term at RCC.

### Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on placement results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to Riverside City College before scheduling counseling appointments or requesting a comprehensive Student Educational Plan (SEP).

All students pursuing certificate or degree programs, either associate or baccalaureate, should see their counselor each semester to review their SEP.

#### Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following Board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
  - Advance in current career/job
  - Maintain certificate/license
  - Educational development
  - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

### Follow-Up

Counselors and teachers will provide follow-up activities on behalf of matriculated students. “Early Alert” follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. “Probation/dismissal” activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

### Students Rights and Responsibilities

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. 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;
7. 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.

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 District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted one time only with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation. “Official” is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

If you have questions regarding the matriculation process, please contact the Counseling department at RCC at (951) 222-8440 or the Welcome Center.

### **Comprehensive Student Educational Plan (SEP)**

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. Students who have attended other college(s) must request to have an official transcript(s) sent to Riverside City College before scheduling counseling appointments or requesting a Student Educational Plan (SEP). To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to a high demand for counseling during the winter and summer terms, it is highly recommended that continuing students see a counselor during the fall and spring terms to complete a Student Educational Plan.

A student's college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled "Curricular Patterns." The student is also invited to discuss personal goals with a college counselor, visit the career center, and/or enroll in GUI 47, Career Exploration and Life Planning.

## **FEES: CALIFORNIA FEES/RESIDENCY REQUIREMENTS**

**ALL FEES ARE SUBJECT TO CHANGE  
DUE TO STATE LEGISLATIVE ACTION OR  
RCCD BOARD POLICY CHANGES**

### **Enrollment Fees - California Residents**

Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one year period begins when a student is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

Residency determination is made as of day prior to the first day of the term of application.

The enrollment fee for California residents is set per state legislation.

### **Non-Resident Tuition and Fees**

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Non-resident students are required to pay a non-resident tuition fee in addition to the resident enrollment fees.

Out-of-country non-residents, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee and non-resident fees. International applicants pay an admission application fee and health insurance fee.

### **AB 540 Non-Resident Fee Waiver**

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee. Effective Spring 2013 students who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements, and is physically present in California, shall be exempt from paying non-resident tuition at Riverside Community College District, if they sign an affidavit verifying:

1. Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools (established by the State Board of Education), California adult schools (established by a county office of education, a unified or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these.  
OR  
Three or more years of full-time California high school coursework, and attendance of a total of three or more years in a combination of California elementary, secondary, and/or high schools.
2. Graduation from a California high school or equivalent (i.e., GED, CHSPE), attainment of an associate degree from a California community college, or fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.
3. In the case of a person without lawful immigration status, an affidavit (available from the Admissions office) stating that the student has filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so. Student information obtained in the implementation of this section is confidential.

In addition, the student must be physically present in California to be eligible for AB540. A student who meets the qualifications for the AB 540 Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees. Eligibility for AB 540 does not change a student's non-resident status.

### **SB 141 Non-Resident Fee Waiver**

Students who are U.S. citizens and who may presently reside in a foreign country will be exempt from non-resident tuition by meeting the following requirements:

1. Demonstrates a financial need for the exemption.
2. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
3. Moved abroad as a result of the deportation or voluntary departure.
4. Lived in California immediately before moving abroad.
5. Attended a public or private secondary school in California for three or more years.
6. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.

7. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
8. Documentation shall be provided at the office of Admissions and Records by the student as required by statute as specified in Education Code section 76140(a)(5).

A student receiving a non-resident tuition exemption under SB 141 does not receive resident status for the purpose of fees or financial aid. Rather they are exempt from non-resident tuition fees under this law. These students will not qualify for the California College Promise Grant (formally the BOG Fee Waiver) and any other state financial aid until they establish California residency. As citizens, SB 141 students may apply and qualify for federal financial assistance such as Pell, FSEOG and federal student loans.

#### Health Fee

Every student, including those who qualify for a California College Promise Grant (formally the BOG Fee Waiver), is required to pay a health services fee per Title 5 state regulations. Students who rely exclusively on faith healing or who are participating in approved apprenticeship programs are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admissions and Records office.

#### Parking

Parking permits may be purchased on MyPortal/WebAdvisor at [www.rcc.edu/MyPortal](http://www.rcc.edu/MyPortal), the cost of which includes shipping and handling. Parking permits may be requested through MyPortal/WebAdvisor and may be paid online or in person at the Cashier's office. Special parking is provided for the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended during the first two weeks of the Fall and Spring semesters and the first week of the Summer session.

#### Transportation Fee

The Transportation fee provides free transportation on RTA fixed routes for students with Riverside City College photo ID cards. Fees vary according to full-time or part-time status.

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RCCD BOARD POLICY CHANGES**

#### Library/Learning Resource Center Fees

Overdue fines:

General Collection – Overdue fines will be levied at 20 cents per day per item.

Hourly Reserves – Overdue fines will be levied at \$1 per hour per item.

#### Replacement bills:

If materials are not returned, they are declared “lost.” A bill will be issued for each lost item which will include: 1) The actual replacement cost of the item or \$25 for out-of-print materials; 2) A processing fee of \$10; and 3) Any overdue fines (the maximum overdue fine is \$20).

#### Refunds:

If the item is returned after the bill is issued (within one year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

#### Library card fees:

Community members may purchase a library card for \$5 per session upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

#### Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The RCC bookstore has many choices for students to purchase their books such as a rental program, many digital options, and used and new textbooks.

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes. Whenever possible, the RCC bookstore will attempt to stock the required items.

#### Payment Method

The RCCD bookstores will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos) and Follett's gift cards. If you are using your parent's credit card, you MUST have a written authorization letter from them with a signature on both the letter and the card. Checks are not accepted.

Full refunds are given on textbooks during the first week of school only with a store receipt. If you drop a class, you have 30 days from the start of school to return for a full refund as long as you have a store receipt and the book is in the same condition that you purchased it in. All returns/exchanges require an original receipt. The bookstore will buy back textbooks every day from students. The best time to sell back your textbooks is during finals week. Bring your student identification and the books and we can let you know the value.

#### Other Charges

An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

#### Enrollment Verification

Students may request an Enrollment Verification form from Admissions and Records to verify course enrollment (hours and unit value), fees, grade point average, and student enrollment status in any given term. The first two enrollment verification forms are free of charge and each request thereafter is \$2. Refer to *Units for Full-time/Part-time Status* for details.

## RCCD TRANSCRIPTS

The RCCD transcript includes coursework completed at Riverside City College, Norco College and Moreno Valley College. Official student transcripts may be requested on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu), and in person at the Admissions and Records office.

The first two official transcripts requested at RCCD are free. There is a fee of \$7 for each additional official transcript requested. Transcripts may take two to three business days to process. For expedited services, students may select additional service options:

- Next Day Service (24 hours): Additional \$10
- Same Day Service (10-15 minutes): Additional \$13

Transcripts may be delivered electronically, mailed with first class postage, or printed on campus for pick up. Unofficial transcripts are available free of charge on MyPortal/WebAdvisor.

### Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days/three months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have coursework on official transcripts validated for English, mathematics, and other prerequisites.

Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student's record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or who have attended other colleges/universities, must submit all official transcripts to RCCD prior to graduation. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions.

### International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate degree; and for certificate programs. About 400 students from 60 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to non-resident tuition as set by the Board of Trustees.

## REFUND DEADLINES FOR FEES

RCCD shall refund any enrollment fee paid by a student who withdraws from a class during the first two weeks of instruction of a full-term 16-week course or before 10% of a short term course has passed. Refund deadlines are available on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu).

### Holdings on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay their financial obligation owed to the District. Any item or items will be released when the student satisfactorily meets the financial obligation.

## MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces who is classified as a California resident is also exempt from non-resident tuition. A qualified Veteran and/or dependent who resides in California and is attending a California school within three years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

Dependents of certain Veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any Veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept. of Veterans Affairs determines the child eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Dept. of Veterans Affairs for more information.

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**Section II**  
**STUDENT INFORMATION**

## ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision /academic matters or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5522 or the Student Grievance Process for Instruction and Grade Related Matters in the catalog for details.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Vice President of Student Services, and thence to the President. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Conduct section of the catalog, Board Policy 5500, and Administrative Policy 5520.

## ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work independently (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

## ACADEMIC RENEWAL

The academic renewal procedure will permit previously recorded substandard coursework taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco colleges. The policies are as follows:

1. A student may request academic renewal for not more than two terms of grades and credits which are not reflective of a student's present ability and level of performance.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the term(s) to be disregarded in calculating the GPA obtained at RCCD. (Official transcript is required.)
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) are calculated in the GPA will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.

4. A student may be granted academic renewal only once.
5. A student may repeat work taken during academic renewal terms only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

### Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Admissions and Records office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the Charles A. Kane Student Services and Administration Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco colleges. For information on challenge procedures, see page 7.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

## THE ARTS

### ART

The visual arts at Riverside Community College District play a significant role in students' lives. Painting, drawing, design, ceramics, sculpture, art history, computer and animation students have access to outstanding studio facilities as well as a large library collection of periodicals, books, and videos. Also unique to the library is a permanent art collection on display in offices throughout Riverside City College.

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts. The clubs also organize extracurricular events such as student art exhibitions, guest artist workshops, and field trips to art museums.

The College Art Gallery is located on the Riverside college in the A.G. Paul Quadrangle room number 140. The Quad Art Gallery is an exceptional display space that exhibits works by national and regional artists as well as yearly exhibitions of faculty and student works providing a variety of culturally diverse art to the community.



## DANCE

The Dance Program at Riverside City College provides a full schedule of classes and activities that meets the needs of dance majors and minors as well as the general education student. In addition to its broad range of dance technique and lecture courses, RCC Dance also sponsors:

- master classes in dance and Pilates with notable guest artists;
- on-campus and off-campus performance opportunities; and
- two major concerts during the year at Landis Performing Arts Center.

The RCC faculty dance concert, Kinetic Conversations, features faculty choreography and performance, student dancers, and guest artists. The student dance concert, Celebrate Dance, focuses on the work of RCC student choreographers and dancers during the Spring semester. Other small RCC Dance performance ensembles include ACDF and RCC Dance Touring Ensembles. America College Dance Festival (ACDF) is an organization of community college and university dance programs across the United States. The work of RCC Dance students, faculty and guest artists has often been selected to be in the gala concert of ACDF, which recognizes the best work of emerging college dancers and choreographers. The RCC Dance Touring Ensemble is a select group of student dancers who work as a company for the entire year performing at various schools in the Inland Empire and represents RCC at various on-campus events. Concert and ensemble auditions are open to all students. Students interested in auditioning should check the Dance department website: [www.academic.rcc.edu/dance](http://www.academic.rcc.edu/dance) or be a friend of RCC Dance on Facebook.

## MUSIC

The Music department provides classes that meet all the requirements for transferring students with a major or minor in music, and encourages all students to make music activities a significant and memorable part of college life.

RCC music organizations include Chamber Singers, Vocal Jazz Ensemble, College Choir, Master Chorale, Symphony Orchestra, Wind Ensemble, Concert Band, Jazz Ensemble, Guitar Ensemble, Percussion Ensemble, Piano Ensemble and the Marching Tigers Band.

In addition to frequent local performances, these musical groups represent the College at intercollegiate and invitational festivals, tours and competitions throughout California, the United States, Europe, Asia, and even on cruise ships. All young musicians are welcome to join.

## THEATER ARTS

The Theater Arts have long been an important component of life on the Riverside City College campus. The Theater department provides a performance curriculum based on the University of California and California State University systems for students who wish to transfer. In addition, we provide performance opportunities through our play series. The annual productions may include four to five musical and non-musical student shows. The productions are designed with professional elements and can feature professional actors. Students are offered the opportunity to work both on stage and backstage.

## ATHLETICS

Riverside Community College District maintains a program of intercollegiate athletics as a member of the National Central Conference in Football and the Orange Empire Conference in the following sports:

Men: Baseball, Basketball, Cross Country, Golf, Tennis, Track, Soccer, Swimming and Diving, and Water Polo

Women: Basketball, Beach Volleyball, Cross Country, Softball, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

Both Soccer teams practice and play at the Norco College.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest ([Rccathletics.com/landing/index](http://Rccathletics.com/landing/index)).

## COLLEGE BOOKSTORE

Students are able to order their textbooks when registering through MyPortal. The bookstore offers many choices for textbooks which may also be ordered at [www.riversideccshop.com](http://www.riversideccshop.com).

Students may sell their textbooks and certain workbooks back to the bookstore throughout the semester. Textbook purchases can be picked up or delivered for a nominal fee. See website for more details.

The bookstore offers a large variety of supplies for your classes as well as items to show off your school pride with a wide selection of school spirit accessories. Also, students can grab a quick snack to go.

The bookstore offers a large assortment of snacks, RCC gear, supplies and technology.

### Return policy

The bookstore accepts cash, credit cards and bookstore gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have a receipt and the book must be in the same condition that it was purchased in.

## CALWORKS PROGRAM

The CalWORKs program is funded through the Chancellor's Office of the California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. Welfare recipients face a four-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The CalWORKs staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. Students receive support services through the CalWORKs program with new CalWORKs students enrolling each week.

Services available include:

- Career and academic counseling
- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Assistance with county requirements
- School Supplies
- Tutoring
- Laptops (Borrow)
- Commencement Regalia

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services such as:

- Childcare
- Transportation
- Textbooks and materials
- Parking permits

It is recommended that students participate in at least two hours of study time for every lecture hour in class. Below is a chart converting units to hours spent in class along with the recommended study time per term for on-campus, online and hybrid classes.

Course Units:	Class Lecture Hours Per Term:	Recommended Study Time Per Term:
1 Unit	18 Hours	36 Hours
2 Units	36 Hours	72 Hours
3 Units	54 Hours	108 Hours
4 Units	72 Hours	144 Hours
5 Units	90 Hours	180 Hours
6 Units	108 Hours	216 Hours

For more information call (951) 222-8648.

### COLLEGE CONNECTION

The Riverside City College-Riverside Office of Education Foster Youth Services College Connection program is designed to provide individualized educational and transitional support services to foster, neglected and at risk youths who attend RCOE's community schools, detention facilities and foster group homes throughout Riverside County. College Connection engages youth ages 16-21 and identifies appropriate pathways for students to obtain their high school diploma, GED, or Certificate of Completion by the age of 19. College Connection also provides appropriate post-secondary transition plans that include academic resources, linkage to community colleges, career mapping with identified Career and Technical training, and job placement. The program also offers periodic follow-up to ensure the student's success in obtaining outlined objectives. For more information concerning College Connection, please contact the program Student Resource Specialist at (951) 222-8960.

### COUNSELING CENTER

The Riverside City College Counseling department provides a supportive, student-centered, and holistic approach to education that seeks to maximize the potential of each individual student with integrated student support services. As student advocates and consultants to the college community we are committed to fostering a professional environment that stimulates learning, respects diversity, and promotes the development and success of students in accordance with the guided pathways framework. Riverside Counseling faculty are committed to:

- Maintaining the highest ethical standards in our profession
- Promoting students' academic, social, and emotional success
- Empowering students to be positive change agents in our global world
- Sustaining a campus environment that supports the holistic development of each student Counselors work with students in planning and achieving their personal, educational, and career/vocational goals through:
- Individual counseling appointments, express/drop-in counseling, online counseling, and online counseling
- Online Orientation
- Welcome to College In-Person Workshops
- Student Educational Plans (SEPs)•Academic progress/probation/dismissal counseling
- Transfer course selection for UC, CSU and private universities
- Information on certificate and associate degree requirements
- Instruction of guidance courses
- Referrals to other support services
- Career exploration counseling
- Assessment and interpretation of career inventories
- Student Success Workshops
- Transcript evaluation and interpretation
- Support to the different Pathways Engagement Centers

### RCC Counseling Career and Transfer Center

Career and Transfer Center (CTC) is located on the first floor of Kane, Student Services and Administration Building.

### Career Center

The Riverside City College's Career Center mission is to enhance student success by providing services that will help students become active participants in the career development process. The Career Center prepares students on how to make informed career choices based on personality, skills, goals and values as well as providing access to employment opportunities, internships and a host of other resources and services.

### Career Center Services:

- Career Assessments and Interpretations
- Career Counseling
- One-on-One Career Exploration assistance
- Career Workshops
- Computer access to utilize internet resources, eureka online, researching majors, writing resumes, interviewing assistance, researching occupations, labor market information, and career planning
- Guest speakers from different career fields
- Library of books and materials related to the job market, career trends and career fields

**Transfer Center**

The Riverside City College's Transfer Center mission is to increase the transfer function and the number of students applying for transfer to baccalaureate-level institutions. This is accomplished through coordination of college transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including disabled students, low-income students, first-generation college students, Veterans, international, and other groups of students underrepresented in the transfer process.

**Transfer Center Goals:**

1. Coordinate college transfer efforts to provide quality transfer services, programs, and activities that support student success.
2. Increase the number of students who choose to transfer and who are prepared to transfer, and ensure the inclusion of low-income, disabled, and first-generation college students.
3. Work corroboratively with college governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students. Develop a practice of monitoring and evaluating student outcomes by compiling data in collaboration with the RCC Research department.

**Transfer Center Services:**

The Transfer Center provides many services, resources, programs, and information to students who are interested in transferring to four-year colleges/universities, including:

- Information on transfer requirements
- Classroom presentations gear to engage students about the transfer process.
- Counseling appointments with university representatives.
- RCC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit.
- Computer access to utilize internet resources, complete college/university applications, and view college/university information online.
- Transfer Workshops focusing on the UC/CSU application process, and tips on answering the UC Personal Insight Questions.
- Transfer Workshops focusing on out-of-state and private institutions.
- Transfer Fairs are coordinated by the Transfer Center every fall and spring term where over 35 university representatives visit our campus to speak to students and to answer questions.
- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and who received acceptance notices to a four-year college/university.

**Resources:**

- Books and college handouts to assist in major and college/university campus selection.
- Internet access for online admissions applications
- Monthly calendar of events/workshops/university representatives in the Transfer Center.
- Advertisement of events via social media.

**Contact Information**

RCC Transfer Website:

<http://www.rcc.edu/services/counseling/Pages/Transfer-Center.aspx>

For more information please call: (951) 222-8446

**How to Schedule an Appointment with a Counselor**

New students may make an appointment with a counselor after completing their application to RCC including the placement survey and receiving their abbreviated educational plan/Trailhead courses. The orientation and viewing of their abbreviated educational plan can be completed through MyPortal/WebAdvisor. Riverside City College students may call the counseling department at (951) 222-8440 to schedule an appointment or can schedule online at <https://esars.rccd.edu/Riverside/Counseling/eSARS.asp?WCI=Init&WCE=Settings>. Counseling hours vary by term. The Counseling department is located on the second floor of the Dr. Charles A. Kane (CAK) Student Services and Administration Building.

**DISABILITY RESOURCE CENTER**

The Disability Resource Center (DRC) provides appropriate, accessible, and reasonable academic adjustments to students with documented disabilities who request such services. The DRC facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with disabilities. The DRC is also committed to serving as a resource to staff and faculty in order to ensure the entire college is fostering a welcoming environment for students with different abilities.

Academic adjustments are determined after a review of disability documentation and through an interactive process with a DRC faculty counselor. Academic adjustments are determined on a case-by-case basis.

Types of services available through the office may include:

- Alternate media and adaptive technology
- Electronic text
- Priority registration
- Sign language interpreting
- Real-time captioning
- Testing accommodations
- Note-taking or scribe assistance
- Disability counseling
- Mobility assistance
- Adaptive furniture
- Others

The High Tech Center lab is located within the DRC office and provides a space for students to utilize various forms of adaptive technology. All services to students are free. The Disability Resource Center is located in the Dr. Charles A. Kane Student Services and Administration Building, Office #130. Riverside DRC office: (951) 222-8060 Office Location: CAK 130

Riverside Community College District does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations.

If a student does not wish to register for services through the DRC, they may contact the District Compliance Officer in order to address their disability-related needs.

For more information, please refer to RCCD Board Policy 5140: Disabled Student Programs and Services, Title V of the California Education Code, the Americans with Disabilities Act (2008), or the Rehabilitation Act of 1973.

## DISCIPLINE

It is understood that each student who registers at the District is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the Student Handbook.

## DUAL ENROLLMENT PROGRAMS

### Early College Program

Rubidoux Early College High School (RECHS) is designed on the small-school model, and is a grade 9-12 clustering of students within the larger comprehensive Rubidoux High School. Established in fall 2006 with a grant from the Irvine Foundation, RECHS is a partnership between Rubidoux High School in the Jurupa Unified School District and the Riverside City College. Early College High School students begin their college coursework in their junior year and complete their high school diploma while earning college credit at the same time. College credit earned is transferable toward a Bachelor's degree.

Interested middle school students should contact the RECHS office at Rubidoux High School about joining the program in high school. Rubidoux High School personnel can be reached at 951 222-7720.

### College and Career Access Pathways (CCAP)

Riverside City College offers expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education. The CCAP program launched in fall of 2018 with three partnership agreements between Riverside Community College District and three local high school districts; Riverside Unified School District, Jurupa Unified School District, and Alvord Unified School District. Participating high school students enroll in college coursework offered at the high school site. Course offerings are designed for students to make progress on a certificate-earning and/or transfer-focused pathway, earning college credits while still in high school.

CCAP programs are offered at the following comprehensive high schools in collaboration with Riverside City College

#### Riverside Unified School District

Arlington High School  
John W North High School  
Martin Luther King High School  
Ramona High School  
Riverside Poly High School

#### Jurupa Unified School District

Patriot High School  
Rubidoux High School

#### Alvord Unified School District

Hillcrest High School  
Norte Vista High School

Interested high school students should inquire directly with the specific high school personnel for program information and availability.

#### Gateway College and Career Academy

Located at Riverside City College, Gateway College and Career Academy is a California public school that serves youth, 16 to 20 years old, who are off-track toward earning their high school diploma, are struggling in other school settings, or have dropped out or are near dropping out of high school. The school program gives students the opportunity to simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward university transfer, an associate degree, and/or a career technical education certificate. Gateway students learn how to succeed in a challenging and supportive educational setting, under the guidance of a caring team of counselors and teachers with experience and interest in helping students reach their goals.

In their first term, students take foundational courses as part of a learning community, which includes English, math, Guidance 45- Introduction to College, and Guidance 48- College Success Strategies. This experience builds their academic and personal skills, preparing them for college courses with the general student population. Students learn how to take effective notes, study for tests, and juggle school, work, and family life. After completing the foundation term, students take a mix of high school and college level courses to complete their graduation requirements and begin making progress on their preferred college pathway.

For more information please call (951) 222-8934.

The other RCCD colleges (Moreno Valley College and Norco College) offer dual enrollment opportunities to high schools in their respective areas. Contact the colleges directly for details.

## ENGAGEMENT CENTERS

Expanding on a long tradition of having an academic engagement centers for Science Technology Engineering and Math; (STEM) RCC has, in recent years and in keeping with the Guided Pathway framework, created centers in support of and Language, Humanities and Social Science (LHSS), and Career and Technical Education; (CTE), Health Related Sciences and Fine and Performing Arts. Engagement Centers are the hubs for integrated student support. Here students can connect with their educational advisors and faculty advisors, make counseling appointments and meet with their peer mentors. It is also the home for special programs such as the RCC Promise. The goal in the coming years is to create engagement centers for all the Instructional Pathways.

#### Centers' Current Location

- Career Technical Education (CTE) Academic Engagement Center, Technology A building, Room 101
- Fine and Performing Arts (FPA) Academic Engagement Center, Martin Luther King building, Room 222B

- Languages, Humanities, and Social Sciences (LHSS) Academic Engagement Center, Digital Library, Room 106
- Nursing Academic Engagement Center, Nursing building
- Science, Technology, Engineering, Mathematics (STEM) Academic Engagement Center, Martin Luther King building, Room 222

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS is a state funded California College Pathway program established in 1969 to provide academic support services to financially and educationally disadvantaged students. CARE and NextUp are supplemental categorical components of EOPS.

RCC EOPS services include:

- Personal, academic, and career counseling
- Career exploration
- Comprehensive educational planning
- Priority registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

To be eligible for RCC EOPS a student must:

1. Identify RCC as their “Home College”
2. Be a California resident (AB540 students accepted)
3. Have completed the FAFSA
4. Enroll in at least 12 units
5. Have completed fewer than 45 degree applicable units
6. Qualify for the California College Promise Grant (CCPG) “A” or “B”
7. Have an educational disadvantage (as determined by RCC placement scores and other factors)

For more information call the EOPS office at (951) 222-8045.

### Cooperative Agencies Resources for Education (CARE)

CARE is a supplemental categorical component of EOPS designed to recruit and assist recipients of Temporary Assistance for Needy Families (TANF) to increase their educational skills, enhance their employability, become more confident and self-sufficient, and transition from welfare-dependency to independence.

To be eligible for CARE a student must:

1. Be an eligible and accepted EOPS student
2. Enroll in at least 12 units
3. Be a current recipient of CalWORKs/TANF cash aid for yourself, or for your dependent child/children under the age of 18, designated as single head of household

RCC CARE Services include:

- EOPS services, including counseling and priority registration
- Child care stipends
- Books and educational supplies assistance
- Transportation assistance
- Food assistance

For more RCC CARE information call the EOPS office at (951) 222-8045.

### NextUp (also known as Cooperating Agencies Foster Youth Educational Support Program)

NextUp is a supplemental, categorical component of EOPS designed to strengthen the capacity to support the college success, health, and well-being of current and former foster youth who are enrolled at RCC.

To be eligible for NextUp a student must:

1. Be an eligible and accepted EOPS student
2. Be under the age of 26
3. Be a current, or former, foster youth in California whose dependency was established, or continued, by the court on, or after, the student’s 16th birthday
4. Enroll in at least 9 units

RCC NextUp services include:

- EOPS services, including counseling and priority registration
- Book services
- Educational supply assistance
- Food assistance
- Unmet need grants
- Specialized support workshops
- Transportation assistance

## STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department at RCC strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. SFS will educate students on how to apply for various types of financial assistance and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, SFS strives to provide an accurate and efficient environment for staff and students. SFS will educate staff regarding new policies and procedures through on- and off-campus training and conferences as well as visits to other community colleges to learn best practices.

### Applying for Financial Aid

The application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [www.fafsa.gov](http://www.fafsa.gov). Students who are not eligible for the FAFSA application and meet the AB 540 residency requirements may complete the California Dream application online at <http://dream.csac.ca.gov>. There are workshops available to assist students with completion of the FAFSA/Dream Application. For workshop times and dates, please view the SFS website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices), under workshops. Make sure to list the correct school code on the FAFSA/Dream application.

College	FAFSA School Code	Dream School Code
Riverside City College	#001270	#00127000
Moreno Valley College	#041735	#04173500
Norco College	#041761	#04176100

The FAFSA/Dream application is available now for 2019-20. The 2020-2021 application will be available October 1, 2019. Complete the 2019-20 FAFSA/Dream application by March 2, 2020 to meet California state grant application deadline.

When completing the FAFSA application, apply for a FSA ID number to electronically sign the online FAFSA. Dependent students will have a parent apply for their own FSA ID number. Parents will need to sign the FAFSA until the student is 24 years of age or no longer considered a dependent student. Dream applicants can apply for a PIN number to sign the application through the Dream Application website.

Once the application is completed the results will be sent to RCC. Students must have an RCC admissions application on file in order for the application to be received. All students are issued a RCCD email account. Directions to activate and access the email account are online at [www.rcc.edu](http://www.rcc.edu), under the Admissions and Records webpage. An email is sent to the student email account outlining financial aid steps. Your email will have directions on how to complete your financial aid tasks online through our student forms portal. Make sure to follow all directions on your email and check your email consistently for updates.

Dependent students who cannot provide parents' information on the application must first complete the application and submit it online. After completing the application visit the SFS office regarding a Petition for Independent Status (Dependency Override).

Financial aid disbursements are issued from a third party agent. All students who complete their financial aid file with RCC will receive information from the disbursing company on the disbursement options available. Students may choose direct deposit into their personal account, a debit card from Bank Mobile or paper check. All students eligible for financial aid must make a choice in order to avoid delay.

The FAFSA will determine eligibility for federal and state waivers, grants and loans. The Dream application will determine eligibility for the The California College Promise Grant "CCPG" (Formerly BOGW)

- **The California College Promise Grant "CCPG"** (Formerly BOGW) is a program which waives enrollment fees for qualifying CA resident students and eligible AB 540 non-resident waiver students. Only the name changed for this program. If eligible, the CCPG will waive enrollment fees. During the fall and spring semesters, the parking fee will be reduced to \$30 per semester. The CCPG does not pay for books or other educational supplies, the student services, health or transportation fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). California residents complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list school code #001270 and you will be automatically awarded the CCPG if eligible. AB 540 students complete the California Dream Application online at <https://dream.csac.ca.gov>, and list school code #00127000 and you will be automatically awarded the CCPG if eligible. An email is sent to the RCCD student email account when the CCPG eligibility is available on MyPortal under the financial aid award letter. No separate application is required.

Students on academic dismissal will not be eligible for the CCPG. Loss of CCPG appeals are available at the Student Financial Services counter. Students who were former foster youth at the age of 13 are exempt from losing the CCPG due to academic dismissal.

Non-resident students may be eligible to apply for a non-resident tuition deferment if eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the "information for non-resident" chapter in our consumer guide online at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

- **Federal Pell Grant** (up to \$6,095 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless students withdraw from courses and owe a refund or do not successfully pass courses). The information provided on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine eligibility for the Pell Grant and for how much. The number of units enrolled in and college satisfactory Academic Progress also determine eligibility. Students enrolled less than half-time (less than six units) may qualify for a Pell Grant. Once all application procedures are completed with the SFS office, Pell Grant eligibility will be determined. The award letter on MyPortal will list how much financial aid has been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Students may not receive Pell Grant funds from more than one school for the same period of enrollment.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1,000 for the academic year at RCC and is subject to change) is awarded first to students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as students remain in courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by priority deadlines and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1,672 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents or eligible AB 540 Dream applicants who graduated from a California high school and will be attending a qualifying institution at least half-time (6 or more units). The deadline to apply for these grants is March 2<sup>nd</sup> of every year. For students attending California Community Colleges, there is an additional deadline of September 2<sup>nd</sup>. To apply for the Cal Grant awards, students complete the FAFSA or Dream application and have a GPA verified by the above deadlines. The student's financial aid file must be completed, an eligible academic program (major) on file with the Admissions and Records office and Satisfactory Academic Progress (SAP) standard must be met to qualify.

Disbursement is contingent upon eligibility and funding. Cal Grant eligibility is available online at <https://mygrantinfo.csac.ca.gov/logon.asp>.

For more information on other California State Grant programs, including the Student Success Completion Grant, please visit our California State Grant webpage at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

- **Chafee Grant Program** provides grants of up to \$5,000 to eligible foster youth. Disbursement is contingent upon eligibility and funding. To qualify, you must:
  - Be a current or former foster youth\*
  - Not have reached your 26<sup>th</sup> birthday as of July 1 of the award year
  - Have financial need

\*To qualify, foster youth dependency of the court must have been established between the ages of 16 and 18. KinGap youth who are or were eligible to receive Independent Living Program services, guardian placements and voluntary placements may not be eligible for the California Chafee Grant unless court dependency was established between the ages of 16 and 18.

An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee Grant can be disbursed. The FAFSA application or Dream application is required for RCC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each Chafee Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for Chafee Grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

- **Federal Work Study** (earn up to \$4,000 per academic year) The FWS program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (three units for summer and winter, six units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov) and list the RCC school code #001270. To apply for a FWS position, students must have a completed financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) for the link to student employment job listings.
- **Federal Direct Loan Program** - Riverside City College (RCC) participates in the Federal Direct Loan Program. At RCC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

**RCC does not recommend borrowing more than \$10,000 at the community college level (this amount includes all loans from any other institutions attended). Students**

**can view a complete loan history at: National Student Loan Data System [www.nslds.ed.gov](http://www.nslds.ed.gov). A Department of Education FSA ID is required to access this website.**

Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (six units). Students must have a completed financial aid file at RCC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your "Direct Loan Request Form" to the RCC Student Financial Services office.

- Students should have a current Student Educational Plan (SEP) on file with RCC which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the "Direct Loan Request Form" regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.
- Please refer to our consumer guide online at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) for a full list of requirements for applying for a student loan at RCC.
- Students should learn and consider carefully their responsibility in securing a federal student loan. RCC also reserves the right to deny loans to students on a case-by-case basis. Students will be notified by mail if their loan request has been denied.

If RCC enters into an agreement with you (or your parents) regarding a Federal Direct Loan, we are required to inform you (or your parents) that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

## SCHOLARSHIPS

Riverside Community College District offers scholarships through its Foundation office and generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement:

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early January. Information and instructions on how to apply is available on our website early in the fall semester at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices). Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCC are disbursed during the following fall and spring semesters, upon verification of eligibility and based on the disbursement method selected. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester.

- **RCCD Scholarships for High School Seniors** are available beginning in February of each year with a deadline in late March. These scholarships are awarded to high school seniors who will be attending RCC during the academic year after they graduate from high school. Information is available at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) in February and March of each year.

Scholarships are also available from sources outside of RCC. There are many resources and opportunities for students to find scholarships to use while attending RCC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships RCC has been notified of is available online at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices)
- You may also find additional scholarship resources in the reference section of any library or on the Internet at free scholarship search sites such as [www.fastweb.com](http://www.fastweb.com), [www.scholarships.com](http://www.scholarships.com), and [www.scholarshiphunter.com](http://www.scholarshiphunter.com).
- If you are awarded a scholarship from a source outside of RCC, you may use your scholarship to pay for your educational expenses based on your donor's instructions. Follow the donor's directions on how to have your scholarship funds sent to RCC. When outside scholarship funds are received at RCC, the student will receive their scholarship funds by their chosen disbursement method and based on our posted disbursement schedule.

### Responsibilities and Requirements

Riverside City College must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to all federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

- **Ability to Benefit**  
Beginning in 2012-13, students must have met one of the following requirements to be eligible to receive financial assistance:
  - High school diploma
  - GED certificate
  - Completed an approved Home School program
  - Passed the California High School Proficiency Exam
  - Were enrolled in an eligible program of study prior to July 1, 2012 and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).
- **Student Educational Plan**  
You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Appointments can be made at the counseling office or via phone at (951) 222-8440.
- **Return of Title IV Funds**  
Students who drop or fail to successfully complete courses, may need to REPAY a portion of financial assistance received. (See our consumer guide for more information regarding Return of Title IV Funds.)

Students cannot receive financial assistance at two

institutions at the same time (with exception of the California College Promise Grant CCPG). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by the home college, if eligible.

If you received federal grant and/or loan funds and withdrew from school before completing 60% of the semester successfully, the amount of grant or loan funds you earned must be determined. If the amount of funds disbursed to you is greater than the amount of funds you actually earned, those unearned funds must be returned. The order in which federal funds are returned to the Department of Education are as follows:

1. Federal Unsubsidized Loan
2. Federal Subsidized Loan
3. Federal PELL Grant
4. Federal Supplemental Educational Grant.

- **Satisfactory Academic Progress**

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If the SAP standard is not met, the student becomes ineligible for most types of financial assistance. If determined ineligible for financial aid due to SAP, students may appeal through the SFS appeal process. For additional information regarding our SAP standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

- **Contact Information**

Be sure to keep mailing address, phone number, and email address current. This ensures information regarding financial aid is received in a timely manner. This information can be updated via MyPortal or in person at the Admissions and Records office on any college. Visit your RCCD email regularly, as all updates and communications are sent to the RCCD email account.

- **Social Security Number**

Be sure that the Social Security number on file with RCC is provided and correct as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without the Social Security number on file.

- **Disbursement and Deadline Information**

Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the student has completed the application, turned in all documents requested by the SFS office and enrolled accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) or pick up a disbursement schedule at the RCC office.

- **Veterans**

Applying for financial assistance through the FAFSA application does not affect GI Bill benefits. All Veterans should apply for financial assistance by completing the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov).

- **Gainful Employment Information**

For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at



[www.rcc.edu](http://www.rcc.edu). The gainful employment disclosures can be viewed at the programs of study webpage under each program.

You can find more information regarding Student Financial Services on our website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices). If you have any questions, please contact us by email at [studentfinancialservices@rcc.edu](mailto:studentfinancialservices@rcc.edu).

Riverside City College  
Student Financial Services Office  
“Helping to Build Dreams”

## FOOD SERVICES

### The City Grill @ Bradshaw

The City Grill offers breakfast, lunch and dinner including baked goods, sandwiches, a variety of beverages, grab and go foods and coffee from 7 am until 8 pm, Monday through Thursday and on Fridays from 7 am until 1 pm when classes are in session. During winter and summer sessions the Grill closes at 6 pm.

### The City Express @ Digital Library

The City Express located in the Digital Library breezeway, offers a variety of grab and go, sandwiches, snacks and beverages from 9:15 am until 1:15 pm, Monday through Thursday, closed on Fridays.

For more information, please visit our website at <https://www.rcc.edu/businessservices/Pages/foods-services.com>.

## FOSTER/KINSHIP CARE EDUCATION (FKCE) PROGRAM

The Foster and Kinship Care Education program (FKCE) provides the continuing training/education hours that resource families are mandated to receive each year in order to maintain their approval with the County of Riverside. All resource families are strongly encouraged to complete at least 8 hours each year. RCC provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self-esteem, etc. Classes are open to others who care for children including childcare providers, teachers, and social workers, and are provided free of charge. Workshops are held at off-campus locations throughout Riverside County. For more information call (951) 222-8937.

## FOSTER YOUTH SUPPORT SERVICES: GUARDIAN SCHOLARS PROGRAM (GS)

The Guardian Scholars Foster Youth support services program is designed to assist current and former foster youth at RCC ages 18-26 yrs. Eligible students submit a dependency verification form stating that they were in the foster care system any time after the age of 13. Guardian Scholars can help provide on- and off-campus resources, activities, and other support needed to help our foster students navigate through RCC successfully. For more information please contact the program's Foster Youth Specialist at (951) 222-8251.

## STUDENT HEALTH AND PSYCHOLOGICAL SERVICES

The Student Health and Psychological Services office is located on each college: in the Bradshaw building on Riverside City College, and in PSC-6 at Moreno Valley College and in the Library Lower level at Norco College. The Riverside City College office is open Monday through Friday, 8 am to 5 pm.

Services include medical care and psychological counseling; care for common health problems; evaluation and treatment by physicians, registered nurses, licensed vocational nurses, mental health counselors; referrals to a higher level of medical care and/or appropriate professionals in the community; health education; and first aid and emergency care. Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All college accidents should be reported immediately to the Student Health and Psychological Services office.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

For more information, contact: (951) 222-8151.

## GUIDED PATHWAYS FRAMEWORK

The Guided Pathways framework is a highly structured approach to student success that: 1) provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success; and 2) integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience. Guided Pathways is designed to provide students with the most direct route to degree completion, greatly increasing a student's chance of graduating or transferring in two years, and to connect college to careers.

### Instructional Pathways

Instructional Pathways were developed by RCC faculty and counselors to group programs of study into related career areas of interest. At the point of college application, students will choose an Instructional Pathway based upon career interest, major, skills, knowledge, and goals. RCC programs of study have been restructured into eight Instructional Pathways.



Integrated academic support for Instructional Pathways is provided within the Engagement Centers.

### Trailheads

Trailheads are designed to help students navigate through their first 15-units at RCC within their chosen Instructional Pathway. The Trailhead courses will allow students to explore their major and career choices within their anticipated program of study while remaining on path for timely completion.

Students who have identified a specific program of study should use a Program Map to guide their course taking sequence.

### Program Maps

Riverside City College faculty and counselors have collaborated to create program maps that describe an ideal course taking pattern and co-curricular milestones for timely degree and certificate completion. Current program maps can be found on the College website. Students are encouraged to meet with a Riverside City College counselor to review their options for transfer and to develop an individualized educational plan that best meets their goals and needs.

## HONORS PROGRAM

RCCD offers an Honors program at each of the colleges in the district: Riverside City College, Moreno Valley College, and Norco College. Each Honors program offers an enriched academic experience for motivated students aiming to transfer to a four-year university or college. Our Honors classes are small (20 students) and taught seminar style. Our students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and the faculty can offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

### To be eligible for the program, current RCCD students need:

- 3.0 GPA in nine transferable units
- Eligibility for or completion of English 1A
- Completed Honors program application
- Students will need to complete an Honors program orientation before or during their first semester in the program.

### To be eligible for the program, incoming high school students and all other first-time college students need:

- 3.0 GPA
- Eligibility for or completion of English 1A
- Completed RCCD application
- Completed Honors program application
- Students will need to complete an Honors program orientation before or during their first semester in the program.

### Benefits:

- Transfer agreements, including the UCLA TAP agreement.
- Smaller classes: Honors classes have a maximum of 20 students and are taught seminar-style, emphasizing active student participation.
- Help in the transfer process: workshops, one-on-one mentoring, help from Honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips: cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
- Our Honors Centers: places for gathering; they allow for informal study groups, personalized interaction with Honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students.
- Scholarships and essay contests.

For more information:

Website <http://academic.rcc.edu/honors/>  
 Facebook page (“RCCD Honors Program”)  
 Video [www.youtube.com/RCCDHonors](http://www.youtube.com/RCCDHonors)  
 Phone (951) 222-8562

## INFORMATION CENTER

If you have news or information you want to give out for free, bring a copy to the Student Activities office and it will be displayed on campus.

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each college or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the 10 working day posting period expires. Only 10 flyers and two posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

## CENTER FOR INTERNATIONAL STUDENTS AND PROGRAMS

The Center for International Students and Programs (CISP) oversees the Student and Visitor Exchange Program (SVEP) which authorizes RCCD to host foreign national students in compliance with the Department of Homeland Security (DHS). Riverside City, Moreno Valley and Norco colleges host nearly 400 international students each semester from over 50 countries.

Riverside California offers international students the opportunity for a quality American college experience in a state known throughout the world for its superior education system. As an integral part of the California higher education system, RCCD offers associate degrees for transfer and students may also take advantage of the Transfer Admission Guarantee (TAG) program at several UCs.

## JOB PLACEMENT SERVICES

Job Placement is an employment service provided at Riverside City College to assist students with their job search efforts. Job Placement is located in the Student Financial Services building and office hours are Monday through Friday 7:30 am - 4:30 pm.

Jobs on campus may be accessed through the internet at <http://jobs.rcc.edu>. Jobview kiosk machines are available on all three colleges for online employment. Some of the services offered are: Job Referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, Online Job Search, and Annual Career/Fairs and Recruitment. For additional information, you may contact the office by calling (951) 222-8480.

## LA CASA - LATINO STUDENT ENGAGEMENT CENTER

La Casa is an engagement center and program with the goal of supporting RCC Latino student success. Supported by state equity funds, the program provides students with academic services such as advising, counseling, printing, tutoring, and textbook lending. La Casa participates and hosts culturally relevant events, workshops, and speakers to keep students engaged in campus life and their community. Come visit La Casa and meet our “familia” of students and equity driven leaders. Always remember, Sí Se Puede. (951) 222-8168 / Bradshaw 202

## LIBRARY / LEARNING RESOURCE CENTER

The Salvatore G. Rotella Digital Library/Learning Resource Center provides quality library instruction, resources, and services at Riverside City College. The library has book and multimedia collections to support college courses and the local community, as well as academic journals, magazines, and newspapers. The library provides access to materials both in print at the DLLRC and online via the library website.

Visit the library online at: <http://library.rcc.edu>.

Hours for the library during the fall and spring semesters are:

Monday – Thursday: 7:30 am – 8 pm

Friday: 7:30 am – 4 pm

Saturdays: 11 a.m. to 4 p.m.

Circulation Services: (951) 222-8651

Reference Desk: (951) 222-8652

Summer and winter intersession hours vary and are posted at the library and website: <http://library.rcc.edu>.

The library provides research instruction, quiet study areas, and access to printers, photocopiers, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The RCC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5 per academic term. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

## THE RIVERSIDE CITY COLLEGE PROMISE

In fall 2017 Riverside City College joined the national and statewide efforts to ensure that students receive a quality community college education at low or no cost. The RCC Promise ensures that tuition is covered, basic fees are paid, and provides textbook assistance to students whose goals are to graduate and transfer within two years by attending college full time. In addition, students receive priority registration, and support from a peer mentor, a dedicated counselor and an educational advisor.

To be eligible students must:

- Be a graduating senior in high school
- Complete a RCC Admissions Application
- List RCC as their home campus.
- Be a California resident or eligible through AB 540/ Dream Act status.
- Complete a FASFA or Dream Act application.
- Commit to attending college full time, 12-15 units (fall and spring) totaling 30 units each year.

The RCC Promise Program accepts applicants in the Fall semester. Students who have met the above eligibility requirements will be invited to sign up for a Promise Information Session that will occur in Spring semester. Seats are first come first serve.

For more information please contact: [The.Promise@rcc.edu](mailto:The.Promise@rcc.edu), (951) 328-3820, or visit our website: [www.rcc.edu/ThePromise](http://www.rcc.edu/ThePromise)

## PUBLICATIONS

Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at Riverside City College and contains news of student, faculty, and staff activities on all three colleges. Other district publications include Muse, RCCD's literary magazine; Community Reports; and the Bulletin, a bi-weekly college newsletter announcing college activities and events.

## STUDENT ACTIVITIES

Student Activities provides high quality experiences that compliment and enhance the unlimited opportunities for student involvement, leadership, and personal exploration while promoting a college environment that is respectful, safe, inclusive, and collegial. Riverside City College strongly encourages student participation. Student Activities is made up of the following programs and services:

- Support for the Associated Students of Riverside (student government)
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events
- Food Pantry

## CLUBS AND ORGANIZATIONS

The ASRCC sponsors many clubs/organizations. There are honorary, social services, professional, and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCC. Students are encouraged to join campus organizations or form new organizations.

Opportunities for student involvement, leadership, and personal exploration are offered to all RCC students. The Student Activities office is located on the second level of the Bradshaw Building. For more information please call (951) 222-8570.

### Athletics

Student Athlete Advisory Council  
Student Athletic Training

### Career

Auto Club  
Culinary Club  
Law Society  
Leading Educators of Tomorrow

### Departmental

Art Club  
Auto Club  
Business Leaders of Tomorrow  
Biological Sciences  
Photo Club  
Nurses Organization  
Future Teachers in Action

### Honor/Service

Alpha Gamma Sigma

### Religious

LDSSA  
The Well Christian Club

**Multicultural/Ethnic**

Puente  
Ujima Project

**Special Interest**

Active Minds  
Graphix Club  
Gender and Sexuality Awareness  
International Students  
Marching Tigers  
Model United Nations  
MUSE  
RCC Dancers  
Student Sustainability Collective

**COLLEGE HOUR**

Riverside Community College District is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two “activity hours” per week: Tuesday/ Thursday. During College Hour, an extensive program of activities (e.g., lectures, giveaways, films) is provided by the ASRCC. A master calendar of these events is maintained in the Student Activities office.

**DEAN OF STUDENT LIFE**

The Dean of Student Life department is comprised of several student support programs. The department supports all aspects of student engagement and success at the College and works directly with Athletics, Student Activities, Health and Psychological Services, La Casa, and Ujima. In addition, the departments host a variety of equity and diversity programs and events. For more information, please contact the Dean of Student Life at (951) 328-3612.

**DEAN OF STUDENT SERVICES**

The College Dean of Student Services department is comprised of several student support programs and responsibilities. In addition the Dean’s department hosts a variety of support, equity, and diversity events for the College. For more information please call (951) 222-8073.

**EDUCATIONAL SERVICE - SOCIAL**

Student clubs and organizations give a major part of their time for improvement of the campus and community through service projects. Although social events are planned throughout the year, the primary goal is to maintain high scholastic standards. Clubs and organizations also exist to provide various kinds of service to the College and to the larger community as well.

**FERPA - DIRECTORY INFORMATION**

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student’s name, major field of study, dates of attendance, enrollment status, (e.g., full time/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity.

Students who are continuing students with RCCD may go to the Student Services office at Moreno Valley or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

The complete Annual Notification of Rights under FERPA may be found on page 268.

**HONOR SOCIETY**

Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the College was granted membership in Alpha Gamma Sigma, the California Community College honor society. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953.

Entering freshmen may join Alpha Gamma Sigma with a temporary membership if they are life members of the California Scholarship Federation. Riverside Community College District students are eligible with a cumulative Riverside Community College District grade point average (GPA) of 3.0 or above.

**SMOKING POLICY**

Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated.

**STUDENT GOVERNMENT**

Riverside City College has one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Town, and many other successful activities.

The student government is responsible for representing the social, political, and educational concerns of our students. The main purpose of student government is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

Students can become involved in ASRCC either by running for office or by applying for the various appointed positions, committees or by becoming involved in a wide range of other activities. An extensive program of activities is provided by the ASRCC. A calendar of these events is maintained in the Riverside Bradshaw Center as well as the Student Government Center located outside of the Cafeteria. New and exciting activities are always planned. Please stop by and find out how you can get involved. You may also check out our website at [www.rcc.edu/arscc/Pages/Welcometo-ASRCC.aspx](http://www.rcc.edu/arscc/Pages/Welcometo-ASRCC.aspx).

**STUDENT EMPLOYMENT SERVICES**

**The Student Employment Program** helps students earn money to pay for their educational expenses by working part time (up to 20 hours per week). Hourly pay rates vary and start at the current federal minimum wage; however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student’s class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

### 1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at [www.fafsa.gov](http://www.fafsa.gov).
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least half-time enrollment.
- Maintain a minimum 2.0 cumulative GPA.

Students have the potential to be awarded and earn up to \$4,000 during a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>)

Types of FWS Programs

- On-Campus positions
- Off-Campus positions
  - a. America Reads
  - b. America Counts
  - c. Community service
  - d. Literacy

### 2. District (non-work study) Employment

These positions are available on each college throughout the District and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- Maintain at least half-time enrollment.
- Maintain a minimum 2.0 GPA.

Students must have a valid Social Security card and picture ID with the same name in which they register for classes, along with completing additional documentation for a FWS or District position. For more information please refer to our website <https://www.rcc.edu/services/studentfinancialservices/Pages/student-employment.aspx>

Federal Work Study and District positions may be viewed by clicking on the "Apply Here" link under the student section on the above webpage for student employment. 24 hours a day, seven days a week.

### 3. CalWORKs Work Study

The Riverside City College teams up with employers to provide paid job training to eligible students. This program benefits employers as well as the students. To be eligible students are required to:

- Enrollment in 1.0 or more units each semester.
- Maintain a minimum cumulative 2.0 GPA.
- Be eligible for the CalWORKs program.

For more information, visit the student employment counter located in the CAK Student Services building or contact us at (951) 222-8648.

## STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Academic status is based on all coursework taken at the three district colleges. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during fall/spring semesters. Probationary students may enroll in no more than seven units during intersessions. Dismissal students will be limited to five units during intersession.

### Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50%.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor at their home college. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their college.

### Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the College under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (fall/spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "FW", "W", "I" and "NP" in at least two consecutive semesters (fall/spring) of attendance at RCCD.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative GPA of a 2.0 or higher and completing over 50% of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I", "NP" and "NP" are recorded meets or exceeds 50%.

## STANDARDS OF STUDENT CONDUCT

### References:

RCCD BP 5500

Ed Code Section 66300, 66301, 76033;

Accreditation Standard 1.C.8 and 10

Health and Safety Code Section 11362.79

34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.

Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District police shall be called by the receiver of the threat or anyone on behalf of the receiver.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or veteran status, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty. Forms of Dishonesty include, but are not limited to:
  - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or
  - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
  - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
  - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
  - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
  - f. Buying or selling authorization codes for course registration access.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
  - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

### Responsibility

1. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deal with matters of student discipline and student grievance.
2. The Vice President of Student Services of each college will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
3. The Vice President of Academic Affairs of each college will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.
4. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance office.
5. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

### STUDENT DISCIPLINE PROCEDURES

References: RCCD AP 5520

Education Code Sections 66017, 66300, 72122, 76030 and 76032

#### I. General Provisions

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

#### II. Definitions

District - The Riverside Community College District

Student - Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor - Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from

one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion - Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class - Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Loss of privileges - Loss of Privileges denies, for a designated period of time, a student's attendance on District property to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

Restitution - This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

Written or verbal reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus - Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day - Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

### III. Academic Dishonesty

In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:

- A. The faculty member may:
  1. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
  2. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
  3. fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation

for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.

- B. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

### IV. Actions That May Be Taken Prior to Suspension or Expulsion

The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

- A. Removal from Class (Education Code Section 76032)
 

Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chair person and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
- B. Immediate Interim Suspension (Education Code Section 66017) - The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
- C. Withdrawal of Consent to Remain on Campus - The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.



In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

#### V. Process Preceding Suspensions or Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- A. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
- B. Time limits - The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.
- C. Meeting - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
  1. the facts leading to, and in support of, the accusation
  2. the specific section of the Standards of Student Conduct that the student is accused of violating
  3. the nature of the discipline that is being considered
  4. an opportunity to respond verbally or in writing to the accusation

#### D. Potential Disciplinary Actions

1. Short-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
2. Long-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.

3. Expulsion - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

#### VI. Hearing Procedures

- A. Request for Hearing - Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.
- B. Schedule of Hearing - The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.
- C. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

- D. Hearing Panel Chair - The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
- E. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
  1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
  2. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
  3. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  5. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the

first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial of evidence that the facts alleged are true.

6. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
11. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

## VII. President's Decision

Upon receipt of the Hearing Panel's decision, the President of the College will consider the decision of the Panel.

- A. Long-term suspension - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a final written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.
- B. Expulsion - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

## VIII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.

## IX. Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within two (2) days after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

## STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: RCCD AP5522

Education Code Section 76224

Title 5 Section 55024

### I. General Provisions

- A. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade.

However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

B. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.

- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution.

In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

- D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

### II. Definitions

- A. District - The Riverside Community College District
- B. Student - Any person currently enrolled as a student at any college or in any program offered by the District.
- C. Instructor - Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
- D. Day - Days during which the District is in session and regular classes are held, excluding weekends and holidays.
- E. Time Limits - Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

### III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 4231.

- A. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
- B. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.
- C. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

### IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance requesting a formal hearing within thirty calendar days of the informal consultation with

the Dean. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

- A. Upon receipt of a written request for a formal hearing, the President will, within three days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
- B. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
- C. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  1. Two students appointed by the College Student Body President.
  2. Two faculty members appointed by the College Academic Senate President.
  3. One academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
  4. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.
- D. The College Grievance Committee Chair will:
  1. Forward a copy of the request for hearing to the faculty member being grieved within seven days (excluding weekends and holidays) of receipt of the request.
  2. Within a reasonable time period not to exceed 20 days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
  3. Arrange for a disability accommodation if requested pursuant to the above.
  4. Within three days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance.

A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

5. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
  6. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
  7. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
  8. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three days (excluding weekends and holidays) in advance of the hearing.
  9. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
  10. Ensure that the formal hearing will be closed to the public.
- E. The Grievance Committee will:
1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
  2. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within 10 days (excluding weekends and holidays) of the completion of the formal hearing.

## V. Appeals

- A. Either party, within five days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:
1. Concur with the decision of the Committee, or
  2. Modify the Committee's decision.

The Vice President will submit his/her decision to each party and the President within 10 days (excluding weekends and holidays) of receipt of the Committee's decision.

- B. Either party, within five days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:
1. Concur with the decision of the Vice President, or
  2. Modify the Vice President's decision.

The President will submit his/her decision to each party within 10 days (excluding weekends and holidays) of receipt of the Vice President's decision.

In all cases, final decision will rest with the President.

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. If your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- To the State Attorney General using the forms available at [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

## VI. Responsibility

The Vice President of Academic Affairs will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college.

This file may be maintained electronically.

Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance

## STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE

References: RCCD AP 5524

Education Code Section 76224

Title 5 Section 55024

### I. General Provisions

- A. Purpose: The purpose of this procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of college or district policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled students programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services and tutorial services.

Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 5520 Student Discipline Procedures.

Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 5522 Student Grievance Process for Instruction and Grade Related Matters.

- B. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or appropriate administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

- D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

## II. Definitions

- A. District - The Riverside Community College District
- B. Student - Any person currently enrolled as a student at any college or in any program offered by the District.
- C. Instructor - Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
- D. Day - Days during which the District is in session and regular classes are held, excluding weekends and holidays.
- E. Time Limits - Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

## III. Informal Consultation Process

A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

- A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.
- B. If the issue is not resolved with the individual who is the subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

## IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance, requesting a formal hearing, within thirty (30) calendar days of the informal consultation with the Dean/Director. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

A student may withdraw a request for a formal hearing at any time by notifying the President by phone or email. However, a

grievance withdrawn from the formal hearing process will be deemed without merit and cannot be refilled.

- A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.
- B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  1. Two (2) students appointed by the College Associated Students President.
  2. One (1) faculty member appointed by the College Academic Senate President.
  3. One staff member appointed by the President.
  4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
  5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.
- C. The College Grievance Committee Chair will:
  1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
  2. Arrange for a disability accommodation if requested pursuant to the above.
  3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in

response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
  5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
  6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
  7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
  8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
  9. Ensure that the formal hearing will be closed to the public.
- D. The Grievance Committee will:
1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.
  2. Submit its findings of fact and disposition to each party and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

#### V. Appeals

- A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the President. The President may:
  1. Concur with the decision of the Committee, or
  2. Modify the Committee's decision. The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision. In all cases, final decision will rest with the President.

#### VI. Further Rights to File a Complaint

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process). ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.
- B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below: <http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>.
- C. Any type of complaint may be filed with the California State Attorney General using the form available at: [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL).

#### VII. Responsibility

The Vice President will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

(These are the policies and/or procedures at the time of printing. Policies and procedures are continually being updated. In order to be sure that this is the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

### STUDY ABROAD

Riverside Community College District is dedicated to the concept of a study abroad based education. The faculty-led study abroad program provides students with unique opportunities to enroll in an academically rigorous program of study set in a variety of cultural settings that enable students to participate in cross-cultural experiences as part of the global community.

Previous fall and spring programs have been offered in Florence, Italy, the "birthplace of the Renaissance," and Dublin, Ireland, voted the "friendliest city in the world." The two-week summer tours have been offered in Costa Rica, the Czech Republic, Hungary, Greece, Turkey, Morocco, Kenya, Spain, and France.

For more information contact the Study Abroad office at (951) 222-8385, Digital Library, room 313 at Riverside City College.

## SUPPLEMENTAL INSTRUCTION

Sign up for courses that have a Supplemental Instruction (SI) Leader in addition to your instructor. SI Leaders offer collaborative learning techniques that improve understanding of course content, foster critical thinking, and strengthen positive study habits. Many believe that SI and tutoring are one and the same, but they are not the same. Although tutoring is one of many successful programs provided for students, there is a difference in the roles of tutors and SI Leaders. While tutoring may meet some students' needs, others may prefer study groups. The SI Leader is assigned to a specific section of a course and is required to attend every class session, take notes, and exemplify model student behavior. The SI Leader meets with classmates outside of class to facilitate group discussions and offer collaborative learning techniques to increase the chances of success in the course. SI is also available in an online format for participating online and hybrid courses. For more information about course sections with an SI Leader, or if you are interested in becoming an SI Leader, please contact: (951) 222-8854/8459.

## TEAM (TEAMWORK, EMPOWERMENT, ACHIEVEMENT, AND MOTIVATION)

TEAM (Teamwork, Empowerment, Achievement, and Motivation) is an exciting program designed to allow students to enroll in grouped or paired courses that share common themes, activities, and assignments. Since the courses are linked, students take these classes as a group, allowing faculty and students to work and learn together.

Other benefits that TEAM offers include:

- A convenient class schedule
- Supplemental Instructional Leaders (SI Leaders) and

Embedded Tutors

- Field trips
- Guest speakers and activities

For more information, please email [academicsupport@rcc.edu](mailto:academicsupport@rcc.edu).

## TRIO PROGRAM - STUDENT SUPPORT SERVICES (SSS)

Funded by the U.S. Department of Education, the SSS program provides comprehensive academic support to low-income, first-generation students and students with disabilities to increase their retention, graduation and transfer rates.

Services include:

- Personalized academic advising and monitoring
- Tutoring services
- Financial aid information and application assistance
- Transfer information and assistance
- Financial literacy information
- Early registration
- Personal and career development

To be eligible a student must:

1. Be a U.S. citizen or permanent resident, and
2. Have an academic need or educational disadvantage, and
3. Have completed 30 college units or less, and
4. Be low-income, or

5. Qualify as a first-generation college student (neither parent has a four-year degree), or
6. Have a documented disability or
7. Be a Veteran of the Armed Forces

For more information contact the SSS program at (951) 222-8312 or [sss@rcc.edu](mailto:sss@rcc.edu).

## TRIO PROGRAM – UPWARD BOUND PROGRAM

Upward Bound is a federally funded program through the U.S. Department of Education. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income households, and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education.

Services Include:

- After school tutorials at their respective high school.
- College and university visits to expose students to opportunities available to continue their education beyond high school.
- Summer program courses where participants are immersed in college preparatory classes while earning high school and/or college credit.
- Parent workshops where the parents of Upward Bound students are given valuable information to help their students succeed in high school and beyond.
- Saturday Academies where students receive instruction on how to prepare for SAT/ACT as well as CST and CAHSEE tests. Participants also participate in workshops that include goal setting, study skills, career awareness, college applications, and financial aid.

Student Eligibility:

1. Be a U.S. citizen or permanent resident.
2. Be considered low-income based on the Department of Education's Income Guidelines.
3. Qualify as a first-generation college student (neither parent has a college degree).
4. Have an academic need or educational disadvantage
5. Be currently enrolled at Jurupa Valley, Rubidoux or Patriot high schools.
6. Demonstrate a commitment to completing high school and a potential for college success .

For more information, please contact the Upward Bound Program at (951) 222-8948.

## TUTORIAL SERVICES

Everyone needs a little help from time to time. Tutorial Services provides a supportive learning environment to all students seeking academic support. We strive to help our students better prepare for classes and develop the skills necessary for a successful college career.

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered



- Tutoring is free to RCCD students
- You can receive up to three hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the College’s faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

### How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

- Come into the Tutoring Services office to sign up, or visit our webpage: [rcc.edu/services/tutoring](http://rcc.edu/services/tutoring).
- Make an appointment with a tutor through our online scheduling program – go to [rcc.edu/services/tutoring](http://rcc.edu/services/tutoring), and click on “Schedule a tutoring appointment”.
- Contact Tutorial Services, at 222-8170, if you need assistance finding an available tutor for your subject.
- Meet with your tutor at the start of your appointment time. We are located in MLK 221.

### How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn! Tutors must have passed the class(es) they are tutoring in with at least a “B” grade or higher and:

- Maintain a GPA of 2.5 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

#### Center Information

Telephone number: (951) 222-8170  
Fax number: (951) 222-8955

## VETERANS ASSISTANCE

Riverside City College provides assistance to Veterans for the following benefit programs:

- Chapter 30 - Active Duty Educational Assistance Program - Montgomery GI Bill – Chapter 30
- Chapter 33 - Post-9/11 GI Bill - Chapter 33, refer to [www.gibill.va.gov](http://www.gibill.va.gov) for updated information
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program (REAP) - Chapter 31
- Chapter 31 - Vocational Rehabilitation
- Chapter 35 - Survivors and Dependents Educational Assistance Program

Veterans may be eligible for priority registration for 15 years following the discharge from active duty. In order to be eligible, Veterans must take a copy of their DD214 discharge papers to RCC Veterans’ Services or Admissions office. Active duty military need to show proof of their military ID and orders. Staff there will tell eligible veterans/active duty their priority registration dates.

Veterans seeking to use VA Educational Benefits apply online to the VA at [www.gibill.va.gov](http://www.gibill.va.gov) for their Certificate of Eligibility. One copy must be given to the Veterans’ Services office at Riverside City College (RCC).

For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1.

While waiting for the Certificate of Eligibility, students are advised to complete Riverside City College’s enrollment process such as completing the online admission application and if required, proceed with completing the placement test and online orientation. All students are encouraged to submit the FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov) for additional financial assistance.

Before a VA Student Educational Plan (SEP) can be developed, all transcripts must be received by RCC in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received, Veterans need to call the RCC Veterans’ Office to request to have their VA SEP prepared. Students will receive an email at their RCC email account to meet with a counselor to go over and pick up the VA SEP. After receiving the VA SEP, Veterans can register for approved classes on or after registration date/time. Check the VA website [www.gibill.va.gov](http://www.gibill.va.gov) for the listing of VA approved programs at RCC.

A Veterans Intent and Statement of Responsibility (Blue Form) must be completed and submitted to Veterans Services in order to begin the process of certification. Certification may take two to three weeks during peak times for processing. This form must be submitted to the College every term in order to request benefits and to avoid being dropped from courses for non-payment.

Members or former members of the U.S. Armed Forces may be eligible for priority registration. Active Duty Military members are required to provide a valid Military ID and discharged Veterans must bring a copy of their DD214 (Certificate of Release or Discharge

from Active Duty) to Veterans Services to determine eligibility for priority registration. For additional information:

- Contact Veterans Services at (951) 222-8607 or email [veterans@rcc.edu](mailto:veterans@rcc.edu). Additional information is available at [www.rcc.edu/services/veterans/Pages/Veteran-Services.aspx](http://www.rcc.edu/services/veterans/Pages/Veteran-Services.aspx).
- Riverside City College adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act). For more information please see Military and Veteran Students and Family Members (p. 10).

## ACADEMIC SUCCESS GUIDE

**Academic Counseling (951) 222-8440 / Dr. Charles A. Kane Student Services and Administration Building**

Counseling provides guidance for entering students, general academic counseling and education plans as they work toward completion of a certificate, degree, or transfer plan.

**Center for Communication Excellence (CCE) (951) 222-4181/AD 125**

The CCE offers support and faculty tutoring, in the area of communication concepts and skills such as oral, written, interpersonal and group projects for all RCC students.

**Computer Skills (951) 222-4133 / MLK, 2nd Floor**

The Computer Skills lab offers support for information processing and knowledge of basic computer applications to all RCC students. In addition, students can complete required lab hours for CIS, CAT, BUS, and ACC courses.

**English as a Second Language (ESL) Lab (951) 222-8632 / MLK, 1st Floor**

The ESL lab offers support and faculty tutoring in listening, speaking, writing, and reading for all RCC students who need to improve their English language skills or are second language learners.

**Honors Program (951) 222-8562 / QD 207**

The Honors program offers a dynamic and enriched learning community for highly-motivated RCC students looking to transfer to four-year institutions.

**HOME Room/Ujima (951) 222-8130 / AD 126**

The HOME Room is an engagement center focused on helping students become scholars, understand the African-American experience, and get involved in on-campus and community activities to implement and inspire civic change.

**LaCasa (951) 222-8168 / Bradshaw 202**

La Casa is an engagement center and program with the goal of supporting RCC Latino student success. (951) 222-8168 / Bradshaw 202

**Library/Research Workshops (951) 222-8652 / DLC 2nd Floor-Reference Desk**

The library provides research skills training and assistance including accessing scholarly information online and in print, and/or citing sources.

**Math Learning Center (951) 222-8000, ext. 4100 / MLK, 3rd Floor**

The MLC offers support and faculty tutoring in the area of mathematics and computation skills.

**Puente Program (951) 222-8459 / Dr. Charles A. Kane Student Services and Administration Building 116**

The Puente Program is a learning community incorporating Chicano/Latino literature and personal development courses in a one-year program. The goal of the program is transfer to a four-year university or college and successful completion of a bachelor's degree program.

**Science Technology Engineering Mathematics (STEM) Program (951) 222-8542 / MLK 222**

The STEM center provides access to faculty, discussion and study space for STEM students.

**Student Email/MyPortal Assistance (951) 222-8574 / Dr. Charles A. Kane Student Services and Administration Building**

The Welcome Center provides students assistance with college applications, adding and dropping courses, student email, college tours, registration, and MyPortal.

**TEAM (Teamwork, Empowerment, Achievement, and Motivation)**

TEAM is an exciting program designed to allow students to enroll in grouped or paired courses that share common themes, activities, and assignments. For more information, please email [academicsupport@rcc.edu](mailto:academicsupport@rcc.edu).

**Tutorial Services (951) 222-8169 / MLK 221**

Tutorial Services offers free one-to-one and small group tutoring sessions to assist students in achieving academic success through the use of peer tutors.

**Veterans Resource Center (951) 222-8607 / Dr. Charles A. Kane Student Services and Administration Building**

The Veterans Center provides assistance to Veterans seeking educational benefits and resources.

**Writing and Reading Center (951) 222-8632 / MLK, 1st Floor**

The WRC provides faculty and tutorial support for students completing required lab hours for ENG, ESL, and REA courses. Students enrolled in content-area courses can receive support from the lab through enrollment in supervised tutoring and WRC clinic courses.



**Section III**  
**GRADUATION REQUIREMENTS**

## ASSOCIATE DEGREE

### PHILOSOPHY FOR THE ASSOCIATE DEGREE

The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the District 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.

### GENERAL EDUCATION

**Goal:** General education is available at all three colleges (Riverside City, Moreno Valley and Norco) of the Riverside Community College District. A person informed through general education about the conceptual schemes of the arts, humanities and sciences, who comprehends the structure of society and who thinks clearly about the individual and society, will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships, and appreciation of the democratic processes and the culture which sustains our society.

**Objective:** Specifically, the colleges offer to all of their students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

The RCCD General Education program prepares students to be able to demonstrate an understanding of how knowledge is discovered and constructed in the natural sciences, the social and behavioral sciences, the humanities, and language and rationality. Students will understand the methods of inquiry that underlie the search for knowledge in these fields. In addition, they will gain demonstrable skills in four broad interdisciplinary areas:

#### Critical Thinking

Students will be able to demonstrate higher order thinking skills about issues, problems, and explanations for which multiple solutions are possible. Students will be able to explore problems and, where possible, solve them. Students will be able to develop, test, and evaluate rival hypotheses. Students will be able to construct sound arguments and evaluate the arguments of others.

#### Information Competency and Technology Literacy

Students will be able to use technology to locate, organize, and evaluate information. They will be able to locate relevant information, judge the reliability of sources, and evaluate the evidence contained in those sources as they construct arguments, make decisions, and solve problems.

#### Communication

Students will be able to communicate effectively in diverse situations. They will be able to create, express, and interpret meaning in oral, visual, and written forms. They will also be able to demonstrate quantitative literacy and the ability to use graphical, symbolic, and numerical methods to analyze, organize, and interpret data.

#### Self-Development and Global Awareness

Students will be able to develop goals and devise strategies for personal development and well-being. They will be able to demonstrate an understanding of what it means to be an ethical human being and effective citizen in their awareness of diversity and various cultural viewpoints.

The General Education Student Learning Outcomes were approved by the Board of Trustees on September 18, 2012.

### GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

All programs of study leading to completion of a certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution may also be interested in pursuing an associate for transfer degree; an Associate in Arts (AA-T) or Associate in Science (AS-T) degree. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. For more information on the AA-T and AS-T degrees available at Riverside City College, please see Section IV of this catalog. Students are encouraged to meet with a Riverside City College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Students not interested in earning an available AA-T or AS-T degree may earn an A.A./A.S. degree with an emphasis in one of the nine areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor's degree granting institution can use one of these nine areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

The governing board of Riverside Community College District shall confer the degree of associate in one of the nine areas of emphasis upon the student who has demonstrated competence and who has completed the following requirements:

#### I. RESIDENCE REQUIREMENT

In order to receive an A.A./A.S. degree from Riverside Community College District, a student must complete 12 units in residence at one of the colleges within the Riverside Community College District.

#### II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/three months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at [www.collegesource.org](http://www.collegesource.org). Credits from institutions, which are in candidacy status, will be accepted after full

accreditation is granted. The two years preceding full accreditation will also be applicable towards the A.A./A.S. degree.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

### III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must not be less than 2.0 and will include the combination of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average. Honors for graduation will be calculated in the same manner.

### IV. UNIT REQUIREMENT

The associate degree requires a minimum of 60 units of college work, of which 18 semester units are in one of the nine areas of emphasis listed below. Students must also complete one of the three General Education Plans (see section VI.) Plan A requires a minimum of 27 units in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units), Health Education and Self-Development (five units). Plan B requires a minimum of 39 units as specified in the California State University General Education (CSUGE) pattern. Plan C requires a minimum of 34 - 37 units as specified in the Intersegmental General Education Transfer Curriculum (IGETC) pattern (IGETC for CSU or IGETC for UC).

Students who wish to transfer are encouraged to complete an associate degree and to see a counselor before selecting a plan which will best match their goals.

### V. BASIC SKILLS COMPETENCY REQUIREMENT (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a "C" or higher, selected from Math 1-36 (excluding MAT-32) or MAT-53 or the equivalent [CLEP, AP/IB Exams, Credit by Exam, other pathways such as courses from other colleges/universities, or Early Assessment Test (EAP for CSU, MCAP)].
- B. Students must demonstrate reading competency by obtaining:
  1. Completion of Reading 3, 83 or 90 with a "C" or higher;  
OR
  2. A minimum grade of "C" in each general education course;  
OR
  3. Satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District's reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.

4. Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a "C" grade or better.

### VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District 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. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements.

The following courses are non-degree applicable: English 80, 90B, 91; English as a Second Language 51, 52, 53, 71, 72, 90A-M, 90P, 91, 92, 95, Mathematics 37, 45, 52, 63, 64, 65, 81, 82, 90 A-F, 98, 105, 112, 125, 126, 136; and Reading 81, 82, 83, 86, 90, 887.

The following courses are also non-degree applicable: Communication Studies 51, 85A, 85B; English 85; English as a Second Language 65; Interdisciplinary Studies 3; Nursing- Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C.

General education requirements can be met in one of three ways: Plan A, B, or C. Students should see a counselor for advice in selecting the plan that will best match their educational and career goals.

**Plan A:** the RCCD general education pattern which requires completion of a minimum of 27 units.

**Plan B:** the California State University General Education (CSUGE) pattern which requires completion of a minimum of 39 units.

**Plan C:** the Intersegmental General Education Transfer Curriculum (IGETC) pattern which requires completion of a minimum of 34 (UC) or 37 (CSU) units.

#### PLAN A RCCD General Education

- A. **NATURAL SCIENCES (3 units)**  
Any course for which the student is eligible in anatomy and physiology, Anthropology 1 or 1H, astronomy, biology (except BIO-35), chemistry, Geography 1/1H or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C and ELE 21.
- B. **SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)**
  1. American Institutions (3 units)  
History 6 or 6H, 7 or 7H, 15, 26, 28, 29, 31, 34  
or  
Political Science 1 or 1H, 5  
AND

2. Social and Behavioral Sciences (3 units)  
Any course for which the student is eligible in anthropology (except Anthropology 1 or 1H), ASL-22, early childhood studies 20, economics, geography (except geography 1/1H and 5), history (except as listed in "1" above), human services, military science, political science (except as listed in 1 above), psychology (except Psychology 2), and sociology.

**C. HUMANITIES (3 UNITS)**

Any course for which the student is eligible in American Sign Language 1, Architecture 36, art, Communication Studies 7, Dance 6, 6H, 7, 8, 9, English, foreign languages, Game Development 21, History 1, 2, 2H, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

**D. LANGUAGE AND RATIONALITY (10 UNITS)**

1. English composition (4 units).  
Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 1A or English 1AH, with a grade of "C" or better.
2. Communication and analytical thinking (6-8 units)  
Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:  
Communication Studies 1, 1H, or 9, 9H  
Computer Information Systems 1A through 30  
Computer Science 1A-30  
English 1B or 1BH  
Mathematics 1-36  
Philosophy 11, Philosophy/Math 32  
Reading 4

**E. HEALTH EDUCATION AND SELF DEVELOPMENT (5 UNITS)**

1. Health Education (3 units)  
BIO-35/Health Science 1 or completion of the DEH, EMS, RN or VN program.
2. Self Development (2 or 3 units)  
Option 1- Kinesiology (two activities courses) Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.  
KIN-6 Physical Education for Pre-School and Elementary Children  
KIN-29 Soccer Theory  
KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor  
KIN-47 Hiking and Backpacking  
MUS-48 Marching Band  
MUS-59 Winter Marching Band Clinic  
MUS-60 Summer Marching Band Clinic  
MUS-61 Auxiliary Marching Units  
OR  
Option 2- Fitness and Wellness (2-3 units)  
GUI-47 Career Exploration and Life Planning  
GUI-48 College Success Strategies  
KIN-4 Nutrition  
KIN-30 First Aid and CPR  
KIN-35 Foundations for Fitness and Wellness

KIN-36 Wellness: Lifestyle Choices  
REA-3 Reading for Academic and Lifelong Literacy

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology program, the Registered or Vocational Nursing Program, the Basic Peace Officer Training Academy, the Firefighter Academy, or the EMS Program.

**PLAN B**

RCC's California State University General Education Requirements - See section IV page 85

**PLAN C**

RCC's Intersegmental General Education Transfer Curriculum (IGETC) - See section IV page 87

**VII. CERTIFICATE PROGRAM**

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Students must complete a minimum of fifty (50) percent of the required units in any certificate pattern at Riverside Community College District with a grade of "C" or better.

**VIII. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)**

Students apply through MyPortal for degrees and certificates during the following application periods:

Summer – First day of summer term through July 15 to apply for summer 2019, fall 2019, winter 2020, spring 2020

Fall – First day of fall term through October 15 to apply for fall 2019, winter 2020, spring 2020

Winter – First day of winter term through February 1 to apply for winter 2020, spring 2020

Spring – First day of spring term through April 1 to apply for spring 2020

Students who apply during these periods may participate in the commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1<sup>st</sup>.

## IX. SECOND DEGREES

A student may earn more than one degree (AA/AS) from Riverside City College.

Students who have met degree requirements in a previous academic year and have not maintained continuous enrollment will be awarded the degree in the term in which the application is submitted, provided all current degree requirements are met.

## X. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog - summer 2019 through spring 2020. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

## ASSOCIATE OF ARTS

### ADMINISTRATION AND INFORMATION SYSTEMS AA494/AA494B/AA494C

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

### Program Learning Outcomes

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles.
2. Demonstrate basic understanding of economic systems; i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained.
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management.
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment.
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems.
6. Locate, process, and utilize information effectively.

**The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

INCLUDED DISCIPLINES AND COURSES:

**Required Courses (9 units, selected from the following):**

Accounting (ACC): 1A  
 Business Administration (BUS): 3, 10, 10H, \*\*18A  
 Computer Applications and Office Technology (CAT): 3  
 Computer Information Systems (CIS): 1A, 3  
 Economics (ECO): 7, 7H, 8, 8H  
 Political Science (POL): 8

**Elective Courses (9 additional units, selected from the following):**

Accounting (ACC): 1A, 1B, 38  
 Business Administration (BUS): 3, 10, 10H, \*\*18A, \*\*18B, 20, 22, 80  
 Communication Studies (COM): 1, 1H, 6, 9, 9H, 12, 13  
 Computer Applications and Office Technology (CAT): 3, 31  
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5  
 Computer Science (CSC): 2, 5  
 Economics (ECO): 4, 6, 7, 7H, 8, 8H  
 Library (LIB): 1  
 Management (MAG): 44  
 Marketing (MKT): 20  
 Political Science (POL): 6, 8

**A course may only be counted once.**

**\*\*Credit limitation:** UC will accept a maximum of one course for transfer.

### AMERICAN STUDIES AA492/AA492B/AA492C

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

### Program Learning Outcomes

Students possessing an associate degree in American Studies can be expected to demonstrate achievement of the following learning outcomes:

1. Critically analyze the history, culture, politics and society of the United States.
2. Interpret American history, culture, politics and society orally and in written form.
3. Understand of a range of academic disciplines around a core of American history, culture, politics and society.
4. Describe and analyze of the diversity of the American people as a society of immigrants developing national traditions and culture.

**The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

**Take One of These Two-Semester Sequences (6 Units):**

English (ENG) 14 and 15  
History (HIS) 6, 6H and 7, 7H, 11 and 12, 14 and 15, 28 and 29

**Elective courses: (12 additional units, selected from the following):**

American Sign Language (ASL) 22  
Economics (ECO): 7, 7H  
English (ENG) 14, 15, 18, 20, 25, 47  
Film, Television and Video (FTV) 12  
History (HIS) 6, 6H, 7, 7H, 11, 12, 14, 15, 26, 28, 29, 31, 34  
Humanities (HUM) 9, 11, 16  
Military Science (MIL) 1, 2  
Music (MUS) 23, 25, 26, 89, 89H  
Philosophy (PHI) 19  
Political Science (POL) 1, 1H, 5, 12, 13  
Sociology (SOC) 2, 3, 15

**A course may only be counted once in the major area. Courses may be double counted for the general education requirements.**

**COMMUNICATION, MEDIA, AA495 /AA495B/AA495C AND LANGUAGES**

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in Communication, Media, and Languages is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Communication Studies, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

**Program Learning Outcomes**

Students possessing an associate degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats.
2. Evaluate purpose and audience to create well-developed, supported, and stylistically fluent responses in written or verbal form.
3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication.
6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

**The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

**INCLUDED DISCIPLINES AND COURSES:**

Anthropology (ANT): 8  
Applied Digital Media (ADM): 1  
Arabic (ARA): 1, 2, 3, 8, 11  
American Sign Language (ASL): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
Chinese (CHI): 1, 2, 11  
Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19  
English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 38, 39, 40, 41, 44, 45, 48, 49  
Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8  
Film, Television and Video (FTV): 12, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 65  
French (FRE): 1, 2, 3, 4, 8, 11  
German (GER): 1, 2, 3, 11  
Italian (ITA): 1, 2, 3, 11  
Japanese (JPN): 1, 2, 3, 4, 11  
Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D  
Korean (KOR): 1, 2, 11  
Latin (LAT): 1, 2  
Library (LIB): 1  
Photography (PHO): 12  
Portuguese (POR): 1, 2  
Reading (REA): 4  
Russian (RUS): 1, 2, 3, 11  
Spanish (SPA): 1, 1H, 1A, 1B, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53

**FINE AND APPLIED ARTS AA496 /AA496B/AA496C**

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

**Program Learning Outcomes**

Students possessing an Associate of Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.



- Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

**The student must complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline and with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

#### INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): 1, 2C, 30, 67, 68A, 68B, 70, 71A, 71B, 74A, 74B, 77A, 77B, 80, 200  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19  
 Dance (DAN): 6, 6H, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D20, D21, D22, D23, D24, D25, D29, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 13, 17A, 17B, 17C, 38, 39, 49  
 Film, Television, and Video (FTV): 38A, 38B, 41, 42, 43, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 46, 48, 51A, 51B, 51C, 51D, 52, 53, 64A, 65, 66, 67, 68, 70, 71A, 72  
 Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84  
 Photography (PHO): 8, 9, 10, 17, 20, 200  
 Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

#### **HUMANITIES, PHILOSOPHY, AA497 /AA497B/AA497C AND ARTS**

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the Humanities, Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication. The Humanities, Philosophy, and Arts program prepares students for further study in the arts, history, humanities, literature, philosophy, communication studies and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

#### **Program Learning Outcomes**

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

- Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
- Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
- Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.

- Evaluate the role of individual human agency in history.
- Research and write critical interpretive essays demonstrating a high skill level.

**The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

#### INCLUDED DISCIPLINES AND COURSES:

American Sign Language (ASL): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
 Anthropology (ANT): 7, 8  
 Arabic (ARA): 1, 2, 3, 8, 11  
 Architecture (ARE): 36  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12  
 Chinese (CHI): 1, 2, 11  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19  
 Dance (DAN): 6, 6H  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48  
 Film, Television and Video (FTV): 12, 65  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8  
 French (FRE): 1, 2, 3, 4, 8, 11  
 Game Development (GAM): 21  
 German (GER): 1, 2, 3, 11  
 History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 14, 15, 21, 22, 25, 26, 28, 29, 31, 32, 34, 35  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Korean (KOR): 1, 2, 11  
 Latin (LAT): 1, 2  
 Library (LIB): 1  
 Music (MUS): 19, 19H, 20, 21, 22, 25, 26, 89, 89H, 93  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 32, 33, 35  
 Political Science (POL): 11  
 Portuguese (POR): 1, 2  
 Russian (RUS): 1, 2, 3, 11  
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53  
 Theatre (THE): 3, 29

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D20, D21, D22, D23, D24, D25, D29, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 17A, 17B, 17C, 38  
 Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84  
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

## KINESIOLOGY, HEALTH AND WELLNESS AA498 / AA498B/AA498C

Kinesiology, Health and Wellness is a collection of courses that emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding problem solving strategies of these principles to integrate, apply and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the bachelor's degree.

### Program Learning Outcomes

Upon completion of this emphasis area, the student will be able to:

1. Analyze the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
2. Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
3. Identify and interpret the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

**The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

### INCLUDED DISCIPLINES AND COURSES:

#### **Required Courses (take 3 units in each of the two disciplines):**

BIO-35/Health Science (HES): 1

Kinesiology/academic courses (KIN): 4, 6, 10, 12, 16, 17, 18, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38

#### **Elective Courses (12 additional units, selected from the following):**

Anatomy and Physiology (BIO): 45 (Formerly AMY 10), 50A (Formerly AMY 2A), 50B (Formerly AMY 2B)

Biology (BIO): 4 (Formerly BIO 17), 16 (Formerly (30)), 18 (Formerly (34))

Early Childhood Education (EAR): 26

Guidance (GUI): 45, 46, 47, 48

Kinesiology/academic courses (KIN): 4, 6, 10, 12, 16, 17, 18, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38

Kinesiology/activity courses (KIN): A03, A04, A07, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54A, A54B, A55, A57A, A57B, A57C, A64, A67, A68, A69, A71, A75A, A75B, A77A, A77B, A77C, A81A, A81B, A81C, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C

Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23,

V24, V25, V26, V27, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V92, V94, V95

**A course may only be counted once except for varsity courses.**

## SOCIAL AND BEHAVIORAL STUDIES AA499 / AA499B/AA499C

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

### Program Learning Outcomes

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

**The student must complete 18 units of study across a minimum of 3 disciplines listed below with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

### INCLUDED DISCIPLINES AND COURSES:

Administration of Justice (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): 1, 1H, 2, 2H, 3, 4, 5, 6, 7, 8, 10,

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13

Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10

Geography (GEG): 2, 3, 4, 6

Guidance (GUI): 47, 48

History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 21, 22, 35

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): 1  
 Political Science (POL): 1, 1H, 2, 2H 3, 4, 4H, 5, 6, 7ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14  
 Psychology (PSY): 1, 1H, 2, 8, 9, 33, 35, 48, 50  
 Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 25, 48

## ASSOCIATE OF SCIENCE

### CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate of Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in pages 88-151 of the catalog. Student must complete with "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

### MATH AND SCIENCES

#### AS493 /AS493B/AS493C

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

### Program Learning Outcomes

Students possessing an associate degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:

1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypotheses.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

**The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

### INCLUDED DISCIPLINES AND COURSES:

**Required Courses (Take one course in each of the 3 categories, including one course with a lab):**

Mathematics (MAT): 1A, 5, 10, 11, 12, 12H, 25  
 Physical Sciences: Astronomy (AST) 1A, Chemistry (CHE) 1A, 1AH, 2A, 3, 10, Geography (GEG) 1, 1H, 1L, Geology (GEO) 1, 1L, 3, Oceanography (OCE) 1, Physical Science (PHS) 1, Physics (PHY) 2A, 4A, 10

Life Sciences: Biology (BIO) 1, 1H, 2, 2A, 2B, 4 (formerly BIO 17), 5, 6, 7, 8, 9, 10, 18, (formerly BIO 34), 19 (replaces BIO 36), 20, 50A (replaces AMY 2A), 55 (formerly MIC 1), 60 (formerly BIO 11), 60H (formerly BIO 11H)

**Elective Courses (The remaining units may be taken from any of the following courses):**

Anthropology (ANT): 1, 1H  
 Astronomy (AST): 1A, 1B  
 Biology (BIO): Biology (BIO) 1, 1H, 2, 2A, 2B, 3, 4 (formerly BIO 17), 5, 6, 7, 8, 9, 10, 14, 15, 16, 18 (formerly BIO 34), 19 (formerly BIO 36), 20, 31A, 31B, 31C, 31D, 31E, 40, 50A (formerly AMY 2A), 50B (formerly AMY 2B), 55 (formerly MIC 1), 60 (formerly BIO 11), 60H (formerly BIO 11H), BIO 61 (formerly BIO 12), 85.  
 Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17  
 Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Computer Science (CSC): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Electronics (ELE): 23, 25  
 Engineering (ENE): 10, 21, 22, 23, 27, 28, 30, 35  
 Geography (GEG): 1, 1H, 1L, 5  
 Geology (GEO): 1, 1L, 1B, 3  
 Health Science (HES): BIO-35/HES-1  
 Mathematics (MAT): 1A, 1B, 1C, 2, 3, 5, 10, 11, 12, 12H, 25, 32, 36  
 Oceanography (OCE): 1, 1L  
 Physical Science (PHS): 1, 5  
 Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11  
 Psychology (PSY): 2

**A course may only be counted once.**

### DEGREE CHANGE ALERT!

The Health Education and Self Development requirements for the associate degree previously outlined as section VII. Additional Degree Requirements will no longer be in affect beginning in fall 2016. Health Education and Self Development components will now be required only for Plan A as outlined in the new Area E. Plans B and C will no longer require Health Education and Self Development components. In addition, the residency requirement for all associate degrees has changed to 12 units.

### SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

## DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

## STANDARDS OF CONDUCT

Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the College, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections 66300 and 76033) for disciplinary action. See Board Policy 5500 for details.

## GRADING SYSTEM

### Grades

Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used:

"A", excellent; "B", good; "C", satisfactory; "D", passing, less than satisfactory; "F", failing; "FW", failing due to cessation of participation in a course after the last day to officially withdraw from a course; "I", incomplete; "IP", in progress; "RD", report delayed; "P", pass; "NP", no pass; "W", formal withdrawal from the college or a course; "EW" (excused withdrawal) and "MW" (military withdrawal).

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. "W"s incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to "MW"s.

Students should refer to MyPortal for withdrawal deadlines.

An "I" is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written contract submitted online on MyPortal. A copy of this Incomplete Contract will be sent to the student's college email and is also available on MyPortal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" symbol will be changed to the grade the instructor has predetermined, if the student does not meet the conditions of the agreement.

### Grade Points

On the basis of scholarship grades, grade points are awarded as follows: "A", 4 points per units of credit; "B", 3 points per unit of credit; "C", 2 points per unit of credit; "D", 1 point per unit of credit; "F" or "FW", no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: "I", "W", "NP", "P", "IP", "RD", "EW" or "MW".

### Grade Changes

Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three colleges.

### Extenuating Circumstances Petition

This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure in a course are not acceptable reasons for filing an Extenuating Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

### Auditing Classes

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status as long as no more than 20% of the course has been completed.
5. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
6. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor's discretion is strongly recommended.
8. The audit fee is \$15 per unit. Students enrolled in 10 or more semester units may audit an additional 3 units free (may be 3 one-unit courses). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on the RCCD transcript. Forms and information are available at the Admissions offices on the Riverside City, Moreno Valley and Norco colleges.

**Pass/No Pass Classes**

Discipline faculty are responsible for determining the appropriate Pass/No Pass option for each course. All sections of the course must be offered in the same manner. Courses may be offered for Pass/No Pass in either of the following categories and will be specified in the catalog:

1. Class sections wherein all students are evaluated on a Pass/No Pass basis.
2. Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Students electing this option must file a petition in the Admissions office at Riverside, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20% of a shorter-than-semester term.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. However, units attempted for which "NP" is recorded are considered in probation and dismissal procedures.

Students should consult with a counselor before changing the grading option on a course. Other institutions may have unit or other restrictions regarding the acceptance of Pass/No Pass.

**Final Examinations - Final Grades**

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an "F" grade in the course. Final grades may be obtained on MyPortal immediately after they are submitted by the instructor.

**Advanced Placement**

Riverside Community College District recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of three, four or five in specified subject areas. Advanced Placement credit is granted for the fulfillment of Riverside Community College District programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own college policies. For further information, see a counselor for specific subject credit areas available.

Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of 3, 4 or 5 in specified subject areas. Advanced Placement subject credit is granted for the fulfillment of Riverside Community College District programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own college policies.

Students who have successfully completed AP exams with scores of 3, 4 or 5 may earn credit towards RCCD GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. Please refer to the RCCD AP Credit Chart for specific information on how AP credits are applied to each of these categories. Official AP Scores must be sent to the Admissions and Records office for official evaluation.

Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley colleges may differ from course credit and units granted by a transfer institution. For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive. (Example: English 1B subject credit awarded through an AP exam may not be used to satisfy the Critical Thinking requirement in IGETC Area 1B or in CSU GE Area A3.)

**Students should always see a counselor to review the applicability of AP credits towards the different academic requirements.**

**International Baccalaureate (IB) Credit**

Students who have successfully completed IB exams with scores of 5, 6 or 7 may earn credit towards RCC GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. For CSU GE and IGETC certifications, IB unit and area credit is awarded as approved by the CSU and UC systems. A score of 4 on certain exams may be acceptable for CSU GE only. Check with a counselor for more information. Please refer to the RCCD IB Credit Chart for specific information on how IB credits are applied to each of these categories.

**Duplication of AP/IB and College Courses**

Students, please be advised that college courses taken before or while attending an RCCD college may duplicate IB or AP examinations. If an IB or AP exam duplicates a college course or vice versa, a student will be awarded credit for only one.

**CREDIT BY EXAMINATION**

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign (world) languages students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 ("C"). The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions with consultation and review by the Office of Educational Services.

All students, including concurrently enrolled high school students, must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside City, Moreno Valley and Norco colleges and pay enrollment fees including out of state and/or out of country tuition where applicable.

A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.

After the discipline faculty has determined the student's evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.

Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load.

It is not part of the study load for Veterans' Administration Benefits or eligibility purposes.

The student's academic record will be clearly annotated to reflect that credit was earned by examination.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the credit in residence required for an associate degree.

### CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

### RCCD GENERAL EDUCATION / CSU-GE CREDIT FOR CLEP TESTS

Students may earn credit for College -Level Examination Program (CLEP) tests. CLEP credit can be used to meet CSU-GE and RCCD general education (GE). **UC does not award units for CLEP credit.** Students must have the College Board send CLEP results to the Admissions Office for use on the A.A. or CSU-GE patterns. **Course credit and units granted at Riverside City College may differ from course credit and units granted by another college or transfer institution.**

#### Military Credit

Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, correspondence courses, internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.



The IB chart below is an indication of how the IB Exams may be used to satisfy RCCD GE, IGETC and CSU GE Area requirements. An acceptable IB score for RCCD GE, IGETC or CSU GE certification purposes equates to either 3 semester or 4 quarter units.

2019-20 RCCD International Baccalaureate (IB) Examination Chart							
IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Biology HL	5,6,7	3	Natural Sciences	3 semester units toward area B2	6	3 semester units toward area 5B	5.3
IB Chemistry HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Economics HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB Geography HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB History (any region) HL	5,6,7	3	Humanities or Social Behavioral Sciences	3 semester units toward area C2 or D	6	3 semester units toward area 3B or 4	5.3
IB Language A: Literature (any language except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Language and Literature (any language, except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language, except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language A: Language and Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A

IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Language A: Language and Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language B (any language) HL	4	N/A	N/A	N/A	6	N/A	N/A
IB Language B (any language) HL	5,6,7	3	Humanities	N/A	6	3 semester units toward area 6A	5.3
IB Mathematics HL	4	N/A	N/A	3 semester units toward area B4	6	N/A	N/A
IB Mathematics HL	5,6,7	3	Language and Rationality	3 semester units toward area B4	6	3 semester units toward area 2A	5.3
IB Physics HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Psychology HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	3	3 semester units toward area 4	5.3
IB Theatre HL	4	N/A	N/A	3 semester units toward area C1	6	N/A	N/A
IB Theatre HL	5,6,7	3	Humanities	3 semester units toward area C1	6	3 semester units toward area 3A	5.3

-Actual IB transfer credit and number of units awarded for IB exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems. The IB chart is based on the most current information available at the time of catalog publication.

-The UC system-wide policy for IB credit can be found at:  
<http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

-The CSU system-wide policy for IB credit can be found at:  
<https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx>

-2018 IGETC Standards Version 1.9:  
[http://icas-ca.org/Websites/icasca/images/IGETC\\_STANDARDS\\_FINAL\\_VERSION\\_1.9.pdf](http://icas-ca.org/Websites/icasca/images/IGETC_STANDARDS_FINAL_VERSION_1.9.pdf)

-Students should always see a counselor to review the applicability of IB credits towards the different academic requirements.

2019-2020 RCCD Advanced Placement (AP) Examination Credit Chart

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Art History	3,4,5	Art 1 and 2	3+3	Humanities	3 semester units toward Area C1 or C2	6	3 semester units toward Area 3A or 3B	5.3
Biology	3,4,5	Biology 1	4	Natural Sciences	4 semester units toward Area B2 and B3	6	4 semester units toward Area 5B and 5C	5.3
Calculus AB (or Calculus BC/AB Sub-Score)	3,4,5	Math 1A	4	Language and Rationality	3 semester units toward Area B4	3 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	2.7 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Calculus BC	3,4,5	Math 1A and 1B	4+4	Language and Rationality	3 semester units toward Area B4	6 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	5.3 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Chemistry -Exam taken prior to Fall 2009	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	6 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chemistry -Exam taken Fall 2009 or later	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	4 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chinese Language and Culture	3,4,5	Chinese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Comparative Government & Politics	3,4,5	Political Science 2	3	Social Behavioral Sciences	3 semester units toward Area D8	3	3 semester units toward Area 4	2.7



AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Computer Science A	3,4,5	CIS/CSC Elective	3	N/A	N/A	3 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	1.3 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
Computer Science AB	3,4,5	CIS/CSC Elective	3	N/A	N/A	6 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	2.7 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
Computer Science Principles	3,4,5	Under Review	Under Review	Under Review	3 semester units toward Area B4	6 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	5.3
English Language and Composition	3,4,5	English 1A	4	Language and Rationality	3 semester units toward Area A2	6	3 semester units toward Area 1A	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
English Literature and Composition	3,4,5	English 1A and English Literature Elective (Elective units may be used towards AOE's in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may also be applied towards List C of the ADT in English.)	4+3	Language and Rationality and Humanities	6 semester units toward Area A2 and C2	6	3 semester units toward Area 1A or 3B	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Environmental Science <i>-Exam taken prior to Fall 2009</i>	3,4,5	<b>Biology 19</b> (Formerly BIO-36)	3	Natural Sciences	4 semester units toward Area B1 and B3 or Area B2 and B3	4	3 semester units toward Area 5A and 5C	2.7
Environmental Science <i>-Exam taken Fall 2009 or later</i>	3,4,5	<b>Biology 19</b> (Formerly BIO-36)	3	Natural Sciences	4 semester units toward Area B1 and B3	4	3 semester units toward Area 5A and 5C	2.7
European History	3,4,5	<b>History 5</b>	3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3
French Language <i>-Exam taken prior to 2009</i>	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language <i>-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.</i>	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language and Culture	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Literature <i>-Exam offered until 2009</i>	3, 4,5	<b>French Elective</b>	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
German Language <i>-Exam taken prior to Fall 2009</i>	3,4,5	German 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language <i>-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.</i>	3,4,5	German 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language and Culture	3,4,5	German 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Human Geography	3,4,5	Geography 2	3	Social Behavioral Sciences	3 semester units toward Area D5	3	3 semester units toward Area 4	2.7
Italian Language and Culture	3,4,5	Italian 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Japanese Language and Culture	3,4,5	Japanese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Latin Literature <i>-Exam offered until 2009</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	2.7
Latin Vergil <i>-Exam offered until 2012</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	3	3 semester units toward Area 3B and 6A	2.7
Latin	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Macroeconomics	3,4,5	<b>Economics 7</b>	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Microeconomics	3,4,5	<b>Economics 8</b>	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Music Theory <i>-Exam taken prior to Fall 2009</i>	3 4,5	<b>Music Elective</b> <b>Music 3</b>	3 4	Humanities	3 semester units toward Area C1	6	N/A	5.3
Music Theory <i>-Exam taken Fall 2009 or later</i>	3 4,5	<b>Music Elective</b> <b>Music 3</b>	3 4	Humanities	N/A	6	N/A	5.3
Physics 1	3,4,5	<b>Physics 10 and 11</b> (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics 2	3,4,5	<b>Physics 10 and 11</b> (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics B <i>-Exam taken prior to Fall 2009</i>	3,4,5	Physics 2A and 2B	4+4	Natural Sciences	6 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B <i>-Exam taken between Fall 2009 and 2014. Exam offered until 2014.</i>	3,4,5	Physics 2A and 2B	4+4	Natural Sciences	4 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics C: Mechanics	3,4,5	Physics 4A	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)
Physics C: Electricity and Magnetism	3,4,5	Physics 4B	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)
Psychology	3,4,5	Psychology 1	3	Social Behavioral Sciences	3 semester units toward Area D9	3	3 semester units toward Area 4	2.7
Seminar	3,4,5	No Equivalent Course	N/A	N/A	N/A	3	N/A	N/A

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Spanish Language <i>-Exam was offered until 2014</i>	3,4,5	<b>Spanish 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Language and Culture	3,4,5	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature <i>-Exam was offered until 2013</i>	3,4,5	<b>Spanish Elective</b> (Elective units may be used towards AOE's in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may be also be applied to list A of the ADT in Spanish.)	3	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature and Culture	3,4,5	<b>Spanish Elective</b> (Elective units may be used towards AOE's in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may be also be applied to list A of the ADT in Spanish.)	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Statistics	3,4,5	<b>Math 12</b>	4	Language and Rationality	3 semester units toward Area B4	3	3 semester units toward Area 2A	2.7
Studio Art: 2D Design	3,4,5	<b>Art 22</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
Studio Art: 3D Design	3,4,5	<b>Art 24</b> (It is recommended that students meet	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Studio Art: Drawing	3,4,5	Art 17 (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
U.S. Government & Politics	3,4,5	Political Science 1	3	American Institutions	3 semester units toward Area D8 and US-2	3	3 semester units toward Area 4 and US-2	2.7
U. S. History	3,4,5	History 6 and 7	3+3	American Institutions	3 semester units toward Area C2 or D6 and US-1	6	3 semester units toward Area 3B or 4 and US-1	5.3
World History	3,4,5	History 1 and 2	3+3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	3	3 semester units toward Area 3B or 4	5.3

-Actual AP transfer credit and number of units awarded for AP exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems.

-The AP chart is based on the most current information available at the time of catalog publication.

-The UC system-wide Policy for AP credit (units towards admission and towards IGETC) can be found at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

-The CSU system-wide policy for AP (units towards admission and towards CSU GE Breadth) can be found at: <https://www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx>

-2018 IGETC Standards Version 1.9 [http://icas-ca.org/Websites/icasca/images/IGETC\\_STANDARDS\\_FINAL\\_VERSION\\_1.9.pdf](http://icas-ca.org/Websites/icasca/images/IGETC_STANDARDS_FINAL_VERSION_1.9.pdf)

**-Important Note:** Each CSU and UC campus determines how an AP exam may count toward credit in a particular major and which scores they consider acceptable. This information may be found in either the university’s college catalog or on their website. Students should see a counselor to review the applicability of AP credits towards the different academic requirements.

2019-2020 RCCCD College-Level Examination Program (CLEP) Credit Chart

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
American Government	50	<b>Political Science 1</b>	3	American Institutions	3 semester units toward Area D	3
American Literature	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
Analyzing and Interpreting Literature	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
Biology	50	<b>Biology 10</b>	3	Natural Sciences	3 semester units toward Area B2	3
Calculus	50	<b>Math 1A</b>	4	Language and Rationality	3 semester units toward Area B4	3
Chemistry	50	<b>Chemistry 10</b>	3	Natural Sciences	3 semester units toward Area B1	3
College Algebra	50	<b>Math 11</b>	4	Language and Rationality	3 semester units toward Area B4	3
College Composition	50	<b>English 1A and Elective</b>	4+4	Language and Rationality	N/A	N/A
College Composition-Modular	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	N/A
College Mathematics	50	<b>Math 25 and Elective</b>	3+3	Language and Rationality	N/A	N/A
English Literature <i>-Exam taken prior to Fall 2011</i>	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
English Literature <i>-Exam taken Fall 2011 or later</i>	50	<b>English Literature Elective</b>	3	Humanities	N/A	3
Financial Accounting	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	3



CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
French Language Level I	50	French 1 and 2	5+5	Humanities	N/A	6
French Language Level II <i>-Exam taken prior to Fall 2015</i>	59	French 1, 2, 3 and 4	5+5+5+5	Humanities	3 semester units toward Area C2	12
French Language Level II <i>-Exam taken Fall 2015 or later</i>	59	French 1, 2, 3 and 4	5+5+5+5	Humanities	3 semester units toward Area C2	9
German Language Level I	50	German 1 and 2	5+5	Humanities	N/A	6
German Language Level II <i>-Exam taken prior to Fall 2015</i>	60	German 1, 2, and 3	5+5+5	Humanities	3 semester units toward Area C2	12
German Language Level II <i>-Exam taken Fall 2015 or later</i>	60	German 1, 2, and 3	5+5+5	Humanities	3 semester units toward Area C2	9
History of the United States I	50	History 6	3	American Institutions	3 semester units toward Area D and US-1	3
History of the United States II	50	History 7	3	American Institutions	3 semester units toward Area D and US-1	3
Human Growth and Development	50	No Equivalent Course	N/A	N/A	3 semester units toward Area E	3
Humanities	50	Humanities Elective	3	Humanities	3 semester units toward Area C2	3
Information Systems and Computer Applications	50	Computer Information Systems 1A	3	Language and Rationality	N/A	3

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Introduction to Educational Psychology	50	No Equivalent Course	N/A	N/A	N/A	3
Introductory Business Law	50	Business Elective	3	N/A	N/A	3
Introductory Psychology	50	No Equivalent Course	N/A	N/A	3 semester units toward Area D	3
Introductory Sociology	50	Sociology 1	3	Social Behavioral Sciences	3 semester units toward Area D	3
Natural Sciences	50	Life Science and Physical Science Elective	3+3	Natural Sciences	3 semester units toward Area B1 or B2	3
Pre-Calculus	50	No Equivalent Course	N/A	N/A	3 semester units toward Area B4	3
Principles of Accounting	50	No Equivalent Course	N/A	N/A	N/A	3
Principles of Macroeconomics	50	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D	3
Principles of Management	50	Management 44	3	N/A	N/A	3
Principles of Marketing	50	Marketing 20	3	N/A	N/A	3
Principles of Microeconomics	50	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D	3
Social Sciences and History	50	Social Science and History Elective	3+3	Social Behavioral Sciences	N/A	N/A

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Spanish Language Level I	50	<b>Spanish 1</b>	5	Humanities	N/A	6
Spanish Language Level II <i>-Exam taken prior to Fall 2015</i>	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	12
Spanish Language Level II <i>-Exam taken Fall 2015 or later</i>	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	9
Trigonometry <i>-Exam taken prior to Fall 2006</i>	50	<b>Math 36</b>	4	Language and Rationality	3 semester units toward Area B4	3
Western Civilization I: Ancient Near East to 1648	50	<b>History 4</b>	3	Humanities or Social Behavioral Sciences	3 semester units toward Area C2 or D	3
Western Civilization II: 1648 to Present	50	<b>History 5</b>	3	Humanities or Social Behavioral Sciences	3 semester units toward area D	3

-Actual transfer credits and number of units awarded for CLEP exams towards CSU GE and towards admission is determined by the CSU system. The CLEP chart is based on the most current information available at the time of catalog publication.

-The CSU system-wide policy for CLEP credit can be found at:  
<https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx>

-Students should always see a counselor to review the applicability of CLEP credits towards the different academic requirements.



**Section IV**

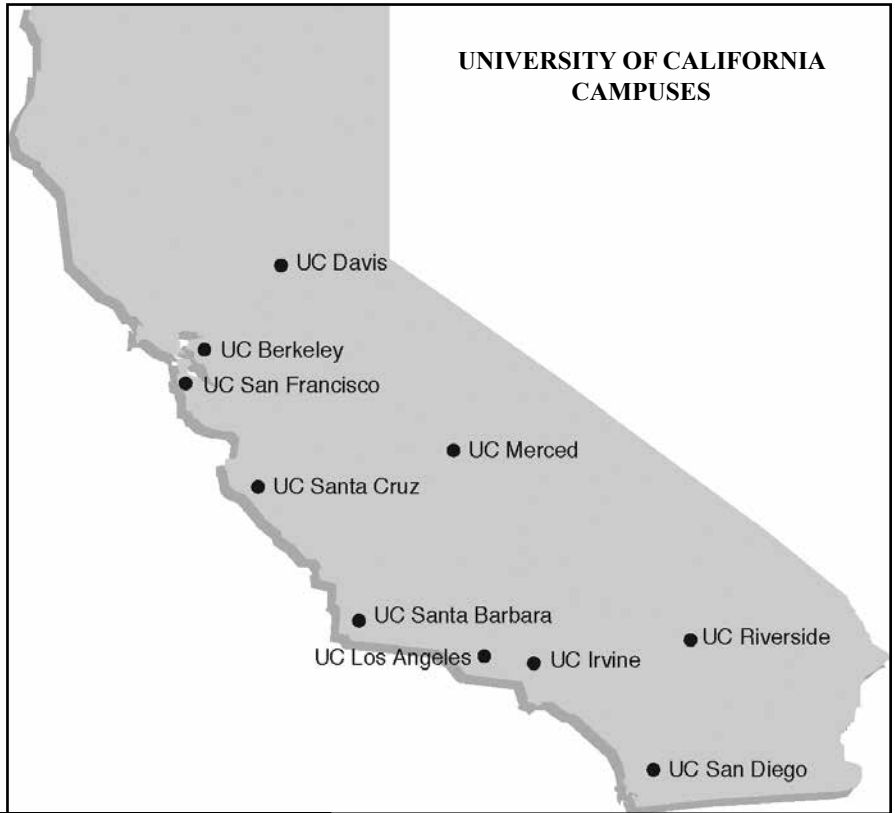
**REQUIREMENTS FOR  
COLLEGE TRANSFER**

# CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

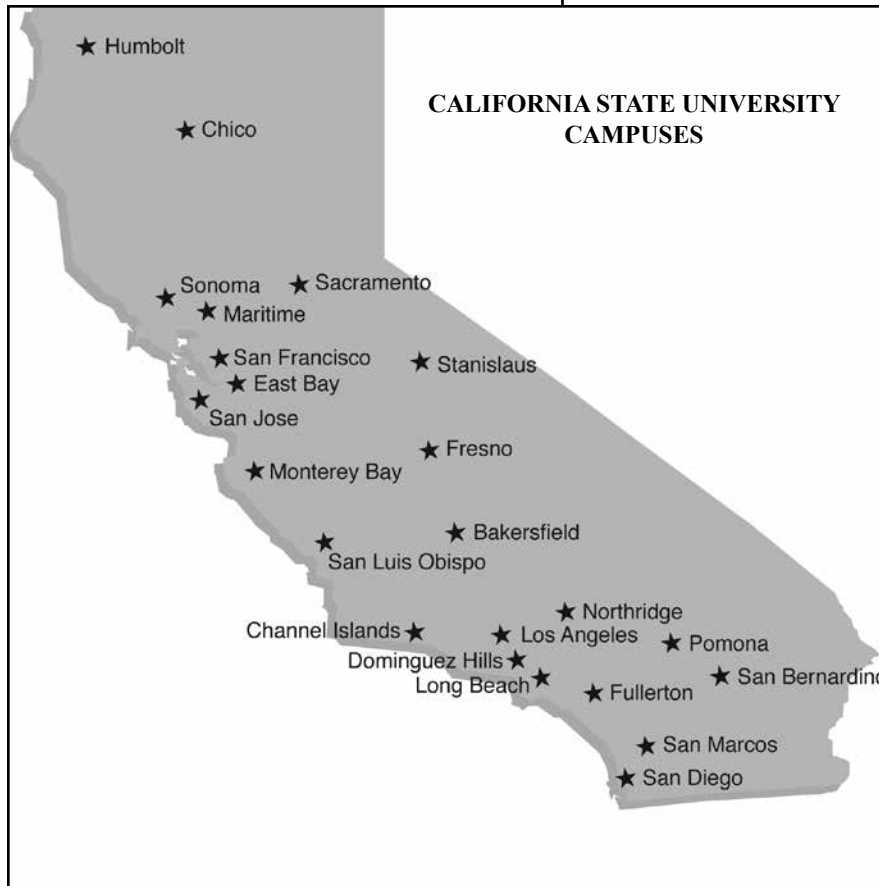
## University of California (UC)

UC Website: [www.ucop.edu/pathways](http://www.ucop.edu/pathways)

- UC, Berkeley
- UC, Davis
- UC, Irvine
- UC, Los Angeles
- UC, Merced
- UC, Riverside
- UC, San Diego
- UC, San Francisco
- UC, Santa Barbara
- UC, Santa Cruz



## CALIFORNIA STATE UNIVERSITY CAMPUSES



## California State University (CSU)

CSU Website: [www.csumentor.edu](http://www.csumentor.edu)

- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Dominguez Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- Humboldt State University
- San Diego State University
- San Francisco State University
- San Jose State University

## REQUIREMENTS FOR TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Riverside City College offers programs of study that align with the first two years (freshman and sophomore levels) at most four-year colleges and universities. Information on many of the four-year universities can be found in the transfer center. Requirements for admission, general education, and major preparation are different at each four-year institution so it is important to make an appointment to meet with a counselor during your first semester to develop a Student Educational Plan (SEP), which will list all the required courses to reach your goal.

### CALIFORNIA STATE UNIVERSITY (CSU)

CSU Minimum Admissions Requirements

Upper Division Transfer Students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 CSU-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.0 GPA. GPA requirements may be significantly higher if the campus or the major is impacted.
3. Complete at least 30 semester units (or 45 quarter units) of courses equivalent to general education requirements with grades of "C" or better. The 30 units must include the "Golden Four" (Area A-1: Oral Communication; Area A-2: Written Communication; Area A-3: Critical Thinking; and at least one course of at least 3 semester units (or 4 quarter units) in Area B-4: Mathematics/Quantitative reasoning).

It is highly recommended that students complete either the CSU GE or IGETC certification pattern prior to transferring to the CSU system.

### CSU GE CERTIFICATION

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor's degree. Nine of these units are upper-division (junior/senior level) and are to be taken at the CSU campus after transfer. Riverside City College can certify 39 of these units as having met all of the lower division (freshman/sophomore level) general education requirements. Although it is not an admission requirement, it is to the student's advantage to complete all areas of the general education pattern and have them certified. Full certification by the community college will be accepted without the need to take additional lower-division general education courses at the CSU campus. Advanced Placement (AP) test credit, certain CLEP exams, and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some CSU GE requirements. Coursework must be evaluated through the office of evaluations or by the Riverside City College articulation officer. International coursework may only be applied to CSU GE if the international institution has United States regional accreditation. All other international coursework cannot be applied to CSU GE.

### UNIVERSITY OF CALIFORNIA (UC)

UC Minimum Admission Requirements

Upper Division Transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 UC-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.4 GPA (2.8 for California non-residents). At many UC campuses, admission is competitive and the required GPA can be significantly higher.
3. Complete the following course pattern with a grade of "C" or better in each course:
  - Complete two transferable college courses in English Composition (three semester units or four to five quarter units each).
  - Complete one transferable course in mathematical concepts and quantitative reasoning (three semester or four to five quarter units).
  - Complete four transferable college courses (three semester or four to five quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

The majority of UC campuses give high priority to students who have completed major preparation courses.

Students who complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern prior to transfer to the UC system will satisfy the transfer eligibility coursework listed in item three above.

### IGETC CERTIFICATION

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a campus in either the California State University (CSU) or University of California (UC) System without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education. Courses used for IGETC certification must be completed with grades of "C" or better and must be a minimum of three semester or four to five quarter units. Grades of C- are not acceptable. A course cannot be certified unless it was on the IGETC list during the year when it was taken. Students beginning in Fall 2019 must follow the 2019-2020 IGETC requirements. Advanced Placement (AP) test credit and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some IGETC requirements. Coursework must be evaluated through the office of evaluations or by the Riverside City College articulation officer. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

### PARTIAL IGETC CERTIFICATION

Partial IGETC certification is allowed with a maximum of two courses missing, which have to be completed after transfer. Students need Areas 1 and 2 of the IGETC completed to meet minimum transfer admission requirements. A deficiency in Area 1 and/or 2 may also indicate a student does not meet the minimum transfer requirements.

## UC IGETC LIMITATION

Some of the UC campuses do not accept or recommend IGETC for certain majors, (e.g., Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution.

## HOW TO REQUEST CERTIFICATION

Students can apply for IGETC or CSU GE certification at the last community college attended prior to transfer. Students can request IGETC or CSU GE certification on the transcript request form found in the Riverside City College Admissions and Records department or through their MyPortal account. Partial IGETC certification is completed by the College's articulation officer.

## MAJOR PREPARATION COURSES FOR TRANSFER

For each major at a four-year institution, there are lower-division (freshman and sophomore level) major preparation requirements. Students should complete as many lower-division major courses as possible prior to transfer. Each four-year university has its own programs and major requirements. It is recommended that students see a counselor, on a regular basis, to determine the courses needed to transfer to CSU, UC or a private university.

## ASSIST

Major preparation courses for CSU and UC campuses can be found on ASSIST ([www.assist.org](http://www.assist.org)). ASSIST is an online student-transfer information system that shows how course credits earned at a California Community College can be applied when transferred to a CSU or UC campus.

## COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change or courses deleted from the C-ID database. As a result, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Counselors can always help students interpret or explain C-ID designations.

## PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Each private or out-of-state college/university has its set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, you can meet with a counselor to see if Riverside City College has an articulation agreement with the school you are interested in. Also, some private and out-of-state universities do accept the CSU GE or IGETC pattern. Be sure to ask your counselor if this is the case with your school of interest. If there is no articulation agreement with the school, you may need to contact the school's admissions office for more information. After researching the transfer admission requirements, students are encouraged to follow up with a Riverside City College counselor or a representative from the school of interest. The Association of Independent California Colleges and Universities is a good source of information for private four-year institutions in California. Their website can be accessed at [www.aiccu.edu](http://www.aiccu.edu).



Associate Degree  
for Transfer™

## ASSOCIATE DEGREES FOR TRANSFER (ADT)

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Riverside City College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: <http://adegreewithaguarantee.com/en-us/abouttheprogram/findyourpath.aspx>.

Students are encouraged to use Program Maps for course-taking recommendations and to meet with a Riverside City College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.



**ADMINISTRATION OF JUSTICE (CSUGE) AS642 (IGETC) AS643**

This degree is designed to facilitate the student’s passage from Riverside City College to the California State University System with an Associate Degree in Administration of Justice. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Criminal Justice at a CSU. With this degree the student will be prepared to enter the American Justice System as an entry level professional in numerous areas.

**Program Learning Outcomes**

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

- Demonstrate an applicable knowledge of the many facets of the American Justice System and the interrelationship of functions among them.
- Demonstrate a working knowledge of the theory and practice of law enforcement, community policing, criminal law, judicial procedure, criminal investigation, and corrections within the American Justice System.
- Demonstrate the ability to interact with the public and members of the American Justice System in a manner to reflect professionalism in speaking, reading, writing, and the ability to compile, integrate, and disseminate diverse information.

Required Courses (18 units)		Units
ADJ-1*	Introduction to the Administration of Justice	3
ADJ-3*	Concepts of Criminal Law	3
Electives from List A		6
Electives from List B		6

Electives List A (6 units)		Units
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-5	Community Relations	3
ADJ-8	Juvenile Law and Procedures	3
ADJ-12	Introduction to Criminalistics	3
ADJ-13	Criminal Investigation	3
ADJ-20	Introduction to Corrections	3

Electives List B (6 units)		Units
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-20*	Introduction To Criminology	3
SOC-50*	Introduction to Social Research Methods	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Science for Transfer Degree**

The Associate in Science in Administration of Justice for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**ANTHROPOLOGY (CSUGE) AA616 (IGETC) AA618**

The Associate in Arts in Anthropology for Transfer degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the baccalaureate degree in Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of humans and the world in which we live.

**Program Learning Outcomes**

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

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems.
- Use information resources and technology to research current issues in all four subfields of anthropology.
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences.

Required Core Courses (18-19 units)		Units
ANT-1*/1H*	Physical Anthropology/Honors	3
ANT-2*/2H*	Cultural Anthropology	3
ANT-6*	Introduction to Archaeology	3
Group A	Choose from the list below	3-4
Group B	Choose from the list below	3
Group C	Choose from the list below	3

Electives Group A (3-4 units)		Units
ANT-3*	Prehistoric Cultures	3
MAT-12*/12H*	Statistics/Honors Statistics	4

Electives Group B (3 units)		Units
GEG-1*/1H*	Physical Geography	3
GEG-2*	Human Geography	3

Electives Group C (3 units)		Units
ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**ART HISTORY****(CSUGE) AA742  
(IGETC) AA743**

The Associate in Arts in Art History for Transfer degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an emphasis in art history. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Studio Art, Art History track at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

**Program Learning Outcomes**

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

- Identify, describe, analyze, and discuss the stylistic characteristics of a wide variety of countries, regions, and periods of European and non-European artworks.
- Formulate and synthesize observations and evaluations regarding the historical, social, and political context in which various forms of art were created in both written and oral form.
- Apply various methodologies for interpreting a range of art forms to evaluate and analyze the ideas and philosophies expressed and explored within the art works.
- Critique, compare, and contrast various key artists, artworks and styles across a wide span of time using appropriate art terminology.
- Recognize distinctive iconography from a mixture of different geographical areas and relate these manifestations to local, social, cosmological, and political institutions.

Required Courses (18 units)		Units
ART-1/1H**	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	3
Electives	Choose from List C	3

List A: Choose 3 units from the following: Units

ART-5*	History of Non-Western Art	3
ART-9*	African Art History	3
ART-12*	Asian Art History	3

List B: Choose 3 units from the following: Units

ART-15	Beginning Ceramics	3
ART-18	Intermediate Drawing	3
ART-20	Beginning Sculpture	3
ART-23	Color Theory and Design	3
ART-26	Beginning Painting	3
ART-30A	Printmaking-Introduction	3
ART-36A	Computer Art-Introduction	3
ART-40A	Figure Drawing-Introduction	3
PHO-8	Introduction to Photography	3

List C: Choose 3 units from the following: Units

Any course from List A or List B not already used above		
ART-4*	Introduction to Visual Culture	3
ART-7*	Women Artists in History	3
ART-10*	Modern and Contemporary Art History	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Art History for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in a major area of emphasis, as determined by the community college district, and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**BIOLOGY****(CSUGE) AS767  
(IGETC) AS768**

The Associate in Science in Biology for Transfer Degree (AS-T in Biology) introduces the concepts and principles upon which biologic knowledge is based including the biochemistry, structure and function, ecology and evolution of organisms, from the levels of cells through the biosphere. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The AS-T in Biology provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of biology.

**Program Learning Outcomes**

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

- Be able to identify and explain fundamental biological concepts and principles on the molecular, cellular, organismal, population, ecological, environmental and evolutionary levels.
- Apply knowledge of biological concepts to formulate questions and hypotheses for research and demonstrate ability to find, read, understand, and critically evaluate scientific papers.
- Develop experimental skills and techniques used in laboratory and field research and use the scientific method to develop hypotheses, design and execute experiments.

Required Courses (32 units) Units

BIO-60*	Introduction to Molecular and Cellular Biology (formerly BIO 11)	5
BIO-61*	Introduction to Organismal and Population Biology (formerly BIO 12)	5
CHE-1A*	General Chemistry I	5
CHE-1B*	General Chemistry II	5
MAT-1A*	Calculus I	4
PHY-2A*	General Physics I	4
	and	
PHY-2B*	General Physics II	4
	OR	
PHY-4A*	Mechanics A	4
	and	
PHY-4B*	Electricity & Magnetism	4

\*Courses may also be used to fulfill general education requirements for the CSUGE for STEM or IGETC for STEM pattern, please confer with a counselor.

**Associate in Science for Transfer Degree**

The Associate in Science in Biology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) for STEM or California State University General Education (CSUGE) for STEM requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

**BUSINESS ADMINISTRATION (CSUGE) AS626 (IGETC) AS628**

This degree is designed to facilitate the student’s passage from Riverside City College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

**Program Learning Outcomes**

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

<u>Required Courses (24-26 units)</u>		<u>Units</u>
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
BUS-18A	Business Law I	3
ECO-7*/7H*	Principles of Macroeconomics/Honors Principle of Macroeconomics	3
ECO-8*/8H*	Principles of Microeconomics/Honors Principle of Microeconomics	3
List A	Select from the list below	3-4
List B	Select from the list below	6-7

<u>LIST A Select one from the following (3-4 units)</u>		<u>Units</u>
MAT-4*	Finite Mathematics	3
MAT-5*	Calculus for Business and Life Science	4
MAT-12*/12H*	Statistics/Honors Statistics	4

<u>LIST B Select two from the following (6-7 units)</u>		<u>Units</u>
Any course from List A not used above		3-4
CIS-1A	Introduction to Computer Information Systems	3
BUS-10/10H or BUS-24	Introduction to Business Business Communication	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Science for Transfer Degree**

The Associate in Science in Business Administration for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in a major area of emphasis, as determined by the community college district, and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**CHILD AND ADOLESCENT DEVELOPMENT (CSUGE) AA885 (IGETC) AA886**

The Associate in Arts in Child and Adolescent Development for Transfer (AA-T) offers lower division coursework examining classical and contemporary research that promotes positive developmental outcomes spanning conception through emerging adulthood. This option of study is intended for students who aspire to careers in developmental research, public policy, social work, school psychology, and similar fields.

This degree is designed to facilitate the students to transfer to the California State University System with an Associate Degree in Child and Adolescent Development. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree Program in Child and Adolescent Development; Human Development (Adolescent Option, Childhood Option, Children’s Services); or a major deemed similar at a CSU campus. Students who complete the Child and Adolescent Development AA-T degree and choose to take other Early Childhood Education coursework as their electives will also be able to qualify for employment in the field of early childhood education, as well as earn a Child Development Permit issued by the CA State Commission of Teacher Credentialing.

**Program Learning Outcomes**

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

- Demonstrate an understanding of the perspectives, theories, research methods, and core concepts of child development as an area of scientific inquiry.
- Assess how socialization and culture impact the lives of children and families.
- Demonstrate and understanding of contemporary childhood issues in a global context.

<u>Required Core Courses (18-21units):</u>		<u>Units</u>
EAR-20*	Child and Growth Development	3
PSY-1	General Psychology	3
or		
PSY 1H*	Honors General Psychology	3
MAT-12	Statistics	4
or		
MAT 12H*	Honors Statistics	4
or		
PSY-48/SOC-48*	Statistics for the Behavioral Sciences	3
List A	Select from the list below	9-11

List A: Select three (3) courses from below		(9-11 units)
ANT 2	Cultural Anthropology	3
or		
ANT 2H*	Honors Cultural Anthropology	3
EAR 42*	Child, Family, and Community	3
SOC-1	Introduction to Sociology	3
or		
SOC 1H*	Honors Introduction to Sociology	3
SOC-10*	Race and Ethnic Relations	3
SOC 12*	Marriage and Family Relations	3
PSY-9*	Developmental Psychology	3
BIO-1	General Biology	4
or		
BIO 1H*	Honors General Biology	4

A maximum of 2 of the following courses may be used:

EAR-19	Observation and Assessment	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-30	Practicum in Early Childhood Education	4
EAR-33	Infants and Toddler Development	3
EAR-34	Infants and Toddler Care and Education	3
EAR-43	Children with Challenging Behaviors	3
HES-1*	Health Science	3

\*Courses may be double counted within CSUGE/IGETC.

Students who complete the AA-T in Child and Adolescent Development must have the following:

- Completion of 60 CSU transferable CSU General Education
- A minimum of at least 2.0 GPA in CSU transferable courses
- Completion of at least 18 units in the major with a grade of "C" or better
- Completion of the CSU General Education-Breadth (CSU GE-Breadth) requirements (or)
- Completion of Intersegmental General Educ Transfer Curriculum (IGETC) requirements

**Total Major Units: 60-61**

### Associate in Arts for Transfer Degree

The Associate in Arts in Child and Adolescent Development for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development).

## COMMUNICATION STUDIES

**(CSUGE) AA587  
(IGETC) AA588**

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

### Program Learning Outcomes

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

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

Required Courses (18-19 units)		Units
COM-1*/1H*	Public Speaking/Honors	3
COM-9*/9H*	Interpersonal Communication/Honors	3
Electives from Group A		3
Electives from Group B		6
Electives from Group C		3-4

Electives Group A (3 units)		Units
COM-2*	Persuasion in Rhetorical Perspective	3
COM-3*	Argumentation and Debate	3
COM-6*	Dynamics of Small Group Communication	3

Electives Group B (6 units)		Units
Any course not applied in group A		
COM-7	Oral Interpretation of Literature	3
COM-12*	Intercultural Communication	3
COM-20*	Introduction to Communication Theory	3

Electives Group C (3-4 units)		Units
Any COM course not applied in group A or B above		
COM-5	Parliamentary Procedure	1
COM-11*	Storytelling	3
COM-13*	Gender and Communication	3
COM-19	Reader's Theater	3
ANT-2*/2H*	Cultural Anthropology	3
JOU-7*	Mass Communications	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

### COMPUTER SCIENCE (IGETC) AS650

The Associate in Science in Computer Science for Transfer degree provides a solid preparation for transfer majors in computer science including an emphasis on object oriented programming logic in C++, computer architecture, calculus and calculus based physics. The intent of this degree is to assist students in seamlessly transferring to a CSU. With this degree the student will be prepared for transfer to the university upper division level in preparation for the eventual conferral of the Bachelor's Degree in Computer Science. The degree aligns with the approved Transfer Model Curriculum (TMC) in Computer Science.

#### Program Learning Outcomes

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

- Write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
- Write and execute programs in assembly language illustrating typical mathematical and business applications.
- Demonstrate different traversal methods of trees and graphs.

Required Courses (29 units)		Units
CSC/CIS-5	Programming Concepts and Methodology I: C++	4
CSC/CIS-7	Discrete Structures	3
CSC/CIS-11	Computer Architecture and Organization: Assembly	3
CSC/CIS-17A	Programming Concepts and Methodology II: C++	3
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4

\*Courses may also be used to fulfill general education requirements for the IGETC pattern, please confer with a counselor.

#### Associate in Science for Transfer Degree

The Associate in Science in Computer Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

### EARLY CHILDHOOD EDUCATION (CSUGE) AS529 (IGETC) AS530

This program focuses on the theory and practice of early childhood care and education for children from birth to age eight for occupational preparation. The course of study will include the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program will have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers.

#### Program Learning Outcomes

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

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (25 units)		Units
EAR-19	Observation and Assessment In Early Childhood Education	3
EAR-20*	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42*	Child, Family, and Community	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

#### Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**ECONOMICS****(CSUGE) AA756  
(IGETC) AA757**

The Associate in Arts in Economics for Transfer degree is a curricular pattern designed specifically to transfer students as Economics majors with junior status to the CSU system. Though the Associate in Arts in Economics for Transfer also provides broad general preparation for Economics majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Economics for Transfer will be provided with a deep appreciation of how the economy functions.

**Program Learning Outcomes**

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

- Describe, analyze and evaluate economic concepts, paradigms, and theories of the economy.
- Analyze data to identify major current economic problems and use economic theory to analyze and evaluate the problems.
- Identify current governmental policies to remedy economics problems and assess the effectiveness of these policies.

<u>Required Courses (20-21 units)</u>		<u>Units</u>
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
MAT-1A*	Calculus I	4
MAT-12*/12H*	Statistics/Honors	4

<u>List A Select one course from the following (3-4 units):</u>		<u>Units</u>
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
MAT-1B*	Calculus II	4

<u>List B Select one course from the following (3 units):</u>		<u>Units</u>
ECO-5*	Economics of the Environment	3
ECO/POL-6*	Introduction to Political Economy	3
ECO-9*/9H*	Economics of Poverty and Discrimination	3
ECO-10*	Economics and Personal Decision-making	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Economics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**ELEMENTARY TEACHER  
EDUCATION****(CSUGE) AA887  
(IGETC) AA888**

The Associate of Arts in Elementary Teacher Education for Transfer (AA-T) offers lower division coursework examining content area subject matter requirements for teaching at the elementary school level. Students will explore the core principles and practices of a liberal studies curriculum in order to build a foundation appropriate for entry into advanced study in teacher preparation. The students also have the opportunity to participate in supervised fieldwork in K-8 settings.

This degree is designed to facilitate students transferring to the California State University System with an Associate Degree in Elementary Teacher Education. With this degree, the student will be prepared to enter into a Bachelor Degree Program designed to prepare them to teach in a K-8 classroom. This option prepares students for transfer to CSU to major in either a General Track Liberal Studies Program or an Integrated Liberal Studies/Multiple Subject Teaching Credential Program.

**Program Learning Outcomes**

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

- Demonstrate knowledge of professional standards, ethics, and professionalism in elementary education classrooms to meet the diverse needs of students.
- Demonstrate an understanding of historical influences, current trends, theories, and educational issues in a global context.
- Demonstrate introductory subject matter competency for the Multiple Subject California Subject Examination for Teachers (CSET).

<u>Required Courses (55 units):</u>		<u>Units</u>
EDU-1	Introduction to Elementary Classroom Teaching	4
EAR-20*	Child Growth and Development	3
BIO-1/1H*	General Biology/Honors	4
CHEM-2A*	Introductory Chemistry	4
PHY-10*	Introductory Physics	3
PHY-11*	Introductory Physics Lab	1
GEO-4	Earth Science for Educators	4
MAT-26*	Math for Elementary School Teachers	3
COM-1/1H*	Public Speaking/Honors	3
ENG-1A/1AH*	English Composition/Honors	4
ENG-1B/1BH*	Critical Thinking and Writing/Honors	4
GEG-3*	World Regional Geography	3
HIS-1*	History of World Civilizations, I	3
HIS-6/6H*	Political and Social History of the United States/Honors	3
POL-1/1H*	American Politics/Honors	3

<u>LIST A: Choose one course from the following</u>		<u>4 units</u>
ENG-1B/1BH*	Critical Thinking and Writing/Honors	4

LIST B: Choose one course from the following		3 units
ART-1*/1H	History of Western Art: Prehistoric, Ancient, and Medieval/Honors	3
ART-2/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-5*	History of Non-Western Art	3
ART-6/6H*	Art Appreciation	3
MUS-19*	Music Appreciation	3
THE-3*	Introduction to the Theatre	3

LIST C: Choose from any course not used above or one of the following. 0-3 units

HES-1*	Health Science	3
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\*Courses may be double counted within CSUGE/IGETC

**Associate in Arts for Transfer Degree**

The Associate in Arts in Elementary Teacher Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development).

**ENGLISH**

**(CSUGE) AA648  
(IGETC) AA649**

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

**Program Learning Outcomes**

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

- Think critically about and interpret literature, employing language and methods of literary analysis to construct interpretive arguments and to address the ways that literature invites multiple interpretive possibilities.
- Write essays of literary analysis effectively supported by effectively integrated, interpreted, and relevant textual evidence.
- Demonstrate an understanding of how cultural history informs and is informed by literature.

Required Courses (19 units)		Units
ENG-1B*/1BH*	Critical Thinking and Writing/Honors	4
List A	Choose from the list below	6
List B	Choose from the list below	6
List C	Choose from the list below	3

List A Choose two courses from the following (6 units): Units

ENG-6*	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7*	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14*	American Literature I: Pre-Contact through Civil War	3
ENG-15*	American Literature II: 1860 to the Present	3
ENG-40*	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41*	World Literature II: Seventeenth Century Through the Present	3

List B Choose two courses from the following (6 units) Units

Any course from List A not already used		
ENG/HUM-8*	Introduction to Mythology	3
ENG-11*	Creative Writing	3
ENG-16*	Introduction to Linguistics	3
ENG-44*	Poetry from the Twentieth Century to the Present	3

List C Choose one course from the following (3 units) Units

Any course from List A and List B not already used		
ENG-9*	Introduction to Shakespeare	3
ENG-10	Special Studies in Literature	3
ENG-12*	Special Studies in Creative Writing	3
ENG-17A	Literary Magazine Production: Beginning	3
ENG-18*	Survey of Native American Literature	3
ENG-20*	Survey of African American Literature	3
ENG/HUM-23*	The Bible as Literature	3
ENG-25*	Latino Literature of the United States	3
ENG-30*	Children's Literature	3
ENG-34*	Literature by Women	3
ENG-35*	Images of Women in Literature	3
ENG-38	Introduction to Screenwriting	3
ENG-39	Screenwriting II	3
ENG-45*	Modern Drama	3
ENG-47	Inlandia: Regional Writing about the Inland Empire	3
ENG-48*	Short Story and Novel from the Twentieth Century to the Present	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**GEOGRAPHY****(CSUGE) AA758  
(IGETC) AA759**

The Associate in Arts in Geography for Transfer degree is a curricular pattern designed specifically to transfer students as Geography majors with junior status to the CSU system. Though the Associate in Arts in Geography for Transfer degree also provides broad general preparation for Geography majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Geography for Transfer degree will be provided with a deep appreciation of how the physical Earth works. This degree will assist students in seamlessly transferring to a CSU.

**Program Learning Outcomes**

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

- Identify fundamental concepts specific to physical and cultural geography.
- Identify conceptual and theoretical models pertaining to world, regional, and local geography.
- Apply applications associated with various thematic maps.

<u>Required Courses (19 units)</u>		<u>Units</u>
GEG-1*/1H*	Physical Geography/Honors	3
GEG-1L*	Physical Geography Laboratory	1
GEG-2*	Human Geography	3
List A	Choose from the list below	6
List B	Choose from the list below	6

<u>LIST A Choose two courses from the following (6 units):</u>		<u>Units</u>
GEG-3*	World Regional Geography	3
GEG-4*	Geography of California	3
GEG/PHS-5*	Weather and Climate	3

<u>LIST B Choose two courses from the following (6 units)</u>		<u>Units</u>
ANT-2*/2H*	Cultural Anthropology	3
GEG-6*	Geography of the United States and Canada	3
GEO-1*	Physical Geology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Geography for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**HISTORY****(CSUGE) AA744  
(IGETC) AA745**

The Associate in Arts in History for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in History at a California State University. This degree is designed to prepare students to seamlessly transfer to a CSU.

**Program Learning Outcomes**

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

- Describe and analyze the economic, intellectual, political and social development of world civilizations and American institutions in the context of continuity and change.
- Articulate and demonstrate the range of ways that primary sources can be interpreted to arrive at different defensible interpretations of key historical events and movements.
- Demonstrate the ability to interpret historical events and movements both orally and in persuasive analytical essays.
- Evaluate the role of individuals, institutions, and cultures in history and in view of historical events in contemporary contexts for greater global awareness.

<u>Required Courses (18 units)</u>		<u>Units</u>
HIS-6*/6H*	Political and Social History of the United States/Honors	3
HIS-7*/7H*	Political and Social History of the United States/Honors	3
HIS-1*	History of World Civilizations I	3
HIS-2*/2H*	History of World Civilizations II/Honors	3

<u>List A Take 3 units from the following:</u>		<u>Units</u>
HIS-14*	African American History I	3
HIS-15*	African American History II	3
HIS-25*	History of Mexico	3
HIS-28*	Native American History I: Early Contact Period	3
HIS-29*	Native American History II: Contemporary Society	3
HIS-31*	Introduction to Chicano/a Studies	3
HIS-34*	History of Women in America	3
HUM-9*	American Voices	3
PHI-19*	Native American Thought	3

<u>List B Take 3 units from the following:</u>		<u>Units</u>
HIS-11*/MIL-1*	Military History of the United States to 1900	3
HIS-12*/MIL-2*	Military History of the United States Since 1900	3
HIS-19*	Modern Russia History	3
HUM-4*/4H*	Arts and Ideas: Ancient World Through the Late Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: Renaissance through the Modern Era/Honors	3
HUM-16*	Arts and Ideas: American Culture	3
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-5*	The Law and Politics	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in History for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements, and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.



## JOURNALISM

(CSUGE) AA670  
(IGETC) AA671

This degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate in Arts in Journalism for Transfer Degree (AA-T in Journalism). This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Journalism at CSU. Careers related to this field include work in news media and related occupations.

### Program Learning Outcomes

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

- Demonstrate an applicable knowledge of the principles of ethical and socially responsible journalism.
- Demonstrate a working knowledge of the equipment and software used by news media.
- Demonstrate the ability to communicate effectively in news media and related occupations.

Required Courses (18-19 units)		Units
JOU-7*	Mass Communications	3
JOU-1	Introduction to Journalism	3
JOU-20A	Newspaper: Beginning	3
List A	Select from the list below	3
List B	Select from the list below	6-7

List A: Choose 3 units:		Units
JOU-2	Intermediate Reporting/ Newswriting	3
JOU/PHO-12	Photojournalism	3
JOU-20B	Newspaper: Intermediate	3

List B: Choose 6-7 units:		Units
COM-3*	Argumentation and Debate	3
ENG-1B*/1BH*	Critical Thinking and Writing/Honors	4
ENG-11*	Creative Writing	3
PHI-11*	Critical Thinking	3
PHO-8+	Introduction to Photography	3
or		
PHO-20+	Introduction to Digital Photography	3

\*Students may choose to take PHO-8 or PHO-20 to fulfill the List B requirement, but not both.

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Arts for Transfer Degree

The Associate in Arts in Journalism for Transfer Degree (AA-T in Journalism). will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

## KINESIOLOGY

(CSUGE) AA890  
(IGETC) AA891

The Associate Degree for Transfer in Kinesiology is a 60-unit degree program (that provides lower division preparation) for student planning to transfer to a CSU for a bachelor's degree in Kinesiology. The Associate Degree for Transfer in Kinesiology provides a general preparation for Kinesiology majors to be able to enter any four-year university. Students must consult with the specific requirements of a non-CSU campus to which they are applying. Students completing the Associate Degree for Transfer in Kinesiology will be prepared to transfer to a CSU and pursue a Bachelor of Arts or a Bachelor of Science in Kinesiology. In this major, students will enhance physical skills and development in the areas of Aquatics, Combatives, Team Sports, Individual Sports, Fitness and Dance. Students will also be exposed to the history and philosophy of Kinesiology. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Kinesiology at CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an ADT is to assist students in seamlessly transferring to a CSU.

### Program Learning Outcomes

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

- Identify and utilize principles of the major body systems of Anatomy and Physiology as they relate to movement and physical activity.
- Analyze and apply physical skills and movements related to physical activity.
- Develop goals and devise strategies for personal development, physical well-being and lifelong learning.

Required Courses (11 units)		Units
KIN-10*	Introduction to Kinesiology	3
BIO 50A*	Anatomy and Physiology I	4
BIO 50B*	Anatomy and Physiology II	4

Movement-based Courses - Select one course maximum from any three of the following areas (3 units)

Aquatics		
KIN-A28*	Swimming, Beginning	1
KIN-A29*	Swimming, Intermediate	1
KIN-A31A*	Beginning Water Aerobics and Deep Water Exercise	1
KIN-A31B*	Beginning Water Aerobics and Deep Water Exercise	1

Combatives		
KIN-A40*	Karate, Beginning	1
KIN-A41*	Karate, Intermediate	1
KIN-A43*	T'ai-chi Ch'uan, Beginning	1
KIN-A44*	T'ai-chi Ch'uan, Intermediate	1

Dance		
DAN-D21*	Ballet, Beginning	1
DAN-D22*	Ballet, Intermediate	1
DAN-D32*	Jazz, Beginning	1
DAN-D33*	Jazz, Intermediate	1
DAN-D43*	Tap, Beginning	1
DAN-D44*	Tap, Intermediate	1

Fitness		
KIN-A46*	Hatha Yoga, Beginning	1
KIN-A47*	Hatha Yoga, Intermediate	1
KIN-A75A*	Walking for Fitness, Beginning	1
KIN-A75B*	Walking for fitness, Intermediate	1
KIN-A77A*	Jogging for Fitness, Beginning	1
KIN-A77B*	Jogging for Fitness, Intermediate	1
KIN-A81A*	Physical Fitness, Beginning	1
KIN-A81B*	Physical Fitness, Intermediate	1
KIN-A90A*	Weight Training, Beginning	1
KIN-A90B*	Weight Training, Intermediate	1
Individual Sports		
KIN-A11*	Tennis, Beginning	1
KIN-A12*	Tennis, Intermediate	1
KIN-A20*	Golf, Beginning	1
KIN-A21*	Golf, Intermediate	1
Team Sports		
KIN-A55*	Slow Pitch Softball	1
KIN-A57*	Basketball	1
KIN-A62*	Flag Football	1
KIN-A64*	Soccer	1
KIN-A67*	Volleyball, Beginning	1
KIN-A68*	Volleyball, Intermediate	1
KIN-A71*	Sand Volleyball, Intermediate	1
List A – Select two (6 units)		
MAT-12/12H*	Statistics/Honors Statistics	4
OR		
PSY/SOC 48*	Statistics for Behavioral Sciences	3
BIO-1/1H*	General Biology/Honors General Biology	4
CHE-1A*	General Chemistry	5
PHY-2A*	General Physics	4
OR		
PHY-4A*	Mechanics	4
KIN-30*	First Aid and CPR	3

\*Courses may also be used to fulfill general education requirements for the CSU GE or IGETC pattern, please confer with a counselor.

#### Associate Degree for Transfer

The Associate in Arts in Kinesiology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

## MATHEMATICS

**(CSUGE) AS719  
(IGETC) AS720**

The Associate in Science Degree in Mathematics for Transfer is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in mathematics, statistics, actuarial science, and education.

#### Program Learning Outcomes

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

- Reason mathematically both abstractly and computationally.
- Create and analyze mathematical models.

Required Courses (19-20 units)		Units
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4
Choose 2 courses from the following with at least 1 course from Group A		7-8
Group A		Units
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

Group B		Units
PHY-4A*	Mechanics	4
CIS/CSC-5	Fundamentals of Programming Logic using C++	4

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

#### Associate in Science for Transfer Degree

The Associate in Science in Mathematics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

## MUSIC

**(CSUGE) AA704  
(IGETC) AA705**

The Associate in Arts in Music for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate of Arts in Music at the California State University. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and to demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper-division work.

**Program Learning Outcomes**

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

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to “audiate” a musical score by sight reading and performing complex rhythms and by sightsinging chromatic, modulating, and post-tonal melodies.
- Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions.
- Analyze chromatic harmonic progressions that include modulation using 20th century techniques.
- Write, analyze, and compose music using 20th century techniques, such as tone rows, set theory, augmented sixth chords, pandiatonicism and polytonalism.
- Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

**Notes:** Students in the TMC for the A.A.-T. in Music should be encouraged to study the courses below as additional preparation for upper-division music study:

**(1) Music History/Literature:** Many four-year institutions offer a Music History/Literature survey course as part of their lower-division curriculum (counts in CSU GE Area C1): MUS 22, Survey of Music Literature, 3 units

**(2) Keyboard Proficiency:** Most four-year institutions require that lower-division students pass a keyboard proficiency exam before moving on to upper-division (4 units chosen from the following): MUS 32 A, Class Piano I, 1 unit; MUS 32 B, Class Piano II, 1 unit; MUS 32 C, Class Piano III, 1 unit; MUS 32 D, Class Piano IV, 1 unit; MUS 53 Keyboard Proficiency, 1 unit

**Associate in Arts for Transfer Degree**

The Associate in Arts in Music for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

Required Courses (20-24 units)

Theory: (12-16 units)

MUS-3	Fundamentals of Music (test out option includes Musicianship) (also counts in CSU GE C1)	4
MUS-4	Music Theory I (includes Musicianship) (also counts in CSU GE C1)	4
MUS-5	Music Theory II (includes Musicianship)	4
MUS-6	Music Theory III (includes Musicianship)	4

Applied Music:

1 unit per semester for a total of 4 semesters from the following: 4 units

MUS 87	Applied Music Training, 1 unit per semester
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Ensemble:

1 unit per semester for a total of 4 semesters from the following: 4 units

MUS-27	Amadeus Chamber Ensemble	1
MUS-29	Concert Choir	1
MUS-31	College Choir	1
MUS-34	Vocal Jazz Lab	1
MUS-35	Vocal Music Ensembles	1
MUS-50	Master Chorale	1
MUS-51	Men’s Ensemble	1
MUS-55	Community Concert Band	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-67	Community Chamber Ensemble	1
MUS-69	Festival Choir	1
MUS-71	College Chorus	1
MUS-75	Advanced Vocal Ensembles	1
MUS-80	Master Singers	1
MUS-83	Advanced Chamber Choir	1
MUS-95	Community Symphony Band	1
MUS-P36	Piano Ensemble	1
MUS-P44	Jazz Lab Band	1
MUS-P76	Advanced Piano Ensemble	1
MUS-P84	Jazz Lab Orchestra	1

**PHILOSOPHY**

**(CSUGE) AA715  
(IGETC) AA717**

The Associate in Arts in Philosophy for Transfer degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

**Program Learning Outcomes**

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

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

Required Courses (18 units) Units

PHI-32*	Introduction to Symbolic Logic	3
and one of the following:		
PHI-10*/10H*	Introduction to Philosophy/Honors	3
or		
PHI-12*	Introduction to Ethics: Contemporary Moral Issues	3
List A	Choose from the list below	3
List B	Choose from the list below	6
List C	Choose from the list below	3

List A Take 3 units from the following: Units  
Any course from the above required courses that have not been used  
or

PHI-33*	Introduction to Social and Political Philosophy	3
PHI/HUM-35*	Philosophy of Religion	3

List B Take 6 units from the following: Units  
Any course from List A that has not been used  
or

PHI-11*	Critical Thinking	3
PHI-19*	Native American Thought	3

List C Take 3 units from the following: Units  
Any course from List A or B that has not been used  
or

HIS-1*	History of World Civilizations I	3
HIS-2*/2H*	History of World Civilizations II/Honors	3
HUM-4*/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: The Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Arts for Transfer Degree

The Associate in Arts in Philosophy for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis.

## PHYSICS (CSUGE) AS638 (IGETC) AS640

The Associate in Science in Physics for Transfer degree provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in Physics. Successful completion of the transfer degree in Physics guarantees student acceptance to a local California State University to pursue a baccalaureate degree in Physics.

### Program Learning Outcomes

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

- Apply appropriate physical laws and mathematical techniques to analyze various physical situations
- Perform various scientific experiments and to analyze data to check agreement with theoretical predictions

<u>Required Courses (28 units)</u>		<u>Units</u>
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4
PHY-4C*	Heat, Light and Waves	4
PHY-4D*	Modern Physics	4
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Science for Transfer Degree

The Associate in Science in Physics for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis.

## POLITICAL SCIENCE (CSUGE) AA754 (IGETC) AA755

The Associate in Arts in Political Science for Transfer Degree is designed to prepare the student for a seamless transfer into the California State University (CSU) system to complete a baccalaureate degree in Political Science or similar major. This degree is designed to prepare students to understand and critically appraise the American political system and central issues in American politics, to evaluate topics in the key areas of political science, to clearly express political science concepts in scholarly writing, and to demonstrate an understanding of these ideas through their application to contemporary political problems.

<u>Required Courses (18-19 units)</u>		<u>Units</u>
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-4*/4H*	Introduction to World Politics/Honors	3
POL-11*	Political Theory	3
Select two courses from List A or		
Select one course from List A and one course from List B		6-7

<u>List A</u>		<u>Units</u>
MAT-12*/12H*	Statistics/Honors	4
POL-5*	The Law and Politics	3
POL-6*/ECO-6*	Introduction to Political Economy	3
POL-8 *	Introduction to Public Administration and Policy Development	3
POL-13*	Introduction to American Foreign Policy	3

<u>List B</u>		<u>Units</u>
ANT-2*/2H*	Cultural Anthropology/Honors	3
ANT-3*	Prehistoric Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-6*	Introduction to Archaeology	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ECO-4*	Introduction to Economics	3
ECO-5*	Economics of the Environment	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
GEG-2*	Human Geography	3
GEG-3*	World Regional Geography	3
GEG-4*	Geography of California	3
GEG-6*	Geography of the United States and Canada	3
HIS-1*	History of World Civilizations I	3
HIS-2*/2H*	History of World Civilizations II/Honors	3
HIS-6*/6H*	Political and Social History of the United States/Honors	3

HIS-7*/7H*	Political and Social History of the United States/Honors	3
HIS-11*/MIL-1*	Military History of the United States to 1900	3
HIS-12*/MIL-2*	Military History of the United States Since 1900	3
HIS-19*	Modern Russia History	3
HIS-25*	History of Mexico	3
HIS-26*	History of California	3
PSY-1*/1H*	General Psychology/Honors	3
PSY-9*	Developmental Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-2*	American Social Problems	3
SOC-3*	Social Inequality	3
SOC-12*	Marriage and Family Relations	3
SOC-20*	Introduction to Criminology	3
SOC-50*	Introduction to Social Research Methods	3

**Associate in Arts for Transfer Degree**

The Associate in Arts in Political Science for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**PSYCHOLOGY**

**(CSUGE) AA566  
(IGETC) AA568**

The Associate in Arts in Psychology for Transfer degree is designed to prepare students who wish to transfer for the purposes of pursuing studies in psychology. Specifically, this degree allows students to complete various lower division courses in preparation for obtaining a baccalaureate degree in psychology at a California State University.

**Program Learning Outcomes**

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

- Apply the basic tenets of psychology to the study of more in depth topics in upper division courses
- Distinguish between the main theoretical perspectives in psychology
- Analyze the primary subfields of psychology and gauge their contributions to the understanding of behavior, cognition, and emotion

<u>Required Courses (19-20 units)</u>		<u>Units</u>
PSY-1*/1H*	General Psychology/Honors	3
PSY-2*	Biological Psychology	3
PSY-9*	Developmental Psychology	3
PSY-50*	Research Methods in Psychology	4
PSY-48*/SOC-48*	Statistics for the Behavioral Sciences	3
or		
MAT-12*/12H*	Statistics/Honors	4
List A	Choose from the list below	3

<u>List A (3 units)</u>		<u>Units</u>
PSY-8*	Introduction to Social Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.



**SOCIOLOGY****(CSUGE) AA695  
(IGETC) AA696**

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

**Program Learning Outcomes**

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

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

**Required Courses (18-19 units) Units**

SOC-1*/1H*	Introduction to Sociology/Honors	3
Electives from Group A		6-7
Electives from Group B		6
Electives from Group C		3

**Electives Group A (6-7 units) Units**

MAT-12*/12H*	Statistics/Honors	4
OR		
PSY/SOC-48	Statistics for the Behavioral Sciences	3
SOC-2*	American Social Problems	3
SOC-50*	Introduction to Social Research Methods	3

**Electives Group B (6 units) Units**

PSY-8	Introduction to Social Psychology	3
SOC-10*	Race and Ethnic Relations	3
SOC-12*	Marriage Family Relations	3
SOC-20*	Introduction to Criminology	3
SOC-25	Introduction to the Sociology of Sex and Gender	3

**Electives Group C (3 units) Units**

SOC-3*	Social Inequality	3
SOC-15	Introduction to Women's Studies	3
ANT-2*2H*	Cultural Anthropology /Honors	3
PSY-1*/1H*	General Psychology/Honors	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**SPANISH****(CSUGE) AA707  
(IGETC) AA708**

The Associate in Arts in Spanish for Transfer provides transfer majors with a strong foundation not only in the four basic language skills (listening comprehension, reading comprehension, speaking and writing), but also in the civilization and cultures of Spain and Latin America. The degree emphasizes the acquisition of communicative competence and the development of intercultural awareness, appreciation and understanding. Additionally, the Spanish courses align well with preparation for transfer majors in related fields such as liberal arts, language arts and linguistics, and complement majors in international relations, political science, business, education, sociology and other areas of study at UC, CSU, and private colleges and universities.

**Program Learning Outcomes**

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

**Required Courses (23 units) Units**

SPA-1*/1H*	Spanish 1/Honors Spanish 1	5
SPA-2*/2H*	Spanish 2/Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish for Spanish Speakers	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3

**List A: Select a minimum of one course (3 units) Units**

SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements, and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**Note:** If a student places out of any required course and is not awarded units for that course, the student will have to take additional units to

compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from List A or the courses listed below. Any other course substitution must be approved by the Spanish faculty of World Languages.

ANT-2*/2H*	Cultural Anthropology/Honors	CSU Area D
ANT-5*	Cultures of Ancient Mexico	CSU Area D
ANT-8*	Language and Culture	CSU Area D
ART-13*	Pre-Columbian Art History	CSU Area C1
ART-14*	Latin American Art: Colonial to the Present	CSU Area C1
COM-12*	Intercultural Communication	CSU Area D
ENG-25*	Latino Literature of the United States	CSU Area C2
GEG-2*	Human Geography	CSU Area D
HIS-25*	History of Mexico	CSU Area D
HIS-31*	Introduction to Chicano/a Studies	CSU Area C2 or D
SOC-1*/1H*	Introduction to Sociology	CSU Area D
SOC-10*	Race and Ethnic Relations	CSU Area D



## STUDIO ARTS

**(CSUGE) AA693  
(IGETC) AA694**

The Associate in Arts in Studio Arts for Transfer degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. The Associate in Arts in Studio Arts for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Studio Arts or similar major.

### Program Learning Outcomes

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

- Articulate ideas utilizing art terminology for critical discussion.
- Demonstrate proficient technical and creative skills with a variety of art materials.
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context.

Required Courses (24 units)		Units
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
List A	Choose from the list below	3
List B	Choose from the list below	9

List A: Choose 3 units from the following:		Units
ART-1*/1H*	History of Western Art: Pre-Historic, Ancient, and Medieval	3
ART-5*	Non Western Art History	3
ART-12*	Asian Art History	3

List B: Choose one course from any three of the following areas for a maximum of 9 units:

Curricular Area			Units
Drawing	ART-40A	Figure Drawing-Introduction	3
	ART-18	Intermediate Drawing	3
Painting	ART-26	Beginning Painting	3
Printmaking	ART-30A	Printmaking-Introduction	3
Ceramics	ART-15	Beginning Ceramics	3
Sculpture	ART-20	Beginning Sculpture	3
Digital Art	ART-36A	Computer Art- Introduction	3
Photography	PHO-8	Introduction to Photography	3
Color	ART-23	Color Theory and Design	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Arts for Transfer Degree

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**THEATRE ARTS****(CSUGE) AA747  
(IGETC) AA748**

An Associate in Arts in Theatre Arts degree for Transfer (AA-T) from Riverside City College represents the attainment of the needed proficiency that prepares students to audition or demonstrate design skills for acceptance into private, state college and university departments for careers in the field of Theater. This major is intended to align student course work with lower-division requirements for Cal State and University of California baccalaureate theater degrees. Such degrees are available at many CSU, UC, and private schools. Students completing this degree typically continue in the fields of Theater performance, design and/or theater education. The implementation of the Theater Studies Transfer Model Curriculum (TMC) will allow students to transfer to CSU with junior standing supporting the college's and district's mission and strategic goals to increase transfer rates.

**Program Learning Outcomes**

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

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

Required Courses (18 units)		Units
THE-3*	Introduction to the Theatre	3
THE-32	Acting Fundamentals Theatre Games and Exercises	3
THE-5	Theatre Practicum	3
or		
THE-6	Advanced Theatre Practicum	3
Electives	Select from the list below	9

Select 9 units from the following:		Units
THE-9*	Dramatic Literature-Script Analysis	3
THE-25	Makeup for the Stage	3
THE-33	Scene Acting: Creating a Role	3
THE-41	Elementary Stagecraft	3
THE-44	Theatrical Set Design	3
THE-46	Theatrical Costume Design	3
THE-48	Theatrical Lighting Design	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Theatre Arts degree for Transfer (AA-T) will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above 18 units of major requirements and the Inter-segmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.





## THIS IS A CHECKLIST – NOT A STUDENT EDUCATIONAL PLAN

**RIVERSIDE CITY COLLEGE**  
**California State University General Education Requirements**  
**2019-2020**

*The courses listed below will fulfill the lower division general education requirements for all CSU campuses.*

To obtain a Bachelor's degree from a CSU campus, you must complete 48 semester units of general education. A Community College can certify 39 of these units as having fulfilled the CSU lower division general education requirements. The remaining 9 units of upper-division general education coursework are to be taken at the CSU campus after transfer. A course can only be certified if it was approved for CSU GE when it was taken.

- A. English Language Communication and Critical Thinking (minimum 9 semester or 12 quarter units)**  
**\*\*\*\*Must be completed prior to transfer! Select one course from each group. Grades of 'C' or better are required.**
- A1. Oral Communication:** Communication Studies 1 or 1H,6,9 or 9H  
**A2. Written Communication:** English 1A/1AH  
**A3. Critical Thinking:** Communication Studies 2,3; English 1B or 1BH; Philosophy 11,32; Reading 4
- B. Scientific Inquiry and Quantitative Reasoning (minimum 9 semester or 12 quarter units)**  
**\*\*\*\*Must be completed prior to transfer! Select one course from groups 1, 2 and 4. At least one of the science courses must have a lab – see underlined courses.**
- B1. Physical Science:** Astronomy 1A,1B; CHE 1A or 1AH,1B or 1BH,2A,2B,3,10,12A,12B; Geography 1 or 1H,1/1L or 1H/1L, 5; Geology 1,1/1L,1B,2,3,4,5; Oceanography 1,1/1L; Physical Science 1,5; Physics 2A,2B,4A,4B,4C,4D,10,10/11  
**B2. Life Science:** Anthropology 1 or 1H,1L; Biology 1/1H,2,3,4 (formerly BIO 17),5,6,7,8,9,10,14, 14/15, 18(formerly BIO 34),19 (formerly BIO 36),20,45 (formerly AMY 10),50A (formerly AMY 2A),50B (formerly AMY 2B), 55 (formerly MIC1),60 (formerly BIO 11),61 (formerly BIO 12); Psychology 2;  
**B3. Laboratory Activity:** This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement.  
**B4. Mathematics/Quantitative Reasoning** (grade of 'C' or better is required): Math 1A,1B,1C,2,3,5,6,10,11,12 or 12H,15,23, 25,26,36; Psychology/Sociology 48
- C. Arts and Humanities (minimum 9 semester or 12 quarter units)**  
**Select three courses, with at least one course from "Arts" and one course from "Humanities":**
- C1. Arts:** Art 1 or 1H,2 or 2H, 5,6 or 6H,7,9,10,12,13,14,90,91,93; Communication Studies 7,11; Dance 6 or 6H; Film Studies 1 or 1H,2,3,4,5; Film, Television and Video 65; Music 6,19,20,21,22,23,25,26,89 or 89H; Theater Arts 3,9,29  
**C2. Humanities:** American Sign Language 1,2,3,4,5; Arabic 1,2,3,8,11; Art 4; Chinese 1,2,11; Communication Studies 7; English 1B or 1BH, 6,7,8,9, 11,12,14,15,16,18,20,23,25,30,34,35,40,41,44,45,48; Film Studies 5,7,8; Film, Television and Video 12; French 1,2,3,4,8,11; German 1,2,3,11; History 1,2 or 2H,6 or 6H,7 or 7H,11,12,14,15,19,25,26,28,29,31,32,33,34,35,42,44; Humanities 4 or 4H,5 or 5H, 8,9,10 or 10H,11,16,18,23,35; Italian 1,2,3,11; Japanese 1,2,3,4,11; Korean 1, 2,11; Latin 1,2; Military Science 1,2; Philosophy 10 or 10H,12,13,14,19,33,35; Portuguese 1,2; Russian 1,2,3,11; Spanish 1 or 1H,1A,1B,2,3,3N,4,8,11,12
- D. Social Sciences (minimum 9 semester or 12 quarter units)**  
**Select three courses from at least two disciplines:**  
 Anthropology 2 or 2H,3,4,5,6,7,8; Administration of Justice/Justice 1,3,9; Chemistry 17; Communications 9 or 9H,12,13,20; Early Childhood Studies 20,42; Economics 4,5,6,7 or 7H,8 or 8H,9 or 9H,10; Film, Television & Video 41; Geography 2,3,4,6; History 1,2 or 2H,6 or 6H,7 or 7H,11,12,14,15,19,25,26,28,29,31,32,33,34,35,42,44; Journalism 7; Military Science 1,2; Political Science 1 or 1H, 2 or 2H,3,4 or 4H, 5,6,7,8,9,10,11,12,13; Psychology 1 or 1H,8,9,33,35,50; Sociology 1 or 1H, 2,3,10,12,15,20,25,50
- E. Lifelong Learning and Self-Development (minimum 3 semester or 4 quarter units)**  
 Biology 16 (formerly BIO 30),35 (same as HESI); Early Childhood Studies 20,42; Guidance 47,48; Health Science 1; Kinesiology 4,10,12,35,36, 38; Nursing 14; Psychology 9,33; Reading 3; Sociology 12
- Activity courses - **Only 1 unit of activity coursework may be applied towards area E.** Students who took GUI-48 when approved as 2 units may combine with 1 unit from the approved activity courses listed below to fulfill the 3 units required in area E:*  
 DAN 13,14,15,16,17,20,21,22,23,24,25,30,31,31B,32,33,34,37,38,39,43,44,45,46,47,48,49,50,51,60; KINA3,A4,A7,A9,A11, A12, A13,A20,A21,A28,A29,A30,A31A,A31B,A31C,V33,V34,A40,A41,A43,A44,A46,A47,V50,V51, V52,V53,A54A,A54B, A55,A57,A57A,A57B,A57C,V60,V61,A62,A64,A67,A68,A69,V70,A71,A75A,A75B,A77A,A77B,A77C,V78,A81A,A81B,A81 C,A82,A83,A86,A87,A88,A89A,A89B,A89C,A90A,A90B,A90C,A92,V1,V2,V4,V5,V6,V7,V8,V9,V10,V11,V12,V14,V18,V1, V20,V21,V24,V25,V26,V71,V92,V94,V95
- Military veterans who submit DD214 will be awarded 3 units towards Area E certification.*

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***CSU Graduation Requirement in United States History, Constitution, and Government***

Although this is not a part of the general education requirements, ***it is a CSU graduation requirement*** that you can complete at a community college before you transfer. One course may be applied toward completion of the nine units required under Area C. A different course chosen may also be used to partially fulfill the nine units required under Area D. The same course may not be used to partially fulfill both areas.

***1. U.S. History (3 units)***

History 6 or 6H or 7 or 7H,11,12,14,15,28,29,31,34; Humanities 16; Military Science 1,2;

***2. Constitution and Government (3 units)***

Political Science 1 or 1H

Note: Riverside City College's POL-1 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students with a score of 3 or higher on the AP U.S. Government and Politics exam or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

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**NOTES:**

- 1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.**
- 2. Upper division transfer students will need to complete a minimum of 60 transferable units, their "Golden 4" courses, and at least 30 units of general education.**
- 3. "Golden 4 Courses" in Areas A-1, A-2, A-3, and B-4 must be completed with grades of "C" or better prior to admission.**
- 4. Some CSU campuses may require specific general education courses based upon the major. Check with a counselor to ensure proper academic planning.**
- 5. It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).**
- 6. If you are completing an Associate Degree for Transfer (ADT) – please meet with a counselor to review important information.**

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**Note: Norco College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.**

## THIS IS A CHECKLIST – NOT A STUDENT EDUCATIONAL PLAN

**RIVERSIDE CITY COLLEGE**  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**  
**FOR TRANSFER TO CSU AND UC**  
**2019-2020**

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. For certain majors at some of the UC campuses it may be more advantageous to complete a campus-specific general education pattern. IGETC certification is valid for community college transfer students only. Those who have already transferred to the CSU/UC systems may under some circumstances return to Riverside City College to complete IGETC requirements. A course can only be certified if it was approved for IGETC when it was taken. See a counselor for details.

**Transfer students will receive IGETC certification after completing all of the subject areas below with a min. “C” grade or better (A grade of “C-” is not acceptable.)**

**Area 1. ENGLISH COMMUNICATION (minimum 6-9 semester or 8-12 quarter units)**

**CSU – 3 courses required; select one from each group:**

**UC – 2 courses required; select one from group 1A and one from group 1B:**

- a. **English Composition:** English 1A or 1AH
- b. **Critical Thinking--English Composition:** English 1B or 1BH
- c. **Oral Communication:** Communication Studies 1 or 1H, 6, 9 or 9H (CSU requirement only)

**Area 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (minimum 3 semester or 4 quarter units)**

**Select one course:**

Math 1A\*\*, 1B, 1C, 2, 3, 5\*\*, 6, 10\*\*, 11\*\*, 12 or 12H, 15, 23, 25; Psychology/Sociology 48

**Area 3. ARTS AND HUMANITIES (minimum 9 semester or 12 quarter units)**

**3 courses required with at least one course from the “Arts” and one from the “Humanities”.**

- a. **Arts:** Arabic 11; Art 1 or 1H, 2 or 2H, 5, 6 or 6H, 7, 9, 10, 12, 13, 14, 90, 91, 93; Chinese 11; Dance 6 or 6H; Film Studies 1 or 1H, 2, 3, 4, 5; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 23, 25, 26, 89 or 89H; Russian 11; Spanish 11; Theater Arts 3, 9, 29
- b. **Humanities:** American Sign Language 3; Arabic 2, 3, 8; Art 4; Chinese 2; Communication Studies 12\*; English 6, 7, 8, 9, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48; Film Studies 7, 8; French 2, 3, 4, 8; German 2, 3; History 1\*, 2\* or 2H\*, 6\* or 6H\*, 7\* or 7H\*, 11\*, 12\*, 14\*, 15\*, 19\*, 25\*, 26\*, 28\*, 29\*, 31\*, 32\*, 33\*, 34\*, 35\*, 42\*, 44\*; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 2, 3; Japanese 2, 3, 4; Korean 2; Latin 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 19, 33, 35; Portuguese 2; Russian 2, 3; Spanish 2, 3, 3N, 4, 8, 12

**Area 4. SOCIAL AND BEHAVIORAL SCIENCES (minimum 9 semester or 12 quarter units)**

**Select three courses from at least two academic disciplines.**

Administration of Justice/Justice 1, 3, 9; Anthropology 1\* or 1H\*, 2 or 2H, 3, 4, 5, 6, 7, 8; Chemistry 17; Communication Studies 12\*, 13, 20; Early Childhood Studies 20; Economics 4\*\*, 5, 7 or 7H, 8 or 8H, 9 or 9H, 10; Economics 6 or Political Science 6; Geography 2, 3, 4, 6; History 1\*, 2\* or 2H\*, 6\* or 6H\*, 7\* or 7H\*, 11\*, 12\*, 14\*, 15\*, 19\*, 25\*, 26\*, 28\*, 29\*, 31\*, 32\*, 33\*, 34\*, 35\*, 42\*, 44\*; Journalism 7; Military Science 1, 2; Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 11, 13; Psychology 1 or 1H, 2\*, 8, 9, 33, 35, 50; Sociology 1 or 1H, 2, 3, 10, 12, 15, 20, 25, 50

**Area 5. PHYSICAL AND BIOLOGICAL SCIENCES (minimum 7 semester or 9 quarter units)**

**Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:**

- a. **Physical Science:** Astronomy 1A, 1B; Chemistry 1A or 1AH, 1B or 1BH, 2A\*\*, 2B, 3\*\*, 10\*\*, 12A, 12B; Geography 1, 1H, 1L, 5; Geology 1, 1L, 1B, 3, 4, 5; Oceanography 1, 1L; Physical Science 1, 5; Physics 2A\*\*, 2B\*\*, 4A\*\*, 4B\*\*, 4C\*\*, 4D\*\*, 10\*\*, 11\*\*
- b. **Biological Science:** Anthropology 1\* or 1H\*, 1L; Biology 1 or 1H, 3, 4 (formerly BIO 17), 5, 6\*\*, 7, 8\*\*, 9, 10\*\*, 14, 14/15, 16 (formerly BIO 30), 18 (formerly BIO 34), 19 (formerly BIO 36), \*\*20, 45 (formerly AMY 10), 50A (formerly AMY 2A), 50B (formerly AMY 2B), 55 (formerly MIC 1), 60 (formerly BIO 11), 61 (formerly BIO 12); Psychology 2\*
- c. **Laboratory:** This course is satisfied by completion of any course in 5A or 5B with a laboratory. Lab courses are underlined.

6. ***LANGUAGE OTHER THAN ENGLISH (Select one course - UC requirement only)***
- American Sign Language 1,2,3,4; Arabic 1,2,3; Chinese 1,2; French 1,2,3,4; German 1,2,3; Italian 1,2,3; Japanese 1,2,3,4; Korean 1,2; Latin 1,2; Portuguese 1,2; Russian 1,2,3; Spanish 1 or 1H,1B,2,3,3N,4 OR
  - Proficiency equivalent to two years of high school in the same language

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***CSU Graduation Requirement Only in United States History, Constitution and Government:***

**Although this is not part of the IGETC**, it is a CSU graduation requirement that you can complete at a community college before you transfer. These courses may also be used to partially fulfill area 3B or 4.

***1. U.S. History (3 semester or 4 quarter units)***

History 6 or 6H or 7 or 7H,11,12,14,15,28,29,31,34; Humanities 16; Military Science 1,2;

***2. Constitution and Government (3 semester or 4 quarter units)***

Political Science 1 or 1H;

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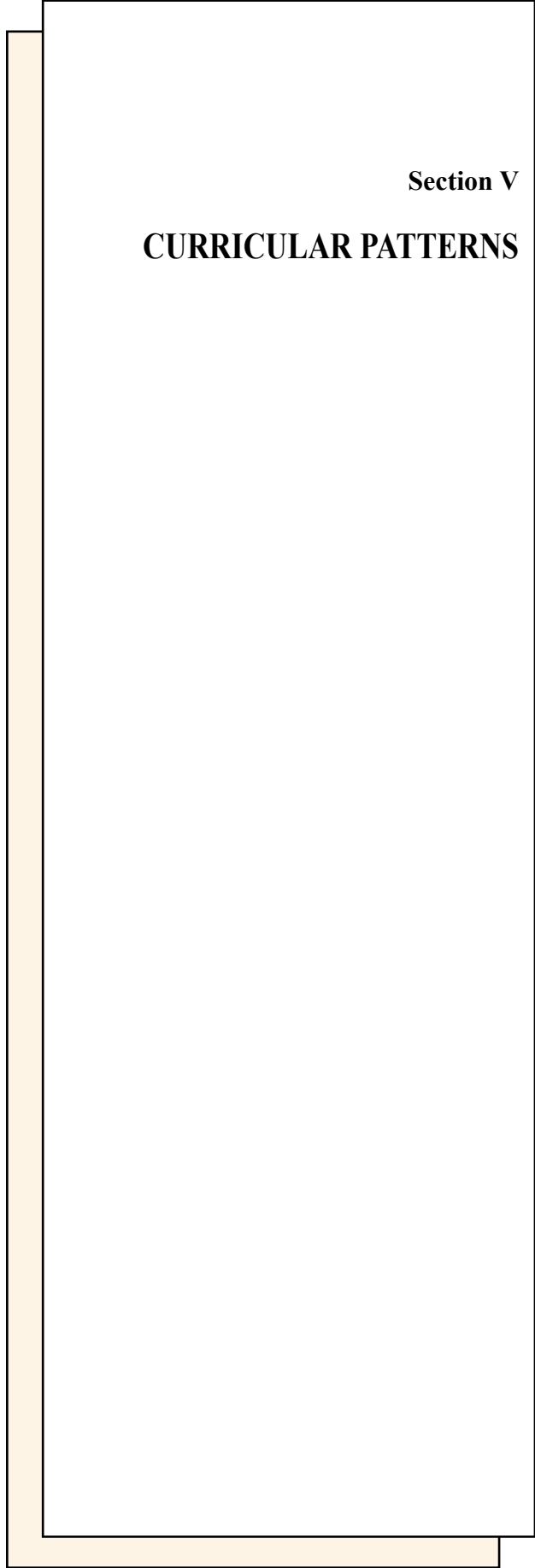
**IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions**, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division general education requirements at the campus they plan to attend.

For the UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered “re-admits” by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. It is recommended that students meet with a counselor to discuss possible further IGETC limitations.

**Notes:**

- \*Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area. The only exceptions to this are several courses in Area 6A – Language Other Than English, which can also be counted towards area 3B.**
- \*\*UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.**
- Some of the UC campuses do not accept or recommend IGETC for certain majors, (i.e. Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution. For updated information about these limitations please visit: <http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>**
- It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).**

**Note: Norco College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.**



**Section V**

**CURRICULAR PATTERNS**

## WORKSHOP COURSES

Each discipline of the College has the option of developing workshop courses that are specifically designated to be experimental courses. (They are developed by faculty members in the discipline and receive curriculum committee approval prior to being offered.) Workshop courses cannot be used to satisfy specific graduation requirements; however, they may be used as elective credit for the associate degree. Courses with this designation may be periodically found in the semester schedule of classes.

## AUTOMOTIVE INTERNSHIP

Auto 99 is an internship designed to allow students to work in automotive dealerships in conjunction with an experienced technician. This class reinforces theories, concepts and practical applications taught in manufacturer specific automotive classes at Riverside City College.

## COOPERATIVE WORK EXPERIENCE EDUCATION

The purpose of the Cooperative Work Experience Education Program is to provide students with an opportunity to increase their overall knowledge of their jobs by relating classroom theory with the world of work, while exposing them to the concepts of human relations in their business and personal lives. There are two work experience programs: general and occupational.

## GENERAL WORK EXPERIENCE EDUCATION

This program provides career guidance, job information, human relations, and other similar services for employed students. These jobs do not have to be related to the student's major. The job may be salaried or volunteer, but students must have a job before the beginning of the third week of class. The student earns 3 units per semester for 180-225 hours of volunteer or paid work experience, respectively, plus weekly attendance at a one hour lecture class. Students can take two (2) semesters of general work experience for a maximum of six (6) units. Veterans wishing to earn units and VA benefits must take occupational work experience.

## OCCUPATIONAL WORK EXPERIENCE EDUCATION

Work Experience is a one hour per week class which allows students to earn up to 4 units per semester for experience gained through employment or volunteer service. Enroll in a general Work Experience section and you will be placed in your choice of one of the disciplines below. The content/curriculum for each discipline-specific course is identical to the general work experience course (WKX-200).

### Units Determination:

General Work Experience (not related to one of the occupational disciplines listed below) is 3 units only.

Occupational Work Experience (one of the disciplines shown below) varies from 1-4 units. For every one (1) unit of work experience credit students must complete 75 hours of paid work or 60 hours of volunteer work during the college semester. No more than 20 hours per week may be applied toward this work requirement. Below is a general guide to help students enroll in the appropriate number of units of work experience.

Hours Worked Per Week Students should enroll in:

20-40 (paid)	15-40 (volunteer)	up to 4 units
14-19 (paid)	11-14 (volunteer)	up to 3 units
9-13 (paid)	7-10 (volunteer)	up to 2 units
5-8 (paid)	4-6 (volunteer)	1 unit

Accounting	Electronics
Administration of Justice	Engineering
Air Conditioning and Refrigeration	Film, Television and Video
Applied Digital Media and Printing	Fire Technology
Architecture	Game Development
Art	Human Services
Automotive Body	Journalism
Automotive Technology	Kinesiology
Biotechnology	Management
Business Administration	Manufacturing
Community Interpretation	Marketing
Computer Applications and Office Technology	Medical Assisting
Computer Information Systems	Music
Construction Technology	Music Industry Studies
Cosmetology	Nursing
Dance	Paralegal Studies
Dental Hygiene	Photography
Early Childhood Education	Real Estate
Education	Supply Chain Technology
	Theater Arts
	Welding

## HIGH SCHOOL COURSES

### Foreign Languages

Two years of high school language with a "C" or better are equivalent to the first semester of the same language at RCCD. For subsequent semesters, one year of high school language with a "C" or better is equivalent to one semester of the same language at RCCD. (For example, two years of high school Spanish are equivalent to Spanish 1 at RCCD; three years of high school Spanish are equivalent to Spanish 2; four years of high school Spanish are equivalent to Spanish 3.)

### Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the web at [www.rcc.edu/services/assessment/Pages/Chemistry.aspx](http://www.rcc.edu/services/assessment/Pages/Chemistry.aspx).

### Articulated Courses

The Riverside Community College District (RCCD) colleges (Moreno Valley, Norco, and Riverside City) have articulation agreements with partnering secondary education districts. Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to more efficiently reach their educational and career goals. The articulated credit is transcribed as a letter grade on a student's RCCD college transcript. The minimum grade required for articulated credit is a "B". Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, and instructions on how to apply for articulated credit, by visiting <https://www.rcc.edu/departments/careertech/Pages/High-School-Articulation.aspx>. For further information or assistance, please contact the Career and Technical Education Projects office, [cte-info@rccd.edu](mailto:cte-info@rccd.edu).

**MORENO VALLEY COLLEGE****Colton-Redlands-Yucaipa Regional Occupational Program**

Creating an Online Business (BUS-51)  
 Criminal Investigation (ADJ-13)  
 Mind Matters: A Study of Mental Health and Illness (HMS-17)  
 Video Design 2 (CIS-35)  
 Video Game Design (CIS-36)  
 Virtual Enterprise (BUS-30)

**Moreno Valley Unified School District**

Accounting 1 (ACC-55)  
 BA Empowering Entrepreneurs (BUS-10)  
 Computer Applications I and II (CAT-50)  
 Introduction to Health Care (HET-79)  
 Office Suite I and II (CAT-80)  
 Virtual Business (BUS-30)

**NuView Union School District**

Anatomy/Physiology (BIO-45, formerly AMY-10)

**Riverside County Office of Education**

Allied Health Occupations (HET-79).  
 Emergency Medical Technician (EMS-50 and EMS-51)  
 Introduction to Health Careers (HET-79)  
 Introduction to Medical Professions (HET-79)  
 Professional Business Communications ROP (BUS-22 and BUS-47)  
 Public Safety Personnel/First Aid (FIT-E2A).

**Riverside Unified School District**

Intro to Health Careers (HET-79)  
 Medical Terminology/Medical Terminology Honors (MDA-1A)

**Val Verde Unified School District**

CTE Completers Photo (PHO-20)  
 Introduction to Business (BUS-10)  
 Photography II (PHO-20)

**NORCO COLLEGE****Alvord Unified School District**

Accounting Principles (ACC-55)  
 Anatomy/Physiology (BIO-45, formerly AMY-10)

**Chaffey Joint Union High School District**

Art 3D Design I 1 and 2 (ART-20)  
 Computer Graphic Design I 1 and 2 (CIS-78A)  
 Digital Arts I 1 and 2 (ART-36A)

**Colton-Redlands-Yucaipa Regional Occupational Program**

Advanced Manufacturing I (MAN-38 and MAN-56)  
 Advanced Manufacturing 2 (MAN-39)  
 Construction Technology (CON-60)  
 STEAM Shop (ENE-10)

**Corona-Norco Unified School District**

Advanced Microsoft Word (CAT-80)  
 Anatomy and Physiology 1A and 1B (BIO-45, formerly AMY-10)  
 Architectural Design 1A and 1B (ARE-24 and ARE-25)  
 Business Law (BUS-18A)  
 Business Management and Leadership (MAG-44)  
 Computer Aided Drafting 2A and 2B (ENE-42)  
 Computerized Accounting 1A and 1B (ACC-65)

Digital Drawing for Game Art (GAM-80)  
 Digital Game Design A/B (GAM-23)  
 Introduction to Business (BUS-10)  
 Introduction to Engineering & Architectural Design 1A and 1B (ENE-21 and ENE-30)  
 Introduction to Excel (CAT-98A)  
 Introduction to Game Programming (GAM-50)  
 Introduction to PowerPoint (CAT-65)  
 History of Video Games (GAM-21)  
 Game Design Principles (GAM-22)  
 Medical Anatomy and Physiology (BIO-45, formerly AMY-10)  
 Technology Applications 1A and 1B (CIS-1A)  
 Video Game Prototyping A/B (GAM-24)

**Jurupa Unified School District**

Computer Graphics and Design (ART-39)

**Lake Elsinore Unified School District**

AP Computer Science A (CIS-18A)  
 IB Design Technology HL2 (ENE-42)  
 Introduction to Engineering Design (ENE- 42)

**Moreno Valley Unified School District**

Digital Electronics (ELE-25)  
 Principles of Engineering (ENE-10)

**Murrieta Valley Unified School District**

Video Gaming 1/Computer Programming & Game Design (GAM-22 and GAM-35)  
 Video Gaming 2 – Game Design and Development (GAM-50)

**Riverside County Office of Education ROP**

Anatomy & Physiology for the Health Profession (BIO-45, formerly AMY-10)  
 CIS Microsoft Tools Comprehensive (CAT-3)  
 Construction Technology - Level 1 (CON-60)

**Riverside Unified School District**

Anatomy and Physiology (BIO-45, formerly AMY-10)  
 Digital Electronics (ELE-25)  
 Digital Game Design (GAM-50)  
 Game Design Principles (GAM-22)  
 Global Business Info/Tech Acad 2 (BUS- 30)  
 Introduction to Logistics (BUS-80)  
 Principles of Engineering (ENE-10 and ENE-60)  
 Val Verde Unified School District

**RIVERSIDE CITY COLLEGE****Alvord Unified School District**

American Sign Language 2 (ASL-1)

**Chaffey Joint Union High School District**

Computer Graphic Design II 1 and 2 (ADM-77A)

Computer Graphic Design III 1 and 2 (ADM-63A)

Computer Graphic Design IV 1 and 2 (ART-36B)

**Colton-Redlands-Yucaipa Regional Occupational Program**

The Art of Animation (ADM-67)

Automotive General Service Technician (AUT-50)

Careers in Nutrition and Wellness (KIN-4)

CISCO Internetworking, Level 1 (CIS-26A)

CISCO Internetworking, Level 2 (CIS-26B)

Cybersecurity II (CIS-27)

Digital Video Production I (FTV-67)

Digital Video Production II (FTV-74)

Fashion Marketing (MKT-20)

Fundamental Web Page Design (ADM-74A)

Graphic Communications (ADM-1)

Graphic Design - Honors (ADM-62)

Graphic Design I (ADM-63A)

Introduction to Criminal Justice (ADJ-1)

Microsoft Office (CIS-93)

Microsoft Office Specialist (CAT-34A and CAT-98A)

Personal Fitness Trainer (KIN-43)

Sports & Entertainment Marketing (MKT-50)

Sports Medicine & Therapy (KIN-16)

STEAM Shop 2 (ENE-4)

Welding Technology (WEL-65A, formerly WEL-15)

**Corona-Norco Unified School District**

3D Animation 1A/1B (ADM-68A)

3D Animation 2A/2B (ADM-68B)

Advanced Microsoft Word (CAT-80)

Digital Photography 1A/1B (PHO-20)

Introduction to Word (CAT-34A)

Introduction to PowerPoint (CAT-65)

Introduction to Excel (CAT-98A)

Photography 1A/1B (PHO-8)

**Fontana Unified School District**

Dance 3 (DAN-7, DAN-D21, DAN-D32 and DAN-D37)

**Jurupa Unified School District**

Automotive Technology II (AUT-50)

Digital Imaging (ADM-71A)

Digital Photography I (PHO-20) Photography 1 (PHO-8)

Graphic Tech & Printing (ADM-1)

Video Production and Television Production (FTV-45A)

Video Production (FTV-67)

**Lake Elsinore Unified School District**

Design 2 (ADM-71A)

Welding and Materials Joining 1 (WEL-34)

Welding and Materials Joining 2 (WEL-65A, formerly WEL-15)

**Moreno Valley Unified School District**

Automotive Technology I and II (AUT-50)

Photography (PHO-8 and PHO-9)

Web Page Design (ADM-74)

**Murrieta Valley Unified School District**

Intro to Design (Project Lead the Way) (ENE-4)

**Riverside County Office of Education ROP**

Auto Collision & Refinishing Essentials (AUB-50)

CIS Microsoft Tools I: Introduction of Word/Excel/PowerPoint (CIS-34A)

CIS Microsoft Tools II: Intermediate-Advanced Word/Excel/

Creative Digital Media-ROP (ADM-71A)

Digital Film Production I (FTV-67)

Digital Imaging (ADM-71A and ADM-77A)

Digital Photography I (PHO-20)

Graphics Technology I and II (ADM-1)

Maintenance & Light Repair I (AUT-50)

PowerPoint (CIS-98A)

Print Media Production (ADM-85A)

Retail Merchandising and Principles of Marketing (MKT-20)

Sports Medicine & Therapeutic Services - Level 1 (KIN-16)

Website Design & Development (CIS-72A)

**Riverside Unified School District**

Advanced Digital Video Production (FTV-67)

Introduction to Engineering Design (ENE-4)

Media/Arts Acad 3 (FTV-67)

Music Technology/Comp 1 (FTV-73)

Tech Tools I (CAT-50)

Tech Tools II (CAT-51)

Web Design 2 (ADM-74)

**San Bernardino City Unified School District**

Adobe Prep 1A/1B (ADM-71A)

**Temecula Valley Unified School District**

American Sign Language 1 and 2 (ASL-1)

American Sign Language 3 and 4 (ASL-2)

Broadcast Journalism (FTV-45A)

Computer Support Specialist-IT Essentials (CIS-25)

Digital Film Production I (FTV-67)

Internet Engineering (CIS-26A and CIS-26B)

Music Tech II (MUS-8A)

Music Tech III (MUS-8B)

**Val Verde Unified School District**

CTE Completer Photo (PHO-20)

Photography II (PHO-20)



## CAREER AND TECHNICAL EDUCATION PROGRAMS

Riverside City College offers Associate of Science Degrees and Certificate Programs with an occupational emphasis. Both provide instruction in skills and knowledge needed to enter a skilled or professional occupation. Associate of Science Degree programs require completion of at least 60 units of credit, which normally takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a “C” grade or better. All certificate courses can be counted toward the degree as well as the major.

### Need for Specialized Training

Many find it difficult to secure employment or to advance in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

### Who Can Enroll in the Career and Technical Education Programs?

Individuals wishing to enroll at Riverside City College must file an official application. Admission to Riverside City College is regulated by state law as prescribed in the California Education Code.

### Certificate Course Requirements

Students should plan to enroll in the specific courses listed under the certificate desired. If a required course for a certificate program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate pattern must be completed at Riverside Community College District.

## CAREER AND TECHNICAL EDUCATION PROGRAM MAPS

The Career and Technical Education Program Maps are designed to provide students with the most direct route to certificate and degree completion. Each certificate pattern references the classes that are required, and references when the classes are normally scheduled. Each map provides a period of time a full time student can anticipate completing the certificate or degree. For students who attend part-time, please see a counselor. Please note that the scheduling patterns may be modified based on student need.

### ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

### STATE-APPROVED CERTIFICATE

#### (Certificate of Achievement)

The state-approved certificate consists of coursework totaling 18 units or more (sometimes 12 units or more) completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

### LOCALLY-APPROVED CERTIFICATE

#### (Certificate of Career Preparation)

The locally-approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.



Location	Program & Program Code	Locally Approved Certificates	State Approved Certificates	Associate Degree
<b>MORENO VALLEY COLLEGE</b>				
Ben Clark Training Center	Administration of Justice - MAS504/MAS504B/MAS504C/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Chief Officer - MAS826/MAS826B/MAS826C/MCE826		•	•
	Emergency Medical Technician MCE801	•		
	Fire Officer - MAS827/MAS827B/MAS827C/MCE827		•	•
	Fire Technology - MAS555/MAS555B/MAS555C/MCE555		•	•
	Fire Service Leadership		•	•
	Firefighter Academy - MAS669/MAS669B/MAS669C/MCE669		•	•
	Law Enforcement - MAS563/MAS563B/MAS563C/MCE563		•	•
	Paramedic - MAS585/MAS585B/MAS585C/MCE585		•	•
<b>NORCO COLLEGE</b>				
International Rectifier Temecula	Digital Electronics - NAS656/NAS656B/NAS656C/NCE656		•	•

Program	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494*/MAA494B*/MAA494C*	NAA494*/NAA494B*/NAA494C*	AA494*/AA494B*/AA494C*
American Studies			•	MAA492*/MAA492B*/MAA492C*		AA492*/AA492B*/AA492C*
Communications, Media & Languages			•	MAA495*/MAA495B*/MAA495C*	NAA495*/NAA495B*/NAA495C*	AA495*/AA495B*/AA495C*
Fine & Applied Arts			•	MAA496*/MAA496B*/MAA496C*	NAA496*/NAA496B*/NAA496C*	AA496*/AA496B*/AA496C*
Humanities, Philosophy & Arts			•	MAA497*/MAA497B*/MAA497C*	NAA497*/NAA497B*/NAA497C*	AA497*/AA497B*/AA497C*
Kinesiology, Health and Wellness			•	MAA498*/MAA498B*/MAA498C*	NAA498*/NAA498B*/NAA498C*	AA498*/AA498B*/AA498C*
Social & Behavioral Studies			•	MAA499*/MAA499B*/MAA499C*	NAA499*/NAA499B*/NAA499C*	AA499*/AA499B*/AA499C*
Math and Science			•	MAS493*/MAS493B*/MAS493C*	NAS493*/NAS493B*/NAS493C*	AS493*/AS493B*/AS493C*

 Associate Degree for Transfer <sup>®</sup>	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•	MAS642	NAS642*	AS642*
With IGETC pattern			•	MAS643	NAS643*	AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	AA616*
With IGETC pattern			•	MAA618*	NAA618*	AA618*
Art History						
With CSUGE pattern		•	•	MAA742	NAA742	AA742*
With IGETC pattern		•	•	MAA743	NAA743	AA743*
Biology						
With CSUGE pattern			•	MAS767	NAS767	AS767
With IGETC pattern			•	MAS768	NAS768	AS768
Business Administration						
With CSUGE pattern			•	MAS626*	NAS626*	AS626*
With IGETC pattern			•	MAS628*	NAS628*	AS628*
Chemistry						
With IGETC pattern			•		NAS769	
Child and Adolescent Development						
With CSU GE pattern			•		NAA885	AA885
With IGETC pattern			•		NAA886	AA886
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
Economics						
With CSUGE pattern			•			AA756*
With IGETC pattern			•			AA757*
Elementary Teacher Education						
With CSU GE pattern			•			AA887
With IGETC pattern			•			AA888
English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Environmental Science						
With IGETC pattern			•		NAA893	

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Geography						
With CSUGE pattern			•			AA758*
With IGETC pattern			•			AA759*
History						
With CSUGE pattern			•	MAA744*	NAA744*	AA744*
With IGETC pattern			•	MAA745*	NAA745*	AA745*
Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Kinesiology						
With CSUGE pattern			•	MAA890	NAA890	AA890
With IGETC pattern			•	MAA891	NAA891	AA891
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*
Music						
With CSUGE pattern			•	MAA704	NAA704	AA704
With IGETC pattern			•	MAA705	NAA705	AA705
Philosophy						
With CSUGE pattern			•	MAA715*	NAA715*	AA715*
With IGETC pattern			•	MAA717*	NAA717*	AA717*
Physics						
With CSUGE pattern			•		NAS638*	AS638
With IGETC pattern			•		NAS640*	AS640
Political Science						
With CSUGE pattern			•	MAA754*	NAA754*	AA754*
With IGETC pattern			•	MAA755*	NAA755*	AA755*
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Spanish						
With CSUGE pattern			•	MAA707*	NAA707*	AA707*
With IGETC pattern			•	MAA708*	NAA708*	AA708*
Studio Arts						
With CSUGE pattern			•	MAA693*	NAA693*	AA693*
With IGETC pattern			•	MAA694*	NAA694*	AA694*
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*

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<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504*/MAS504B*/MAS504C*/MCE504*		AS504*/AS504B*/AS504C*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•					CE785*
Law Enforcement		•	•	MAS563*/MAS563B*/MAS563C*/MCE563*		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/AS596B/AS596C/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>						
Basic Graphic Communication	•					CE822
Basic Graphic Design	•					CE823
Graphic Design and Printing		•	•			AS653/AS653B/AS653C/CE653
Electronic Publishing and Design	•					CE862
Motion Graphics and 3D Animation	•					CE821
<b>ARCHITECTURE</b>						
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Collision Repair-Refinishing and Paint		•	•			AS511/AS511B/ AS511C/CE511
Automotive Trim and Upholstery		•	•			AS516/AS516B AS516C/CE516
Electrical		•	•			AS513/AS513B/ AS513C/CE513
Ford Specialty			•			AS519/AS519B/AS519C
General Motors Specialty			•			AS583/AS583B/AS583C
Mechanical		•	•			AS515/AS515B/AS515C/CE515
<b>BIOLOGY</b>						
California Naturalist	•				NCE894	

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<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523*/MAS523B*/MAS523C*/MCE523*	NAS523*/NAS523B*/NAS523C*/NCE523*	AS523*/AS523B*/AS523C*/CE523*
Banking and Finance Concentration		•	•			AS631*/AS631B*/AS631C*/CE631*
General Business Concentration		•	•	MAS524*/MAS524B*/MAS524C*/MCE524*	NAS524*/NAS524B*/NAS524C*/NCE524*	AS524*/AS524B*/AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/AS623C*/CE623*
Logistics Management Concentration		•	•		NAS580*/NAS580B*/NAS580C*/NCE580*	
Management Concentration		•	•	MAS521*/MAS521B*/MAS521C*/MCE521*	NAS521*/NAS521B*/NAS521C*/NCE521*	AS521*/AS521B*/AS521C*/CE521*
Marketing Concentration		•	•	MAS525*/MAS525B*/MAS525C*/MCE525*		AS525*/AS525B*/AS525C*/CE525*
Real Estate Concentration		•	•	MAS527*/MAS527B*/MAS527C*/MCE527*	NAS527*/NAS527B*/NAS527C*/NCE527*	AS527*/AS527B*/AS527C*/CE527*
Entrepreneurship		•	•			AS531*/AS531B*/AS531C*/CE531*
Entrepreneurship	•					CE874
Entrepreneurship: Getting Started	•				NCE861	
Entrepreneurship: Legal and Finance	•				NCE864*	
General Business	•					CE878
Gig Economy	•					CE872
Human Resources	•					CE868
International Business	•					CE627*
Management	•					CE877
Marketing	•					CE879
Operations and Production Mgmt	•					CE833*
Real Estate Practice	•					CE873
Real Estate Salesperson and Transaction	•				NCE854*	CE869
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557*/MAS557B*/MAS557C*/MCE557		

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Business Information Worker		•				CE522
Business Information Worker		•	•		NAS522/NAS522B/ NAS522C/NCE522	
Executive Office Management		•	•			AS639*/AS639B*/ AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803*	
C++ Programming		•				CE741
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726*/MAS726B* MAS726C*/MCE726*		
Computer Programming		•	•	MAS728*/MAS728B*/ MAS728C*/MCE728*	NAS728*/NAS728B*/ NAS728C*/NCE728*	AS728*/AS728B*/ AS728C*/CE728*
Full Stack Web Development	•				NCE889	
Graphic Design		•	•		NAS647*/NAS647B*/ NAS647C*/NCE647*	
<b>INFORMATION ASSURANCE AUDITING</b>		•		MCE896		
Information Security and Cyber Defense		•				CE740
Information Security	•					CE870
Java Programming	•				NCE809*	
Java Programming		•				CE742*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Web Master-Web Designer	•			MCE820*		CE820*
Web Master-Web Developer	•			MCE843*		CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NAS532B/ NAS532C/NCE532	
<b>COSMETOLOGY</b>		•	•			AS534/AS534B/ AS534C/ CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/AS537B*/ AS537C*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/AS535B*/ AS535C*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician		•				CE674

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<b>CULINARY ARTS</b>		•	•			AS561/AS561B/ AS561C/ CE561
<b>DANCE</b>						
Pilates Dance/Conditioning Instructor	•					CE857
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MAS621B/ MAS621C/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724/MAS724B/ MAS724C		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NAS539B/ NAS539C/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544*/MAS544B*/ MAS544C*/MCE544*	NAS544*/NAS544B*/ NAS544C*/NCE544*	AS544*/AS544B*/ AS544C*/CE544*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Early Childhood Intervention Assistant		•	•	MAS601*/MAS601B*/ MAS601C*/MCE601*	NAS601*/NAS601B*/ NAS601C*/NCE601*	AS601*/AS601B*/ AS601C*/CE601*
Infant and Toddler Specialization	•			MCE681*		CE681*
<b>EDUCATION, HUMAN DEVELOPMENT, AND SPECIAL NEEDS</b>		•	•			AA881C
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603*/MAS603B*/ MAS603C*/MCE603*		AS603*/AS603B*/ AS603C*/CE603*
<b>ELECTRICIAN/ELECTRONICS</b>						
Digital Electronics		•	•		NAS656/NAS656B/ NAS656C/NCE656	
Electrician		•	•		NAS766/NAS766B/ NAS766C/NCE766	
Electrician Apprenticeship		•	•		NAS485/NAS485B/ NAS485C/NCE485	
Green Technician	•				NCE856	
Sound and Communication Systems Installer Apprenticeship		•	•			
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MAS585B/ MAS585C/MCE585		
<b>ENGINEERING</b>						
3-D Mechanical Drafting	•				NCE863	
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763	
With CSUGE pattern			•		NAS764	
With IGETC pattern			•		NAS765	
<b>ENGLISH AS A SECOND LANGUAGE</b>	•			MCE866		

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<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641*/AS641B*/AS641C*/CE641
<b>FIRE TECHNOLOGY</b>		•	•	MAS555*/MAS555B*/MAS555C*/MCE555		
Chief Officer		•	•	MAS826/MAS826B/MAS826C/MCE826		
Fire Officer		•	•	MAS827/MAS827B/MAS827C/MCE827		
Firefighter Academy		•	•	MAS669/MAS669B/MAS669C/MCE669		
Fire Service Leadership		•	•	MAS895/MAS895BMAS-895MAS895BMAS895C/MCE895		
<b>GAME DEVELOPMENT</b>						
Game Art: Character Modeling		•	•		NAS687/NAS687B/NAS687C/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NAS688B/NAS688C/NCE688	
Game Design		•	•		NAS685*/NAS685B*/NAS685C*/NCE685	
Game Programming		•	•		NAS691*/NAS691B*/NAS691C*/NCE691	
<b>HUMAN SERVICES</b>		•	•	MAS663/MAS663B/MAS663C/MCE663		
Behavioral Therapist		•		MCE897		
Careers in Social Work		•		MCE898		
Child Welfare		•		MCE899		
Drug and Alcohol Studies		•		MCE900		
Employment Support Specialization	•			MCE802		
Family Studies		•		MCE901		
Justice System Studies		•		MCE902		
Military Social Work		•		MCE903		
Multicultural Counseling		•		MCE904		
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597*/AS597B*/AS597C*/CE597
Coaching Emphasis		•	•			AS599*/AS599B*/AS599C*/CE599
Fitness Professions Emphasis		•	•			AS595*/AS595B*/AS595C*/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579*/NAS579B*/NAS579C*/NCE579*	

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<b>MANUFACTURING TECHNOLOGY</b>						
Computer Numerical Control Programming		•	•		NAS655/NAS655B/ NAS655C/NCE655	
Computerized Numerical Control (CNC) Operator	•				NCE799	
Conventional Machine Operator	•				NCE865	
Facilities Maintenance		•	•		NAS771/NCE771	
Industrial Automation		•	•		NAS737/NAS737B/ NAS737C/NCE737	
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/ MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/ MAS701C*/MCE701		
<b>MUSIC</b>			•	MAA564*/MAA564B*/ /MAA564C*	NAA564/NAA564B NAA564C	AA680/AA680B/ AA680C
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>MUSIC INDUSTRY STUDIES</b>						
Audio Production		•	•		NAS684*/NAS684B*/ NAS684C*/NCE684	
Performance		•	•		NAA645/NAA645B/ NAA645C/NCE645	
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586/AS586B/ AS586C
Vocational Nursing		•	•			AS588/AS588B/ AS588C/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*/AS591B*/ AS591C*
<b>PHOTOGRAPHY</b>		•	•			AS592/AS592B/ AS592C/CE592
<b>RETAIL MANAGEMENT/WAFC</b>		•	•		NAS536*/NAS536B*/ NAS536C*/NCE536*	
<b>SIGN LANGUAGE INTERPRETING</b>		•	•			AS505*/AS505B*/ AS505C*/CE505
<b>SUPPLY CHAIN TECHNOLOGY</b>		•	•		NAS408/NAS408B/ NAS408C/NCE408	
<b>WELDING TECHNOLOGY</b>		•	•			AS606/AS606B/ AS606C/CE606
Pipe Welding	•					CE849
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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## ACCOUNTING

### See Business Administration

## ADMINISTRATION OF JUSTICE

### ADMINISTRATION OF JUSTICE (MR) AS504/AS504B/ AS504C/CE504

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

#### Certificate Program

##### Program Learning Outcomes

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

- Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate a basic knowledge of criminal law.
- Demonstrate a knowledge of the implications of legal evidence in the processing of criminal cases.
- Demonstrate a knowledge of the role of policing and the maintenance of favorable community relations.

Required Courses (27 units)		Units
ADJ-1	Introduction to the Administration of Justice	3 ADJ/
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-3	Concepts of Criminal Law	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-5	Community Relations	3
Electives	Choose from elective courses in the discipline	12

#### Associate of Science Degree

The Associate of Science Degree in Administration of Justice will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

### CRIME SCENE INVESTIGATION (NR) CE619

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of crime scene investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professional Forensic Identification Technicians, within the criminal justice system, to properly gather, analyze, prepare, and present crime scene evidence.

#### Certificate Program

##### Program Learning Outcomes

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

- Demonstrate an advanced knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate an advanced knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate an advanced ability to use computer technology to report the collection, preservation, and presentation of crime scene evidence.

Required Courses (15 units)		Units
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-3	Concepts of Criminal Law	3
ADJ-13	Criminal Investigation	3
ADJ-14	Advanced Criminal Investigation	3
ANT-10	Forensic Anthropology	3

### INVESTIGATIVE ASSISTANT (R) CE785

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of criminal investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professionals in all areas of the criminal justice system to properly gather, analyze, prepare, and present evidence in criminal matters, e.g., Police, District Attorneys, and courts.

#### Certificate Program

##### Program Learning Outcomes

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

- Demonstrate a basic knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate a basic knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate the ability to properly write official reports related to the collection, preservation, and presentation of crime scene evidence.
- Demonstrate the ability to employ computer technology to facilitate student learning outcomes 1 through 3 above.

Required Courses (15 units)		Units
ADJ-3	Concepts of Criminal Law	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-13	Criminal Investigation	3
ADJ-23	Criminal Justice Report Writing <sup>1</sup>	3
CIS-1A	Introduction to Computer Information Systems	3

<sup>1</sup> Successful completion of ENG-1A may substitute for this course.

## VICTIM SERVICES AIDE (R)

**CE679**

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of Victim Services Advocacy within the contemporary Criminal Justice System as an assistant. The successful participant will gain sufficient skills and understanding of the Victim Services arena to interview, counsel, refer, case-manage, and otherwise assist crime victims with the myriad problems associated with such victimization.

### Certificate Program

#### Program Learning Outcomes

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

- Demonstrate a knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate the ability to conduct interpersonal interviews and counseling generally applicable to the helping professions.
- Demonstrate the ability to read and write at the college freshman level.
- Demonstrate an overall ability to enter Victim-Witness Advocacy programs at a level of trainee, intern, or other novice position.

Required Courses (16 units)		Units
ADJ-1	Introduction to the Administration of Justice	3
ADJ-2	Principles and Procedures of the Justice System	3
ENG-1A/1AH	English Composition	4
SOC-20	Introduction to Criminology	3
COM-9/9H	Interpersonal Communication	3

## AIR CONDITIONING AND REFRIGERATION

### AIR CONDITIONING AND REFRIGERATION (R)

**AS596/AS596B/  
AS596C/CE596**

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of air conditioning, and refrigeration systems. This includes instruction in diagnostic techniques, the use of testing equipment, the principles of mechanics, electricity, and electronics as they relate to the repair of air conditioning and refrigeration systems.

### Certificate Program

#### Program Learning Outcomes

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

- Demonstrate technical knowledge and skills needed to repair, install, service, and maintain air conditioning and refrigeration systems in operating condition.
- Utilize diagnostic techniques and testing equipment in the repair of air conditioning and refrigeration systems.
- Apply principles of mechanics, electricity, and electronics to the repair of air conditioning and refrigeration systems.

Required Courses (26-27units)		Units
AIR-50A	Air Conditioning and Refrigeration	5
AIR-50B	Advanced Refrigeration	5
AIR-51A	Environmental Control	5
AIR-51B	Industrial Commercial Refrigeration	5
AIR-53	Basic Electricity for Air Conditioning and Refrigeration	4
Electives (Choose from list below)		2-3

Electives (2-3 units)		Units
CON-62	Blueprint Reading	3
WEL-34	Metals Joining Processes	2

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AIR-50A	5	◆	◆	◆	◆
AIR-50B	5	◆		◆	
AIR-51A	5	◆		◆	
AIR-51B	5	◆		◆	
AIR-53	4	◆		◆	
CON-62	3	◆		◆	
WEL-34	2	◆	◆	◆	

### Associate of Science Degree

The Associate of Science Degree in Air Conditioning and Refrigeration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## APPLIED DIGITAL MEDIA AND PRINTING

### GRAPHIC DESIGN AND PRINTING (R)

**AS653/AS653B  
AS653C/CE653**

This program prepares students for a wide variety of careers in graphic communication and new media. This includes instruction in graphic design, illustration, photo manipulation, web design, animation, electronic prepress, press operation, bindery, and management, using the latest equipment and software available within a live, production facility. Classes are structured to give strong academic and hands-on experience for entry into the graphic communication/new media industries.

### Certificate Program

#### Program Learning Outcomes

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

- Demonstrate the ability to communicate effectively with clients and co-workers.
- Demonstrate ethical, economic, civic, and moral responsibility.
- Create graphics projects that demonstrate competent formal design skills including typography, composition and effective imagery.
- Create graphics projects from concept to completion considering

target market, color model, resolution, and media specifications for offset, digital and multimedia publication, and if applicable, assign substrates and inks for its publication.

- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of printing press equipment.
- Demonstrate the ability to estimate costs, document materials and time spent on production, and an ability to meet deadlines.
- Produce a portfolio and networking skills to promote talents in preparation for work in the graphics industry.

The ADM program prepares students for the following careers in graphic communications: production artist, graphic designer, web designer, illustrator, advertising designer, animator, prepress technician, press operator, bindery/finishing technician and production manager.

**Required Courses (36 units) Units**

ADM-1	Introduction to Applied Digital Media	3
ADM-2A	Color Systems and File Management	1
ADM-2B	Prepress, Paper and Ink	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-55	Business Management for Graphic Communications	3
ADM-62	Typography and Graphic Design	3
ADM-63A	Design for Print Publication	3
ADM-70	Project Production and Portfolio	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-85A	Commercial Printing	3

**Electives (9 units) Units**

ADM-63B	Design for Electronic Publication	3
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71B	Adobe Photoshop, Advanced	3
ADM-74A	Web Design	3
ADM-74B	Web Design With Dreamweaver	3
ADM-77B	Adobe Illustrator, Advanced	3
ADM-80	Electronic Pre-press	3
ADM-85B	Commercial Printing, Advanced	3
ADM-200	Applied Digital Media and Printing Work Experience	1-2-3-4
ART-22	Basic Design	3
ART-23	Color Theory and Design	3
ART-36A	Computer Art-Introduction	3
ART-36B	Computer Art-Intermediate	3
ART-39	Design and Graphics	3
FTV-64A	Beginning Digital Editing Principles and Techniques	3
MKT-40	Advertising	3
PHO-20	Introduction to Digital Photography	3

*This Program Pathway will allow a full-time student to complete this program in 12-15 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-1	3	◆		◆	
ADM-2A	1	◆		◆	
ADM-2B	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-55	3			◆	
ADM-62	3			◆	
ADM-63A			◆	◆	◆
ADM-70	3			◆	
ADM-71A	3	◆	◆		◆
ADM-77A	3	◆	◆		◆
ADM-85A	3	◆		◆	
ADM-63B	3	◆		◆	
ADM-67	3			◆	
ADM-68A	3	◆		◆	
ADM-68B	3	◆		◆	
ADM-69	3	◆		◆	
ADM-71B	3			◆	
ADM-74A	3	◆			
ADM-74B	3			◆	
ADM-77B	3			◆	
ADM-80	3			◆	
ADM-85B	3	◆			
ADM-200	1-2-3-4	Scheduled based on student need			
ART-22	3	◆	◆	◆	◆
ART-23	3	◆		◆	
ART-36A	3	◆		◆	
ART-36B	3	◆		◆	
ART-39	3	◆			
FTV-64A	3	◆		◆	
MKT-40	3	◆		◆	◆
PHO-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Graphic Design and Printing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree.*

**BASIC GRAPHIC COMMUNICATION (R) CE822**

This program prepares students for basic careers in Graphic Communication. This includes instruction in all phases of project creation and production, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience into print design, production, and finishing.

**Certificate Program  
Program Learning Outcomes**

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

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, and target market.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project. Demonstrate proper set-up, safe operation, and clean-up of printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-2B	Prepress, Paper and Ink	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-63A	Design for Print Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-85A	Commercial Printing	3
ADM-85B	Commercial Printing, Advanced	3

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-1	3	◆		◆	
ADM-2B	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-63A	3		◆	◆	◆
ADM-71A	3	◆	◆		◆
ADM-85A	3	◆		◆	
ADM-85B	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**BASIC GRAPHIC DESIGN (R) CE823**

This certificate prepares students for a career in 2-dimensional graphic design, emphasizing layout, typography, and correct color models. Students produce real-world projects in an environment of a live, production facility with strong emphasis on deadlines and intended market, using the latest equipment and software available.

**Certificate Program  
Program Learning Outcomes**

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

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Create graphics projects that demonstrate basic formal design skills including typography, composition and effective imagery.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate knowledge of the print production process from concept to production.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-62	Typography and Graphic Design	3
ADM-63A	Design for Print Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-1	3	◆		◆	
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-62	3			◆	
ADM-63A	3		◆	◆	◆
ADM-71A	3	◆	◆		
ADM-77A	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### ELECTRONIC PUBLISHING AND DESIGN (R) CE862

This certificate prepares students for careers in electronic publishing and web design. This includes instruction in basic web design, page layout, vector graphics, photo manipulation, file preparation, e-publishing and interactive design, using the latest equipment and software available.

#### Certificate Program

##### Program Learning Outcomes

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

- Compare and contrast legal, social and commercial policies regarding new media piracy.
- Define intellectual property and describe the basic principles of copyright legalities.
- Create and export multimedia and interactive documents using Adobe InDesign.
- Prepare, design and publish documents for specific digital devices using Adobe InDesign Design and utilize proper vector graphics using Adobe Illustrator.
- Prepare images with correct resolution appropriate for video and animation using Adobe Photoshop.
- Design and create functional web pages and websites with a professional appearance using Adobe Dreamweaver

Required Courses (17 units)		Units
ADM-2A	Colors Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-63A	Design for Print Publication	3
ADM-63B	Design for Electronic Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-74A	Web Design	3
ADM-77A	Adobe Illustrator for Graphic Art	3

*This Program Pathway will allow a full-time student to complete this program in 9-12 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-63A	3		◆	◆	◆
ADM-63B	3	◆		◆	
ADM-71A	3	◆	◆		◆
ADM-74A	3	◆			
ADM-77A	3	◆	◆		◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### MOTION GRAPHICS AND 3D ANIMATION (R) CE821

This certificate prepares students for careers in multimedia graphics and computer animation. This includes instruction in photo manipulation, web animation, motion graphics, compositing, basic modeling and 3D animation using the latest equipment and software available.

#### Certificate Program

##### Program Learning Outcomes

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

- Compare and contrast legal, social and commercial policies regarding new media piracy.
- Define intellectual property and describe the basic principles of copyright legalities.
- Use Adobe Flash to create animated shorts for web/TV distribution.
- Prepare images with correct resolution appropriate for video and animation using Adobe Photoshop.
- Combine and edit 2D animated sequences, and create motion graphics in video and film using Adobe AfterEffects.
- Create 3D models and environments using various techniques with Autodesk Maya Describe and demonstrate advanced 3D animation and keyframing .

Required Courses (17 units)		Units
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71A	Adobe Photoshop for Image Manipulation	3

*This Program Pathway will allow a full-time student to complete this program in 9-12 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-67	3			◆	
ADM-68A	3	◆		◆	
ADM-68B	3	◆		◆	
ADM-69	3	◆		◆	
ADM-71A	3	◆	◆		◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## ART

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*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree.*

### VISUAL COMMUNICATIONS - ANIMATION (R) CE774

This program prepares individuals to communicate information, entertainment and ideas through animation and cinematic arts. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to storyboarding, directing, editing, and all aspects of animation film production.

#### Certificate Program

##### Program Learning Outcomes

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

- Demonstrate the ability to apply the principles of animation and storytelling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.
- Demonstrate various experimental animation techniques in appreciation of animation as fine arts.

Required Courses (15 units)		Units
ART-40A	Figure Drawing-Introduction	3
or		
ART-41A	Figure Painting-Introduction	3
ART-44A	Beginning Animation Principles	3
ART-50A	Beginning Storyboarding	3
ART-51A	Beginning Animation Production	3
Digital Media Electives (Choose from list below)		3

Digital Media Electives		(3 units)
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-36A	Computer Art-Introduction	3
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
FTV-48	Short Film Production	3
FTV-74	Production Planning and Management	3
PHO-20	Introduction to Digital Photography	3

## VISUAL COMMUNICATIONS - ILLUSTRATION (R)

CE825

This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to: Acquire skills to fuse the creative thinking and technical communication skills with a personal vision. Discuss verbally and illustrate visually a basic understanding of commercial illustration techniques.

- Develop skills to visually solve problems and communicate their ideas in order to prepare an operational portfolio of their creative and successful works.
- Hone artistic skills and technical expertise in order to effectively convey complex ideas in a variety of media.

Required Courses (17 units)		Units
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-26	Beginning Painting	3
ART-35A or B	Illustration	3
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
Digital Media Electives (Choose from list below)		3

Digital Media Electives		(3 units)
ART-36A	Computer Art-Introduction	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3



## AUTOMOTIVE TECHNOLOGY

### AUTOMOTIVE TECHNOLOGY - AS511/ AUTOMOTIVE COLLISION REPAIR, AS511B/ REFINISHING AND PAINT (R) AS511C/CE511

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

**Certificate Program**  
**Program Learning Outcomes**

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

- Develop entry-level skills and knowledge for employment in the automotive industry; i.e., employment in an auto body repair facility, automotive paint shop.
- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

<u>Required Courses (20 units)</u>	<u>Units</u>
AUB-50 Introduction to Automotive Collision Repair	4
AUB-51 Automotive Non-Structural Collision Repair and Estimating	4
Choose from an emphasis below:	12

**Collision Repair Emphasis**

<u>Required Courses</u>	<u>Units</u>
AUB-54 Automotive Structural Collision Repair and Frame	4
AUB-56 Automotive Technology for the Automotive Collision Specialist	4
Electives Choose from the list below	4

Electives (4 units)

AUB-53 Automotive Collision Repair Special Projects	4
AUB-57 Antique and Classic Auto Restoration and Fabrication	4
AUB-59A Automotive Collision Service and Repair	2
WEL-34 Metal Joining Processes	2

**Refinishing and Paint Emphasis**

<u>Required Courses</u>	<u>Units</u>
AUB-52 Automotive Refinishing and Paint	4
AUB-60 Automotive Trim and Upholstery I	4
Electives Choose from the list below	4

Electives (4 units)

AUB-53 Automotive Collision Repair Special Projects	4
AUB-59B Automotive Refinishing Service and Repair	2
AUB-61 Automotive Trim and Upholstery II	4

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUB-50	4	◆		◆	
AUB-51	4	◆		◆	
AUB-54	4	◆		◆	
AUB-56	4			◆	
AUB-53	4	◆			
AUB-57	4	◆		◆	
AUB-59A	2	◆		◆	
WEL-34	2	◆	◆	◆	
AUB-52	4	◆		◆	
AUB-60	4	◆		◆	
AUB-53	4	◆			
AUB-59B	2	◆		◆	
AUB-61	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-Automotive Collision Repair-Refinishing and Paint will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



**AUTOMOTIVE TECHNOLOGY -  
AUTOMOTIVE TRIM AND  
UPHOLSTERY (R)**

**AS516/AS516B/  
AS516C/CE516**

This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.

**Certificate Program  
Program Learning Outcomes**

- Upon successful completion of this program, students should be able to:
- Demonstrate their proficiency by the use of upholstery tools and techniques while removing, striping, reupholstering, and reinstalling an automotive seat or bench.
  - Calculate the adequate amount of material and time required to reupholster an automotive seat or bench.

Required Courses (20 units)		Units
AUB-50	Introduction to Automotive Collision Repair	4
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4
AUB-60	Automotive Trim and Upholstery, I	4
AUB-61	Automotive Trim and Upholstery, II	4
Electives	Choose from the list below	4

Electives (4 units)		Units
AUB-53	Automotive Collision Repair Special Projects	4
AUB-59A	Automotive Collision Service and Repair	2
AUB-59B	Automotive Refinishing Service and Repair	2
WEL-34	Metal Joining Processes	2

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUB-50	4	◆		◆	
AUB-51	4	◆		◆	
AUB-60	4	◆		◆	
AUB-61	4	◆		◆	
AUB-53	4	◆			
AUB-59A	2	◆		◆	
AUB-59B	2	◆		◆	
WEL-34	2	◆	◆	◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**AUTOMOTIVE TECHNOLOGY -  
ELECTRICAL (R)**

**AS513/AS513B/  
AS513C/CE513**

This program prepares individuals to apply technical knowledge and skills to operate, maintain, and repair electrical and electronic equipment within an automobile. This includes instruction in electrical circuitry, simple gearing, linkages, and the use of test equipment.

**Certificate Program  
Program Learning Outcomes**

- Upon successful completion of this program, students should be able to:
- Pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
  - Pass the Automotive Service Excellence (ASE) national certification exam.
  - Pass the International Mobile Air Conditioning Association (IMAC) certification exam.

Required Courses (23 units)		Units
AUT-50	Automotive Principles	4
AUT-52A	Automotive Tune-up and Electrical Systems	4
AUT-52B	Automotive Tune-up and Emission Controls	4
AUT-54	Automotive Electrical Systems	4
AUT-56	Automotive Computer Controls	3
AUT-57	Automotive Heating and Air Conditioning	4

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUT-50	4	◆	◆	◆	◆
AUT-52A	4	◆		◆	
AUT-52B	4	◆		◆	
AUT-54	4	◆	◆	◆	
AUT-56	3	◆			
AUT-57	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology - Electrical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY (R)**

**AS519/AS519B/  
AS519C**

*\*\*The Ford Specialty Program is under revision, and is expected to resume in Spring 2019.*

The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 to 12 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

**Associate Degree Program  
Program Learning Outcomes**

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry. Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

Required Courses (44 units)		Units
AUT-71	Ford Electrical and Electronics Systems	4
AUT-72	Ford Applied Electronics	4
AUT-73	Ford Engine Performance	8
AUT-74	Ford Brakes, Steering and Suspension Systems	4
AUT-75	Ford Engine Repair	4
AUT-76	Ford Advanced Chassis Systems	4
AUT-78	Ford Manual Transmissions and Drive-Train Systems	4
AUT-79	Ford Automatic Transmissions and Transaxles	4
AUT-200	Automotive Technology Work Experience (must be taken four times)	2-2-2-2

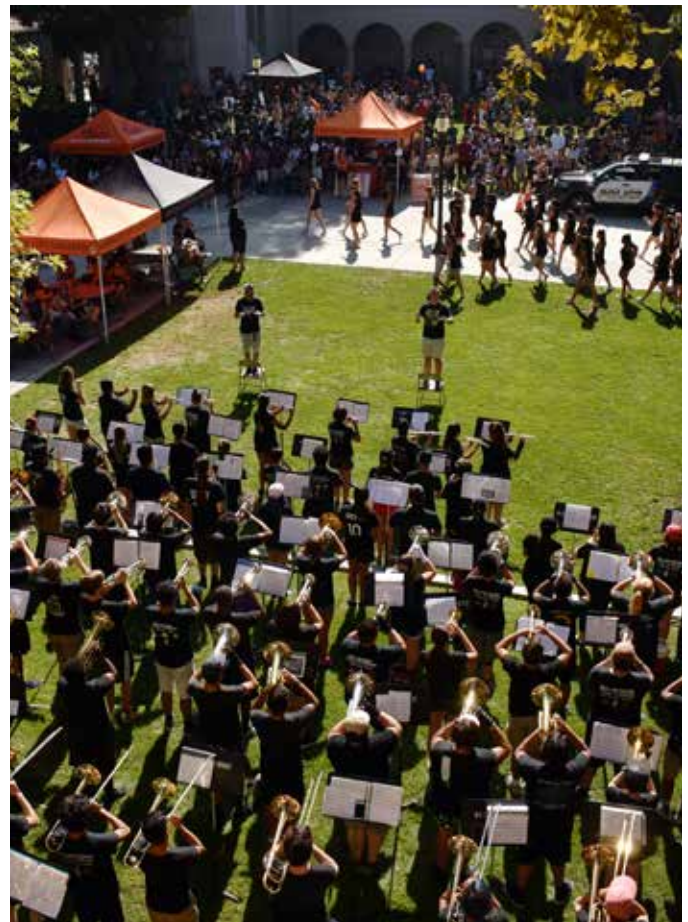
*This Program Pathway will allow a full-time student to complete this program in 18-24 months. For students who require a part time pathway, please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUT-71	4	◆		◆	
AUT-72	4				◆
AUT-73	8	◆		◆	
AUT-74	4	◆			
AUT-75	4			◆	◆
AUT-76	4	◆		◆	
AUT-78	4			◆	◆
AUT-79	4	◆		◆	
AUT-200	2-2-2-2	Scheduled based on student need.			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-Ford Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



**AUTOMOTIVE TECHNOLOGY - AS583/  
GENERAL MOTORS SPECIALTY (R) AS583B/AS583C**

*\*\*This program is currently under review.*

This program is a joint effort of Riverside Community College, General Motors Corporation and local GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

**Associate Degree Program  
Program Learning Outcomes**

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry. Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR. Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam. Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles. Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

Required Courses (44 units)		Units
AUT-81	GM Electrical and Electronics Systems	4
AUT-82	GM Applied Electronics	4
AUT-83	GM Engine Performance	8
AUT-84	GM Brakes, Steering and Suspension Systems	4
AUT-85	GM Gasoline Engine and Repair	4
AUT-86	GM Advanced Chassis Systems	4
AUT-88	GM Manual Transmissions and Drive Trains	4
AUT-89	GM Automatic Transmissions and Transaxles	4
AUT-200	Automotive Technology	4
	Work Experience (must be taken four times)	2-2-2-2

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-General Motors Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**AUTOMOTIVE TECHNOLOGY - AS515/AS515B/  
MECHANICAL (R) AS515C/CE515**

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. This includes instruction in brake systems, engine repair, suspension and steering, automatic and manual transmissions, and drive trains.

**Certificate Program  
Program Learning Outcomes**

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

- Acquire the skills and knowledge to work safely in the lab/shop environment. Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive

electrical systems using industry approved diagnostic equipment.

- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR. Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam. Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

Required Courses (28 units)		Units
AUT-50	Automotive Principles	4
AUT-51A	Internal Combustion Engines Rebuilding, Gas and Diesel-Upper End	4
AUT-51B	Internal Combustion Engines Rebuilding, Gas and Diesel-Lower End	4
AUT-53A	Automotive Chassis and Alignment	4
AUT-53B	Automotive Brakes	4
AUT-55A	Automotive Automatic Transmissions/Transaxles	4
AUT-55B	Automotive Manual Drivetrain Systems	4

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUT-50	4	◆	◆	◆	◆
AUT-51A	4	◆		◆	
AUT-51B	4	◆		◆	◆
AUT-53A	4	◆	◆	◆	
AUT-53B	4	◆	◆		◆
AUT-55A	4			◆	◆
AUT-55B	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-Mechanical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## BUSINESS ADMINISTRATION

### BUSINESS ADMINISTRATION

#### Associate of Science Degree

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

#### Certificate Program

##### Program Learning Outcomes

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

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

#### Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10/10H	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
or		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
or		
BUS/CIS/CAT-3	Computer Applications for Business	3

#### Major Concentration Requirements

(12 units)

(In addition to Business Administration Major Core Requirements of 18 units noted above choose another 12 units selected from list below.)

Accounting	12
Banking And Finance	12
General Business	12
Human Resources	12
Management	12
Marketing	12
Real Estate	12

**NOTE:** Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the certificate in the concentration area of their choice.

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-1A	3	◆	◆	◆	◆
BUS-10/10H	3	◆	◆	◆	◆
BUS-18A	3	◆	◆	◆	◆
BUS-20	3	◆	◆	◆	◆
BUS-22	3	◆	◆	◆	◆
BUS-24	3		◆	◆	
CIS-1A	3	◆	◆	◆	◆
BUS/CIS/CAT-3	3	◆	◆	◆	



**ACCOUNTING CONCENTRATION (MNR)**

**AS523/AS523B/  
AS523C/CE523**

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
- Analyze and solve accounting issues and problems for a variety of business entities.
- Analyze and interpret data and reports for a variety of business entities.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

**Business Administration Major Core Requirements 18**

Required for this concentration	3
ACC-1B Principles of Accounting II and	3
Select another 9 units from the following:	9
ACC-61 Cost Accounting	3
ACC-62 Payroll Accounting	3
ACC-63 Income Tax Accounting	3
ACC-65 Computerized Accounting	3
ACC-66 Non-Profit and Governmental Accounting	3
ACC-200 Accounting Work Experience	1-2-3-4
BUS/MAG-47 Applied Business and Management Ethics	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-1B	3	◆	◆	◆	◆
ACC-61	3			◆	
ACC-62	3			◆	
ACC-63	3	◆		◆	
ACC-65	3	◆			
ACC-66	3			◆	
ACC-200	1-2-3-4	Scheduled based on student need			
BUS/MAG-47	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**BANKING AND FINANCE CONCENTRATION (R)**

**AS631/AS631B/  
AS631C/CE631**

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Banking and Finance concentration, students should be able to:

- Describe and analyze the roles of financial institutions in our economy.
- Describe and analyze the services provided by banking institutions.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.

**Business Administration Major Core Requirements 18**

Select another 6 units from the following:	6
BAN-51 Principles of Banking	3
BAN-52 Consumer Lending and	3
Select another 6 units from the following:	6
ACC-1B Principles of Accounting II	3
BUS-18B Business Law II	3
ECO-4 Introduction to Economics	3
MAG-44 Principles of Management	3
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3
MKT-41 Techniques of Selling	3
RLE-83 Real Estate Finance	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BAN-51	3			◆	
BAN-52	3	◆			
ACC-1B	3	◆	◆	◆	◆
BUS-18B	3	◆	◆	◆	◆
ECO-4	3	◆		◆	
MAG-44	3	◆	◆	◆	◆
MAG-51	3	◆	◆	◆	◆
MAG-53	3	◆		◆	
MKT-20	3	◆	◆	◆	◆
MKT-41	3			◆	
RLE-83	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**GENERAL BUSINESS  
CONCENTRATION (MNR)**

**AS524/AS524B/  
AS524C/CE524**

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

**Program Learning Outcomes**

In addition to outcomes for the Business Administration certificate, on successful completion of the General Business concentration, students should be able to accomplish four of the following seven tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

**Business Administration Major Core Requirements 18**

<u>Select another 12 units from the following:</u>		<u>12</u>
ACC-1B	Principles of Accounting II	3
or		
ACC-38	Managerial Accounting	3
BUS-18B	Business Law II	3
BUS-40	International Business-Principles	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
BUS-200	Business Administration Work Experience	1-2-3-4
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-1B	3	◆	◆	◆	◆
ACC-38	3				
BUS-18B	3	◆	◆	◆	◆
BUS-40	3	◆			
BUS/MAG-47	3	◆		◆	
BUS-80	3	◆			
BUS-200	1-2-3-4	Scheduled based on student need			
MAG-53	3	◆		◆	
MKT-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**HUMAN RESOURCES  
CONCENTRATION (R)**

**AS623/AS623B/  
AS623C/CE623**

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. This includes instruction in personnel and organization policy, human resources dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

**Program Learning Outcomes**

In addition to outcomes for the Business Administration certificate, on successful completion of the Human Resources Management concentration, students should be able to:

- Apply sound human resources management practices. Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resources management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resources Management plays in the successful operations of a business or organization.
- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

**Business Administration Major Core Requirements 18**

<u>Required for this concentration</u>		<u>3</u>
MAG-56	HRM: Human Resources Management	3
and		
<u>Select another 9 units from the following:</u>		<u>9</u>
MAG-51	Elements of Supervision	3
MAG-52	Employee Training and Development	3
MAG-54	Employee Labor Relations	3
MAG/BUS-70	Introduction to Organizational Behavior	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MAG-56	3			◆	
MAG-51	3	◆	◆	◆	◆
MAG-52	3			◆	
MAG-54	3	◆		◆	
MAG/BUS-70	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**MANAGEMENT CONCENTRATION AS521/AS521B/ (MNR) AS521C/CE521**

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Management concentration, students should be able to: Apply sound management practices. Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

**Business Administration Major Core Requirements 18**

Required for this concentration		3
MAG-44	Principles of Management	3
and		
Select another 9 units from the following:		9
MAG-46	Contemporary Quality Systems Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3
MAG-60	Introduction to Hospitality Management	3
MAG-200	Management Work Experience	1-2-3-4
BUS-48	International Management	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MAG-44	3	◆	◆	◆	◆
MAG-46	3	◆			
MAG/BUS-47	3	◆		◆	
MAG-53	3	◆		◆	
MAG-56	3	◆		◆	
MAG-60	3	◆		◆	
MAG-200	1-2-3-4	Scheduled based on student need			
BUS-48	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**MARKETING CONCENTRATION AS525/AS525B/ (MR) AS525C/CE525**

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Required for this concentration		Units
MKT-20	Principles of Marketing	3
and		
Select another 9 units from the following:		Units
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3
MKT-200	Marketing Work Experience	1-2-3-4
BUS-43	International Business-Marketing	3
BUS-51	Principles of Electronic-Commerce	3
BUS-80	Principles of Logistics	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MKT-20	3	◆	◆	◆	◆
MKT-40	3	◆		◆	◆
MKT-41	3			◆	
MKT-42	3			◆	
MKT-200	1-2-3-4	Scheduled based on student need			
BUS-43	3	◆			
BUS-51	3			◆	
BUS-80	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



**REAL ESTATE CONCENTRATION AS527/AS527B/ (MNR) AS527C/CE527**

This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Real Estate concentration, the student should be able to do the following:

- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the perspective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems. Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values. Discuss and evaluate real estate markets and trends.

**Business Administration Major Core Requirements 18**

Select another 12 units from the following:		12
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3
RLE-83	Real Estate Finance	3
RLE-84	Real Estate Appraisal	3
RLE-85	Real Estate Economics	3
RLE-86	Escrow Procedures I	3
RLE-200	Real Estate Work Experience	1-2-3-4

*This Program Pathway will allow a full-time student to complete this program in 4four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
RLE-80	3	◆		◆	◆
RLE-81	3	◆		◆	
RLE-82	3		◆		◆
RLE-83	3	◆		◆	
RLE-84	3	◆		◆	
RLE-85	3	◆		◆	◆
RLE-86	3		◆	◆	
RLE-200	1-2-3-4	Scheduled based on student need			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



**ENTREPRENEURSHIP (R)**

**AS531/AS531B/  
AS531C/CE531**

This program prepares individuals to start and successfully operate their own businesses. The program focuses on the assessment of the market need, and the necessary skills for successful entry, operation and exit. It prepares individuals to develop an original business plan, a marketing plan and to evaluate their competitiveness in the market, and includes the initial analysis of a business idea to determine feasibility and start-up requirements. The program prepares individuals to perform the duties of planning, overseeing and directing business operations and employees as well as collecting, and analyzing data/information to identify potential product or service demand. Potential occupations include small business or franchise owner, economic developer, small business development specialist, or independent artist, trades worker, consultant, professional and contract outsource labor.

**Certificate Program**

**Program Learning Outcomes**

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

- Develop a working business plan.
- Develop a working marketing plan.
- Perform pricing calculations and determine profit margins.
- Identify market niches.

<u>Required Courses (24 units)</u>		<u>Units</u>
BUS/CAT/CIS-3	Computer Applications for Business	3
BUS-10/10H	Introduction to Business	3
BUS-30	Entrepreneurship and Small Business Management	3
MKT-20	Principles of Marketing	3
Electives	Four Courses – at least one from each cluster is required	12

Cluster 1

ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
BUS-20	Business Mathematics	3

Cluster 2

BUS-18A	Business Law I	3
CAT-31	Business Communications	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG/BUS-70	Introduction to Organization Development	3

Cluster 3

MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS/CAT/CIS-3	3	◆	◆	◆	
BUS-10/10H	3	◆	◆	◆	◆
BUS-30	3	◆	◆	◆	◆
MKT-20	3	◆	◆	◆	◆
ACC/CAT-55	3	◆	◆	◆	
ACC-62	3	◆		◆	
ACC-65	3	◆			
BUS-20	3	◆	◆	◆	◆
BUS-18A	3	◆	◆	◆	◆
CAT-31	3	◆		◆	
MAG/BUS-47	3	◆		◆	
MAG-51	3	◆	◆	◆	◆
MAG-53	3	◆		◆	
MAG/BUS-70	3	◆		◆	
MKT-40	3	◆		◆	◆
MKT-41	3			◆	
MKT-42	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Entrepreneurship will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:

**ENTREPRENEURSHIP (R) CE874**

This program prepares individuals to start and successfully operate their own business.

**Certificate Program**

**Program Learning Outcomes**

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

- Develop a working business plan.
- Develop a working marketing plan.
- Perform pricing calculations and determine profit margins.
- Identify market niches.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-30	Entrepreneurship: Foundations and Fundamentals	3
BUS-51	Principles of Electronic Commerce	3
MKT-20	Principles of Marketing	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-18A	3	◆	◆	◆	◆
BUS-30	3	◆	◆	◆	◆
BUS-51	3			◆	
MKT-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**GENERAL BUSINESS (R) CE878**

The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. Fulfills a portion of the Associate of Science degree in Business with a Major Concentration in General Business.

**Certificate Program**

**Program Learning Outcomes**

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

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations, and to determine the legal management of the various forms of laws.
- Analyze the business elements that compromise the logistics function.
- Develop and apply principles of moral judgement and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables – product, place, price, and promotion.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-48	International Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-51	Elements of Supervision	3
MKT-20	Principles of Marketing	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-48	3	◆		◆	
MAG/BUS-47	3	◆		◆	
MAG-51	3	◆	◆	◆	◆
MKT-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### GIG ECONOMY (R)

### CE872

This program prepares individuals for on-demand jobs that range from temporary short-term contracts for various industries.

#### Certificate Program

##### Program Learning Outcomes

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

- Demonstrate an understanding of social media and its effectiveness when utilized as a tool for marketing oneself as a viable candidate for employment within the Gig Economy.
- Design and create a viable Business Model Canvas consisting of a value proposition, customer segments, customer relationships, channels, key partners, key activities, key resources, cost structure and revenue streams.
- Demonstrate the results-oriented ability to engage in technological platforms, to develop opportunity profiles, establish service compensation value, billing, and other skills necessary to participate in the Gig economy.

Required Courses (9 units)			Units
BUS-14	Social Media and Online Marketing for Entrepreneurs		3
BUS-30	Entrepreneurship: Foundations and Fundamentals		3
BUS-200	Business Administration Work Experience		3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-14	3		◆	◆	
BUS-30	3	◆	◆	◆	◆
BUS-200	3	Scheduled based on student need			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### HUMAN RESOURCES (R)

### CE868

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. Fulfills a portion of the Associate of Science degree in Business with a major concentration in Human Resources.

#### Certificate Program

##### Program Learning Outcomes

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

- Apply sound human resource management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resource management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resource Management plays in the successful operations of a business or organization.
- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

Required Courses (15 units)			Units
BUS-10/10H	Introduction to Business		3
MAG/BUS-47	Applied Business and Management Ethics		3
MAG-52	Employee Training, Development		3
MAG-53	Human Relations		3
MAG-56	HRM: Human Resources Management		3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
MAG/BUS-47	3	◆		◆	
MAG-52	3	◆		◆	
MAG-53	3	◆		◆	
MAG-56	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## INTERNATIONAL BUSINESS (R)

CE627

This program prepares individuals to be able to understand how international business operates and to prepare individuals in professions in international business realm.

### Certificate Program

#### Program Learning Outcomes

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

- Explain the key elements of international business. Analyze the essential factors that determine the success of each element of international business.
- Explain the inter-relationship of each elements of international business that are required for a successful international business operation.
- Develop the framework of an international business plan, incorporating understanding of general business concepts, international marketing mix, international cultures, international economics, and international politics.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
BUS-46	International Business-Introduction to Importing/ Exporting	3
BUS-48	International Management	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-40	3	◆		◆	
BUS-43	3	◆		◆	
BUS-46	3	◆			
BUS-48	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## MANAGEMENT (R)

CE877

This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. Fulfills a portion of the Associate of Science Degree in Business with a Major Concentration in Management.

### Certificate Program

#### Program Learning Outcomes

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

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.
- Application of the various management and leadership skills.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-22	Management Communications	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-48	International Management	3
MAG-44	Management	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-22	3	◆	◆	◆	◆
MAG/BUS-47	3	◆		◆	
BUS-48	3	◆			
MAG-44	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**MARKETING (R)**

**CE879**

Prepares individuals to undertake and manage the process of developing both consumer and business markets and communicating product benefits to targeted market segments. Fulfills a portion of the Associate of Science degree in Business with a Major Concentration in Marketing.

**Certificate Program**

**Program Learning Outcomes**

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

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-42	Retail Management	3
MKT-41	Techniques of Selling	3
OR		
BUS-43	International Business - Marketing	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
MKT-20	3	◆	◆	◆	◆
MKT-40	3	◆		◆	◆
MKT-42	3	◆		◆	
MKT-41	3			◆	
BUS-43	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**OPERATIONS AND PRODUCTION MANAGEMENT (R)**

**CE833**

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, productions, and manufacturing. This includes instruction in principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor regulations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.

**Certificate Program**

**Program Learning Outcomes**

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

- Analyze organizational effectiveness and establish productivity ratios.
- Evaluate a business environment and select an appropriate business improvement intervention to increase business effectiveness.
- Apply appropriate diagnostic tools to determine current business effectiveness and establish a plan for improvement.
- Analyze current business processes and develop a statistically valid graphical representation of performance and be able to predict future performance.
- Effectively select process improvement tools to analyze current business practices, determine problem areas and establish a plan to improve business performance.

Required Courses (15 units)		Units
BUS/MAG-70	Introduction to Organization Development	3
BUS/MAG-71	Introduction to Productivity Management	3
BUS/MAG-72	Introduction to Quantitative Methods for Business	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
BUS-20	Business Mathematics	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
MAG-44	Principles of Management	3
MAG-51	Elements of Supervision	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MAG-70	3	◆		◆	
BUS/MAG-71	3			◆	
BUS/MAG-72	3	◆		◆	
BUS-20	3	◆	◆	◆	◆
BUS/MAG-47	3	◆		◆	
BUS-80	3	◆			
MAG-44	3	◆	◆	◆	◆
MAG-51	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**REAL ESTATE PRACTICE (R)**

**CE873**

Furthering a current real estate career path or gaining a solid understanding of the best practices in a different segment is key to demonstrating a commitment to the real estate industry and other professional real estate opportunities.

**Certificate Program**

**Program Learning Outcomes**

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

- Analyze and evaluate business principles, challenges, and opportunities as it relates to real estate.
- Discuss and evaluate real estate marketing and sales techniques.
- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate market and trends.
- Explain and evaluate methods of financing real estate.
- Explain laws and procedures that apply to escrows involving the sale of California residential real estate.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3
RLE-83	Real Estate Finance	3
OR		
RLE-86	Escrow Procedures I	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
RLE-80	3	◆		◆	◆
RLE-81	3	◆		◆	
RLE-82	3		◆		◆
RLE-83	3	◆		◆	
RLE-86	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**REAL ESTATE SALESPERSON AND TRANSACTION (NR)**

**CE869**

The Real Estate Salesperson and Transaction certificate prepares students to qualify for and successfully take the California Real Estate Salesperson exam. This certificate prepares students to buy, sell, lease, and to represent others to buy, sell and lease residential and commercial real estate property.

**Certificate Program**

**Program Learning Outcomes**

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

- Discuss and evaluate real estate marketing and sales techniques.
- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate markets and trends.

Required Courses (9 units)		Units
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
RLE-80	3	◆		◆	◆
RLE-81	3	◆		◆	
RLE-82	3		◆		◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**SMALL BUSINESS ACCOUNTING (MNR) CE859**

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

**Certificate Program****Program Learning Outcomes**

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

- Perform a variety of accounting skills such as journalizing, posting, double entry accounting, record adjusting and closing entries and prepare financial statements.
- Use accounting software to prepare financial statements and to analyze and solve problems.
- Recognize the role of ethics in accounting.

Required Courses (6 units)		Units
ACC-65	Computerized Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-65	3	◆			
ACC-1A	3	◆	◆	◆	◆
ACC/CAT-55	3	◆	◆	◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**SMALL BUSINESS PAYROLL ACCOUNTING (MNR) CE860**

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

**Certificate Program****Program Learning Outcomes**

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

- Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Accurately apply accounting principles to computerized and manual payroll systems.

Required Courses (6 units)		Units
ACC-62	Payroll Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-62	3			◆	
ACC-1A	3	◆	◆	◆	◆
ACC/CAT-55	3	◆	◆	◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY**

This program prepares individuals to support business operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spread sheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

**BUSINESS INFORMATION WORKER (R) CE522**

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

**Certificate Program****Program Learning Outcomes**

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

- Demonstrate computer literacy with respect to computer hardware and software applications.
- Apply standard rules of business conduct and customer service.
- Develop specialized keyboarding skills at an employable level of accuracy and speed.
- Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business and office tasks.
- Apply oral and written communication skills in various business and office environments.
- Design, modify, query, and manipulate lists (database and information in workbooks using common formulas, data and what if scenario tools to organize and convey information.



Required Courses (19 units)		Units
CAT-1A	Business Etiquette	1
CAT/CIS/BUS-3	Computer Applications for Business	3
CAT-31	Business Communications	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-90	Microsoft Outlook	3
CAT-93	Computers for Beginners	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-1A	1	◆	◆	◆	◆
CAT/CIS/BUS-3	3	◆	◆	◆	
CAT-31	3	◆		◆	
CAT-51		◆			◆
CAT/CIS-90	3	◆		◆	
CAT-93	3	◆		◆	◆
CAT/CIS-98A	1.5	◆	◆	◆	◆
CAT/CIS-98B	1.5	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**EXECUTIVE OFFICE MANAGEMENT (R)**

**AS639/AS639B/  
AS639C/CE639**

This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.

**Certificate Program  
Program Learning Outcomes**

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

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements. Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports. Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Required Courses (34 units)		Units
CAT-1A	Business Etiquette	1
CAT/CIS/BUS-3	Computer Applications for Business	3
CAT-30	Business English	3
CAT-31	Business Communications	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CAT-61	Professional Office Procedures	3
CAT-62	Records Management	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
or		
CAT/CIS-84	Word Processing: WordPerfect for Windows	3
CAT/CIS-90	Microsoft Outlook	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5
MAG-44	Principles of Management	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-1A	1	◆	◆	◆	◆
CAT/CIS/BUS-3	3	◆	◆	◆	
CAT-30	3	◆		◆	
CAT-31	3	◆		◆	◆
CAT-51	3	◆			◆
CAT/ACC-55	3	◆		◆	
CAT-61	3	◆		◆	
CAT-62	3			◆	
CAT/CIS-80	3	◆	◆	◆	◆
CAT/CIS-84	3	◆			
CAT/CIS-90	3	◆		◆	
CAT/CIS-98A	1.5	◆	◆	◆	◆
CAT/CIS-98B	1.5	◆		◆	
MAG-44	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Executive Office Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

**ADMINISTRATIVE OFFICE PROFESSIONAL (R) CE637**

This certificate provides students with the knowledge and skills to perform intermediate administrative clerical duties including providing administrative and clerical support to administrative staff and assisting with coordinating and implementing office procedures.

**Certificate Program  
Program Learning Outcomes**

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

- Compose, key, and properly format various types of business correspondence and reports using a computer terminal.
- Compose, key, and properly format spreadsheets, databases, and presentations using a computer terminal. Index, code, sort, and file correspondence and other business records.
- Compile and create simple statistical reports. Schedule appointments, meetings, and travel arrangements.

Required Courses (13.5 units)		Units
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-31	Business Communications	3
CAT-61	Professional Office Procedures	3
CAT-62	Records Management	3
CAT/CIS-98A	Introduction to Excel	1.5

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS/CAT/CIS-3	3	◆	◆	◆	
CAT-31	3	◆		◆	◆
CAT-61	3	◆		◆	
CAT-62	3			◆	
CAT/CIS-98A	1.5	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**EXECUTIVE OFFICE PROFESSIONAL (R) CE635**

This certificate provides students with knowledge and skills to perform advanced administrative clerical duties related to assisting executives including coordinating and managing personnel and operations in business offices, as well as budget preparation, scheduling, and report preparation.

**Certificate Program  
Program Learning Outcomes**

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

- Prepare memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Coordinate and direct budget preparation to aid executives. Schedule appointments, plan meetings and conferences.
- Create, file, retrieve, and maintain office/corporation documents, records, and reports.
- Demonstrate an understanding of the planning, organizing, and leading controlling functions of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Required Courses (13.5 units)		Units
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
CAT/CIS-90	Microsoft Outlook	3
CAT/CIS-98B	Advanced Excel	1.5
MAG-44	Principles of Management	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT/ACC-55	3	◆		◆	
CAT/CIS-80	3	◆	◆	◆	◆
CAT/CIS-90	3	◆		◆	
CAT/CIS-98B	1.5	◆		◆	
MAG-44	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**LEGAL ADMINISTRATIVE PROFESSIONAL (R) CE611**

Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.

**Certificate Program  
Program Learning Outcomes**

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

- Compose, key, and properly format various types of business and legal correspondence and reports using computer software.
- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
- Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases.
- Submits articles and information from searches to attorneys for review and approval for use.
- Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.

Required Courses (12 units)		Units
CAT-36A	Legal Office Procedures I	3
CAT-36B	Legal Office Procedures II	3
CAT-37	Legal Terminology	3
CAT-38	Legal Word Processing and Forms	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-36A	3	◆			
CAT-36B	3	◆		◆	
CAT-37	3	◆		◆	
CAT-38	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**OFFICE ASSISTANT (R) CE633**

This certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures.

**Certificate Program  
Program Learning Outcomes**

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

- Compose, key, and enter data into computer using keyboard.
- Prepare correspondence (including labels and envelopes), bills, statements, receipts, and copy information from one record to another.
- Proofread records or forms.
- Create properly formatted and grammatically correct business documents. Answer telephones, and convey messages.
- Demonstrate familiarity with fundamental aspects of computer technology.

Required Courses (10 units)		Units
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-93	Computers for Beginners	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-1A	1	◆	◆	◆	◆
CAT-30	3	◆		◆	
CAT-51	3	◆			◆
CAT/CIS-93	3	◆		◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## COMPUTER INFORMATION SYSTEMS

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

### INFORMATION SECURITY CERTIFICATE AND CYBER DEFENSE (R) CE740

The Information Systems: Information Security Certificate will give the students the basic skills needed in the field of Computer and information Security. The focus on Cyber Security will provide students with the basic skills needed for an entry-level career in Cyber Security. The courses provide an overview of the entire field. Topics covered will include Cisco Networking, Windows Operating System security, Linux security, Firewalls, Intrusion Prevention systems, Security policies and procedures, Web security, and building a secure computer network. This program also maps to the California Community Colleges IT Technician pathway and C-ID state approved model curriculum.

#### Certificate Program Program Learning Outcomes

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

- Analyze fundamental principles and topics of Information Technology Security and Risk Management at the organizational level.
- Introduce the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network with the context of properly securing a network.
- Describe the architecture, components, and operations of routers and switches basic functionality.
- Configure and troubleshoot routers and switches, resolve common issues dealing with security points of failure in a medium size LAN.
- Validate essential knowledge of Linux and open source for employment in IT/technical support mobile application support and network operations security.
- Identify environmental issues, understand and comply with disaster recovery, and physical software security policies and procedures.
- Securing Information Management systems including identifying risks, configuring devices, protocols, attack methods, cryptography implementation and practice, and security of ICS networks.

Required Courses (20 Units)		Units
CIS/CSC-21A	Linux Operating Systems Administration	3
CIS/CSC-25	Information and Communication Technology Essentials	3
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS/CSC-27	Information and Network Security	3

Select another 3 units from the following:

CIS-1A	Introduction to Computer Information	3
CIS/CSC-5	Programming Concepts and Methodology	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-26F	Cisco Networking Security	4
CIS/CSC-27A	Computer Forensics Fundamentals	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-21A	3	◆		◆	
CIS/CSC-25	3	◆			
CIS-26A	4	◆		◆	◆
CIS-26B	4	◆		◆	
CIS/CSC-27	3	◆			
CIS-1A	3	◆	◆	◆	◆
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-21	3	◆		◆	
CIS-26F	4			◆	
CIS/CSC-27A	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## COMPUTER PROGRAMMING (MNR) AS728/AS728B/ AS728C/CE728

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

### Certificate Program

#### Program Learning Outcomes

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

- Design structured programs using C++, Javascript, or Java. Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

Required Courses (26.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

Electives - Group 1 (6 units)		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)		Units
CIS/CSC-11	Computer Architecture and Organization: Assembly	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS-1A	3	◆	◆	◆	◆
CIS/CSC-2	3	◆	◆	◆	
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-21	3	◆		◆	
CIS-72A	1.5	◆		◆	◆
CIS/CSC-12	3	◆		◆	
CIS/CSC-14A	3	◆		◆	
CIS-14B	3	◆			
CIS/CSC-17A	3	◆		◆	◆
CIS/CSC-18A	3	◆		◆	
CIS/CSC-11	3	◆			
CIS/CSC-17B	3	◆			
CIS/CSC-17C	3	◆		◆	
CIS/CSC-18B	3			◆	
CIS/CSC-18C	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### Associate of Science Degree

The Associate of Science Degree in Computer Programming will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

## C++ PROGRAMMING

**CE741**

Completion of this certificate provides the student with a minimum entry level skill set employed in creating C++ applications.

### Certificate Program

#### Program Learning Outcomes

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

- Create structured and Object Oriented Programs in in C++ for business, gaming, and STEM projects by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data into the required output format, then organize the results to facilitate user communication.
- Using C++ libraries create and projects that incorporate the following:
  - o Multiprocessors
  - o Multimedia
  - o ODBC
  - o SQL
  - o Establish client/server relationship
- Using C++ libraries to create projects that incorporate STL, GUI, and user defined data structures.

Required Courses (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-17A	3	◆		◆	◆
CIS/CSC-17B	3	◆			
CIS/CSC-17C	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## CISCO NETWORKING (R)

**CE810**

Cisco Certified Network Associate (CCNA) certificate validates the ability to install, configure, operate, and troubleshoot medium size router and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs). This certificate is designed for students with advanced problem solving and analytical skills. The curriculum offers a comprehensive and theoretical learning experience for analytical students, and uses language that aligns well with engineering concepts. Interactive activities are embedded in the curriculum, along with detailed, theoretical labs.

### Certificate Program

#### Program Learning Outcomes

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

- Demonstrate an understanding of routing fundamentals, subnets and IP addressing schemes.
- Explain the command and steps required to configure router host tables, and interfaces within the RIP, EIGRP and OSPF protocols.
- Demonstrate an understanding of switching concepts and LAN design to include the use of Virtual LANs with LAN trunking configured by the Spanning Tree Protocol.
- Define and demonstrate the concepts of Cisco's implementation of ISDN networking including WAN link options

Required Courses (16 units)		Units
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS-26C	Cisco Networking Academy 1C	4
CIS-26D	Cisco Networking Academy 1D	4

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS-26A	4	◆		◆	◆
CIS-26B	4	◆		◆	
CIS-26C	4	◆		◆	
CIS-26D	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**INFORMATION SECURITY (R) CE870**

The Information Security Certificate will give the students the fundamental skills needed in the field of Computer and Information Security.

**Certificate Program  
Program Learning Outcomes**

- Upon successful completion of this program, students should be able to:
- Implement the concepts, principles, and techniques involved in attacking and disabling a network within the context of properly securing a network in both theory and through hands-on exercises.
  - Describe the architecture/operations of routers and switches, analyze and resolve common issues related to security points of failure in a medium size LAN.
  - Demonstrate essential knowledge of Linux and other open source operating systems and software needed for employment in the IT/technical support, mobile application, support and network operations security career fields.
  - Understand the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. This includes: identify and evaluate risk, create secure device configurations, analyze protocols, attack methods, evaluate cryptography implementation and practice, and evaluate security of information systems and networks.
  - Evaluate environmental issues as they pertain to information security risk, understand how to create disaster recovery and physical software security policies and procedures based on industry standards and best practice.

Required Courses (17 units)		Units
CIS/CSC-21A	Linux Operating Systems Administration	3
CIS/CSC-25	Information and Communication Technology Essentials	3
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS/CSC-27	Information and Network Security	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-21A	3	◆		◆	
CIS/CSC-25	3	◆			
CIS-26A	4	◆		◆	◆
CIS-26B	4	◆		◆	
CIS/CSC-27	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**JAVA PROGRAMMING (NR) CE742**

Completion of this certificate provides the student with a minimum entry level skill set employed in creating Java applications.

**Certificate Program  
Program Learning Outcomes**

- Upon successful completion of this program, students should be able to:
- Create structured and Object Oriented Programs in Java for business, gaming, and STEM projects by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data into the required output format, then organize the results to facilitate user communication.
  - Use Java libraries to create applications that incorporate the following:
    - o Multiprocessors
    - o Multimedia
    - o JDBC
    - o SQL
    - o Establish client/server relationship.
  - Use Java libraries to create projects that incorporate Collections, GUI, and user defined data structures.

Required Courses (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-18A	Java Programming: Objects	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-18A	3	◆		◆	
CIS/CSC-18B	3			◆	
CIS/CSC-18C	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## WEB MASTER (MR)

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in Javascript and PHP.

### Certificate Program

#### Core Program Learning Outcomes

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

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site. Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

Required Courses (17 units)		Units
Core Requirements (6 units)		
CIS-72A	Introduction to Web PageCreation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76B	Introduction to DreamWeaver	3
or		
ADM-74B	Web Design with DreamWeaver	3
<b>In addition, choose one of the following concentrations</b>		<b>11</b>

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS-72A	1.5	◆		◆	◆
CIS-72B	1.5	◆		◆	
CIS-76B	3	◆		◆	
ADM-74B	3	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## WEB DESIGNER CONCENTRATION

CE820

### Concentration Program

#### Learning Outcomes

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

- Apply design and visual communication principles to web site, page, and interface design.
- Use Photoshop to create and edit images for use on the web, including photographs, logos, navigation buttons, background images, image maps, and web page design mockups (tracing images).
- Use Flash to create web animations and interactive web sites.

Concentration Required Courses (11 units)		Units
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	Multimedia Animation	3
and		
CIS-56A	Designing Web Graphics	3
or		
CIS-CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71A	Adobe Photoshop for Image Manipulation	3
Electives	Choose from the list below	5

Concentration Electives (5 units)		Units
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
or		
ADM-63A	Design for Print Publication	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
or		
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CAT-54A	3			◆	
ADM-67	3			◆	
CIS-56A	3		◆	◆	
CIS-CAT-78A	3	◆			
ADM-71A	3	◆	◆	◆	◆
CIS/CAT-81	3		◆		
ADM-63A	3	◆		◆	
CIS/CAT-79	3				◆
ADM-77A	3	◆	◆	◆	◆
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## WEB DEVELOPER CONCENTRATION CE843

### Concentration Program Learning Outcomes

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

- Apply programming principles to develop a fully functioning and customized web site experience for both the site user and site administrator.
- Use JavaScript to enhance a web site’s interactivity using the DOM.
- Use PHP to enhance a web site’s capabilities by creating data driven web page content, custom form validation and processing, and database manipulation.

Concentration Required Courses (11units)		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
Electives	(Choose from the list below)	5

Concentration Electives (5 units)		Units
CIS-56A	Designing Web Graphics	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71A	Adobe Photoshop for Image Manipulation	3
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	Multimedia Animation	3
CIS-54B	Flash Scripting	3
CIS-72C	Introduction to XML	1.5
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-12	3	◆		◆	
CIS/CSC-14A	3	◆		◆	
CIS-56A	3		◆	◆	
CIS/CAT-78A	3	◆			
ADM-71A	3	◆	◆	◆	◆
CIS/CAT-54A	3			◆	
ADM-67	3			◆	
CIS-54B	3	Refer to schedule of classes			
CIS-72C	1.5	Refer to schedule of classes			
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## COSMETOLOGY

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

### **COSMETOLOGY (R) AS534/AS534B/AS534C/CE534** Certificate Program

#### Program Learning Outcomes

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

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting. Demonstrate workplace behaviors ("soft skills") necessary for success in the cosmetology industry.

Required Courses (47.5 units)		Units
COS-60A	Beginning Cosmetology Concepts	11
COS-60B	Level II Cosmetology Concepts	10.5
COS-60C	Level III Cosmetology Concepts	10
COS-60D	Level IV Cosmetology Concepts	8
COS-60E	Level V Cosmetology Concepts	8

Evening students may take the following courses to meet the requirements for COS-60E.

COS-60E1	Level V Cosmetology Concepts	4
COS-60E2	Level V Cosmetology Concepts	4

**NOTE:** Completion of cosmetology courses (each with a grade of "C" or better) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology licensing examination.

**NOTE:** Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section with the approval of the department chair.

*This Program Pathway will allow a full-time student to complete this program in 18-24 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
COS-60A	11	◆		◆	◆
COS-60B	10.5	◆		◆	◆
COS-60C	10	◆		◆	◆
COS-60D	8	◆		◆	◆
COS-60E	8	◆		◆	◆
COS-60E1	4	Refer to schedule of classes			
COS-60E2	4	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

#### Associate of Science Degree

The Associate of Science Degree in Cosmetology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### **COSMETOLOGY BUSINESS ADMINISTRATION**

#### Major Core Requirements

#### Certificate Program

Required Courses (21 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-20	Business Mathematics	3
BUS-30	Entrepreneurship and Small Business Management	3
Major Concentration Requirements see below		12

**NOTE:** The Cosmetology Business Administration Certificate will be awarded to graduates of the Cosmetology Program, or Cosmetology License holders upon successful completion of all Cosmetology Business Administration Major Core Requirements and 12 units selected from the Major Concentration Requirements (total of 21 units) in order to receive the certificate in the concentration area of their choice.

In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from one of the following concentrations: Entrepreneurial Concentration Management and Supervision Concentration

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-20	3	◆	◆	◆	◆
BUS-30	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**ENTREPRENEURIAL  
CONCENTRATION (R)**

**AS537/AS537B/  
AS537C/CE537**

This program prepares the skilled cosmetologist to develop and operate their own cosmetology business. It will enable them to understand the market needs and how to adapt their business to the current trends. The program will enable students to establish pricing and marketing strategies to improve likelihood of business success. The student will be prepared to own and run an independent business in any of the fields related to cosmetology.

**Program Learning Outcomes**

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

- Develop a working business plan.
- Develop a working marketing plan.
- Perform pricing calculations and determine profit margins.
- Identify market niche.

Select another 12 units from the following:		Units
ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
ART-39	Design and Graphics	3
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-30	Business English	3
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC/CAT-55	3	◆	◆	◆	
ACC-62	3			◆	
ACC-65	3	◆			
ART-39	3	Refer to schedule of classes			
BUS/CAT/CIS-3	3	◆	◆	◆	
CAT-30	3	◆		◆	
MKT-20	3	◆	◆	◆	◆
MKT-40	3	◆		◆	◆
MKT-41	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**MANAGEMENT AND SUPERVISION  
CONCENTRATION (R)**

**AS535/AS535B/  
AS535C/CE535**

This program prepares the student to supervise or manage a cosmetology salon with multiple employees. They will also be capable of hiring, training and motivating employees of a cosmetology business. They will also have the skills to evaluate customer needs and provide services to meet customer needs and expectations. They will be capable of operating their own business or manage the business for a salon owner.

**Program Learning Outcomes**

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

- Anticipate and solve problems relative to supervising personnel.
- Apply human resource management principles in the successful operation of a business.
- Effectively describe customer needs and expectations.
- Effectively communicate in small work groups.

Select another 12 units from the following:		Units
BUS/CAT/CIS-3	Computer Applications for Business	3
BUS-22	Management Communications	3
or		
BUS-24	Business Communication	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS/MAG-70	Introduction to Organization Development	3
MAG-44	Principles of Management	3
or		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3
MKT-42	Retail Management	3

**Associate of Science Degree**

The Associate of Science Degree in Cosmetology Business Administration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS/CAT/CIS-3	3	◆	◆	◆	
BUS-22	3	◆	◆	◆	◆
BUS-24	3	Refer to schedule of classes			
BUS/MAG-47	3	◆		◆	
BUS/MAG-70	3			◆	
MAG-51	3	◆	◆	◆	◆
MAG-53	3	◆		◆	
MAG-56	3			◆	
MKT-42	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree.

## COSMETOLOGY INSTRUCTOR TRAINING (R) CE675

### Certificate Program

#### Program Learning Outcomes

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

- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodologies required for student success used in the classroom environment.

Required Courses (15 units)		Units
COS-61A	Level I Cosmetology Instructor Concepts	7.5
COS-61B	Level I Cosmetology Instructor Concepts	7.5

**NOTE:** The Cosmetology Instructor Training Certificate will be awarded only to holders of Cosmetology licenses issued by the State of California.

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
COS-61A	7.5	◆		◆	
COS-61B	7.5	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## ESTHETICIAN (R)

CE674

In depth study of skin care and related sciences.

### Certificate Program

#### Program Learning Outcomes

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

- Apply basic principles of California Board of Barbering and Cosmetology Act and Regulations.
- Recognize the importance of skin care related sciences.
- Describe the differences between sanitation, disinfection, and sterilization.

Required Courses (20 units)		Units
COS-62A	Level I Esthetician Concepts	10
COS-62B	Level II Esthetician Concepts	10

Completion of esthetician courses (each with a grade of “C” or better) entitles the student to the Esthetician certificate and eligibility for the State Board of Barbering and Cosmetology licensing exam. Transfer students possessing eligible esthetician hours of applied effort will be placed in the appropriate section with the approval of the department chair.

*This Program Pathway will allow a full-time student to complete this program in eight months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
COS-62A	7.5			◆	
COS-62B	7.5			◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## CULINARY ARTS

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

## CULINARY ARTS (R) AS561/AS561B/AS561C/CE561

This program follows a slightly different calendar. Please see culinary website for more information.

### Certificate Program

#### Program Learning Outcomes

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

- Demonstrate learned customer service, wait staffing and point-of-sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversions of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts. Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food and pastry presentations.

Required Courses (26 units)		Units
CUL-36	Introduction to Culinary Arts	8
CUL-37	Intermediate Culinary Arts	8
CUL-38	Advanced Culinary Arts	8
Electives	(Choose from list below)	2

Electives (2 units)		Units
CUL-20	Fundamentals of Baking	2
CUL-22	Cake Decorating	1 2

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CUL-36	8	◆		◆	◆
CUL-37	8	◆		◆	◆
CUL-38	8	◆		◆	◆
CUL-20	2	◆	◆	◆	◆
CUL-22	1 2	◆		◆	

**Associate of Science Degree**

The Associate of Science Degree in Culinary Arts will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



**DANCE**

*The following certificate may lead to employment competency, but does not lead to an Associate of Science Degree.*

**PILATES DANCE/CONDITIONING INSTRUCTOR (R) CE857**

The Pilates/Dance Conditioning Instructor certificate is designed to prepare individuals to teach the Pilates Method of body conditioning using the full-range of Pilates apparatus as well as the mat work repertoire, the foundation of the Pilates Method. Individuals will be trained to work with beginning to advanced level students as well as with special populations including dancers and athletes.

Emphasis is on both academic and practical experience. Taught by certified Pilates instructors, students completing the certificate will be trained to teach at privately-owned Pilates and dance studios, fitness/health clubs as well as physical therapy settings where Pilates is offered.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate and/or identify beginning to advance Pilates exercises for mat and apparatus.
- Describe the principles as developed by Joseph H. Pilates and their relevance to a Pilates program.
- Design a lesson plan for mat work and apparatus.
- Teach a properly constructed Pilates class using appropriate cueing and demonstration.
- Identify common alignment problems and teach proper modifications and/or solutions.
- Identify kinesiological principles of correct biomechanics for all Pilates exercises.

Required Courses (17 units)		Units
DAN-12	Kinesiology for Pilates Instructors/Dancers	3
DAN-13	Pilates Methodology	2
DAN-14	Internship in Pilates Education and Teaching	4
DAN-D46	Pilates Mat Work	1
DAN-D48	Reformer Technique	1
DAN-D49	Pilates, Intermediate	1
DAN-D50	Pilates for Dancers	1
DAN-D51	Pilates, Advanced	1
Electives	Select 3 units from one of the emphases below	3

Dance/Athletes Emphasis (3 units)		Units
DAN-D21	Ballet, Beginning	1
DAN-D22	Ballet, Intermediate	1
DAN-D32	Jazz, Beginning	1
DAN-D33	Jazz, Intermediate	1
DAN-D37	Modern Dance, Beginning	1
DAN-D38	Modern Dance, Intermediate	1
KIN-16	Introduction to Athletic Training	3
KIN-43	Personal Training	3

General Lifestyle Management Emphasis (3units)		Units
KIN-4	Nutrition	3
KIN-35	Foundation for Fitness and Wellness	3
KIN-36	Wellness: Lifestyle Choices	3
KIN-38	Stress Management	3

## EARLY CHILDHOOD EDUCATION

### EARLY CHILDHOOD EDUCATION (MNR)

### AS544/AS544B/ AS544C/CE544

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificates are available from the Early Childhood Education Department.

#### Certificate Program

#### Program Learning Outcomes

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

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (25 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/ Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3

EAR-47	Childhood Stress and Trauma	3
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EDU-1	Introduction to Elementary Classroom Teaching	4
ENG-30	Children's Literature	3
KIN-6	Introduction to Physical Education for Preschool and Elementary Children	3
KIN-30	First Aid and CPR	3
MUS-1	Teaching Music to Young Children	3

#### Child Development Permit

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see <http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx>.

For students interested in transferring to a California State University, please see the requirements for the Associate in Science in Early Childhood Education for Transfer degree in Section IV of this catalog.



*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-19	3	◆	◆	◆	◆
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-25	3	◆	◆	◆	◆
EAR-26	3	◆	◆	◆	
EAR-28	3	◆	◆	◆	◆
EAR-30	4	◆			◆
EAR-42	3	◆	◆	◆	◆
EAR-23	3	◆			
EAR-33	3	◆			◆
EAR-34	3	◆		◆	
EAR-38	3		◆		
EAR-40	3	◆	◆	◆	◆
EAR-41	4	◆			
EAR-43	3			◆	
EAR-44	3			◆	
EAR-45	3			◆	
EAR-46	3	◆			
EAR-47	3	◆		◆	◆
EAR-53	2	◆		◆	
EAR-54	1	◆	◆	◆	
EDU-1	4	◆		◆	
ENG-30	3	◆			
KIN-6	3			◆	
KIN-30	3	◆	◆	◆	◆
MUS-1	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR) AS601/AS601B/AS601C/CE601**

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. In addition to theoretical principles, the curriculum offers practical skills and on- site training that will prepare students for employment in the field of Early Childhood Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science Degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, Teacher Level. See the state guidelines for experience qualifications and additional levels. For interactive video information about the Child Development Permit, see [www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx](http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx)

**Certificate Program Program Learning Outcomes**

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

- Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families.
- Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

**Required Courses (28 units) Units**

EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-42	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
Electives	(Choose from list below)	6

**Electives (6 units) Units**

EAR-26	Health, Safety and Nutrition	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-47	Childhood Stress and Trauma	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-19	3	◆	◆	◆	◆
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-28	3	◆	◆	◆	◆
EAR-40	3	◆	◆	◆	◆
EAR-41	4	◆			
EAR-42	3	◆	◆	◆	◆
EAR-43	3	Refer to schedule of classes			
EAR-46	3	◆			
EAR-26	3	◆	◆	◆	
EAR-33	3	◆			◆
EAR-34	3	◆		◆	
EAR-38	3		◆		
EAR-44	3			◆	
EAR-47	3	◆		◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

**EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR) CE795**

This certificate enables the holder to care for and assist in the development and the instruction of children in a child development program while under supervision. Students select two classes out of EAR 20, 24, 28, and 42 to meet the requirements for this certificate.

**Certificate Program Program Learning Outcomes**

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

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner. Integrate child growth and development into practical and meaningful applications.

**Required Courses (6 units) Units**

Complete two courses from the list below:

EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-28	3	◆	◆	◆	◆
EAR-42	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS (MNR) CE797**

This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The twelve core units include EAR 20, 24, 28, and 42 and form the foundation upon which further early childhood coursework is built.

**Certificate Program Program Learning Outcomes**

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

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

**Required Courses (12 units) Units**

EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-28	3	◆	◆	◆	◆
EAR-42	3	◆	◆	◆	◆

*\*\*Some degrees are stackable. Students can complete multiple certificates at the same time. Please see a faculty advisor or counselor for more information.*



**INFANT AND TODDLER SPECIALIZATION (MNR) CE681**

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

**Certificate Program Program Learning Outcomes**

- Upon successful completion of this program, students should be able to:
- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
  - Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
  - Create and maintain an environment of care and learning specific to young infants and newly mobile children.
  - Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
  - Plan and implement a curriculum based on a blend of routine and play activities.
  - Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-35	Practicum in Infant and Toddler Care	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-20	3	◆	◆	◆	◆
EAR-33	3	◆			◆
EAR-34	3	◆		◆	
EAR-35	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**EDUCATION**

**EDUCATION, HUMAN DEVELOPMENT, AND SPECIAL NEEDS (R) AA881C**

The Associate of Arts in Education, Human Development and Special Needs offers lower division coursework that provides an introduction to issues, policies, and practices of education, with an emphasis on special education. Students will build a foundation appropriate for entry into advanced study in education, including educational research, educational advocacy, public policy, and/or teacher preparation. The students also have the opportunity to participate in supervised fieldwork in K-8 settings.

This degree is designed to facilitate students transferring to the University of California, Riverside with an Associate Degree in Education, Human Development & Special Needs. With this degree, the student will be prepared to enter into the Education, Society and Human Development BA program. In this program, students are able to follow a general plan; specialize in Community Leadership, Policy, and Social Justice; or develop their own custom program of study.

**Program Learning Outcomes**

- Upon successful completion of this program, students should be able to:
- Demonstrate an understanding of historical influences, current trends, theories, and educational issues in a global context.
  - Demonstrate knowledge of professional standards, ethics, and professionalism in classrooms and school visits and implement established observation and visitation protocols within schools.
  - Identify laws and regulations pertaining to and protecting children with disabilities and other special needs in education and community settings.
  - Describe the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.

Required Courses	Units
EDU-10 Introduction to Education Studies	3
EAR-40 Introduction to Children with Special Needs	3
EAR-43 Children with Challenging Behaviors	3
EAR-47 Childhood Stress and Trauma	3
EDU-1 Introduction to Elementary Classroom Teaching	4
EAR-20 Child Growth and Development	3
ENG-1A/1AH English Composition	4
ENG-1B/1BH Critical Thinking and Writing	4
MUS 89/89H Music of Multicultural America	3
HUM 16 Arts and Ideas: American Culture	3
SOC 10 Race and Ethnic Relations	3
POL 1/1H American Politics	3
GEG 1/1H Physical Geography	3
BIO 1/1H General Biology	4
HES 1 Health Science	3
COM 1/1H Public Speaking	3

Choose one of the following:	Units
MAT 12/12H Statistics	4
PSY/SOC 48 Statistics for the Behavioral Sciences	3
or	
MAT 26 Math for Elementary School Teachers	3

Choose one of the following:	Units
HIS 1* History of World Civilizations I	3
or	
HIS 2/2H* History of World Civilizations II	3
	58/59

UC/CSU Elective Course 1-3 units  
(Must have 60 transferable units for transfer)

**Associate of Arts Degree**

The Associate in Arts in Education, Human Development and Special Needs degree will be awarded upon completion of 60 transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**EDUCATION PARAPROFESSIONAL (MR) AS603/AS603B/AS603C/CE603**

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

**Certificate Program**

Required Courses (25-27 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
COM-1/1H	Public Speaking	3
or		
COM-9/9H	Interpersonal Communication	3
EAR-20	Child Growth and Development	3
ENG-1A/1AH	English Composition	4
or		
ENG-50	Basic English Composition	4
HIS-6/6H	Political and Social History of the United States	3
or		
HIS-7/7H	Political and Social History of the United States	3
Electives	(Choose from the list below)	8-10

Recommended Electives (8-10units)		Units
EAR-26	Health, Safety and Nutrition	3
ENG-30	Children's Literature	3
KIN-30	First Aid and CPR	3
SPA-3N	Spanish for Spanish Speakers	5

**Associate of Science Degree**

The Associate of Science Degree in Education Paraprofessional will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EDU-1	3	◆		◆	
COM-1/1H	3	◆	◆	◆	◆
COM-9/9H	3	◆	◆	◆	◆
EAR-20	3	◆	◆	◆	◆
ENG-1A/1AH	4	◆	◆	◆	◆
ENG-50	4	Refer to schedule of classes			
HIS-6/6H	3	◆	◆	◆	◆
HIS-7/7H	3	◆	◆	◆	◆
EAR-26	3	◆	◆	◆	
ENG-30	3	◆		◆	◆
KIN-30	3	◆	◆	◆	◆
SPA-3N	5	Refer to schedule of classes			

**FILM, TELEVISION AND VIDEO**

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

**FILM, TELEVISION AND VIDEO PRODUCTION SPECIALIST (R) AS641/AS641B/AS641C/CE641**

**Certificate Program**

**Program Learning Outcomes**

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (32-33 units)		Units
FTV-41	Introduction to Telecommunications	3
FTV-43	Television Studio and Equipment	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-48	Short Film Production	3
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3

Choose 3-4 units from the following: Units

FTV-38A	Beginning Film, Television and Video Production Project	3
FTV-200	Film, Television and Video Work Experience	1-2-3-4

In addition, choose and complete courses from:

- Film and Television Production Emphasis
- or
- Sound Engineering Emphasis

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-41	3	◆	◆	◆	◆
FTV-43	3	◆			
FTV-44A	3.5			◆	
FTV-45A	3.5	◆			
FTV-48	3	◆		◆	
FTV-51A	1	◆		◆	
FTV-64A	3	◆		◆	
FTV-38A	3	◆		◆	
FTV-200	1-2-3-4	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### FILM AND TELEVISION PRODUCTION EMPHASIS

Core Requirements 23-24

Select another 9 units from the following:

FTV-12	History of Film	3
FTV-38B	Advanced Film, Television and Video Production Project	3
FTV-42	Writing for Broadcast Television	3
FTV-44B	Intermediate Television Production	3.5
FTV-44C	Advanced-Intermediate Television Production	3.5
FTV-44D	Advanced Television Production	3.5
FTV-45B	Intermediate Television News Production	3.5
FTV-45C	Advanced Intermediate Television News Production	3.5
FTV-45D	Advanced Television News Production	3.5
FTV-51B	Film, Television and Video Laboratory II	1



FTV-51C	Film, Television and Video Laboratory III	1
FTV-51D	Film, Television and Video Laboratory IV	1
FTV-52	Film, Television and Video Laboratory	2
FTV-53	Telecommunications Laboratory	3
FTV-65	The Director's Art in Filmmaking	3
FTV-68	Story Development Process in the Entertainment Industry	3
FTV-72	Introduction to Lighting Design for Film and Television	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ENG-38	Introduction to Screenwriting	3
PHO-8	Introduction to Photography	3

*This Program Pathway will allow a full-time student to complete this program in 18-24 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-12	3	◆		◆	◆
FTV-38B	3	◆		◆	
FTV-42	3	◆		◆	
FTV-44B	3.5	Refer to schedule of classes			
FTV-44C	1	Refer to schedule of classes			
FTV-44D	3.5	Refer to schedule of classes			
FTV-45B	3.5	Refer to schedule of classes			
FTV-45D	3.5	Refer to schedule of classes			
FTV-51B	1	Refer to schedule of classes			
FTV-51C	1	Refer to schedule of classes			
FTV-51D	1	Refer to schedule of classes			
FTV-52	2	◆		◆	
FTV-53	3	◆		◆	
FTV-65	3	◆	◆	◆	◆
FTV-68	3	◆	◆		◆
FTV-72	3	◆		◆	
FTV-73	3	◆			
FTV-74	3	◆			
ADM-69	3	◆		◆	
ADM-71A	3	◆	◆	◆	◆
ENG-38	3	◆			
PHO-8	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### SOUND ENGINEERING EMPHASIS

Core Requirements 23-24

Select another 9 units from the following:

FTV-52	Film, Television and Video Laboratory	2
FTV-53	Telecommunications Laboratory	3
FTV-71A	Beginning Sound Engineering for Audio in Media	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-75	Intermediate Digital Audio Recording Pro Tools 110	3
FTV-76	Advanced Digital Audio Recording Pro Tools 201	3
MUS-8A	Music Technology I	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-52	2	◆		◆	
FTV-53	3	◆		◆	
FTV-71A	3			◆	
FTV-73	1	◆			
FTV-75	3			◆	
FTV-76	3	<i>Refer to schedule of classes</i>			
MUS-8A	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

#### Associate of Science Degree

The Associate of Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificate may lead to employment competency, but does not lead to an Associate of Science Degree:*

### BASIC TELEVISION PRODUCTION (R) CE842

#### Certificate Program

#### Program Learning Outcomes

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

#### Required Courses (17 units) Units

FTV-38A	Beginning Film, Television and Video Production Project	3
FTV-43	Television Studio and Equipment	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-38A	3	◆		◆	
FTV-43	3	◆			
FTV-44A	3.5			◆	
FTV-45A	3.5	◆			
FTV-51A	1	◆		◆	
FTV-64A	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## GENERAL BUSINESS

See Business Administration

## GRAPHICS TECHNOLOGY

### See Applied Digital Media and Printing

## KINESIOLOGY

This program prepares individuals to apply business, coaching, and physical education principles to the organization, administration, and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

### EXERCISE, SPORT, AND WELLNESS Certificate Program

Major Core Requirements:

Required Courses (21 units)	Units
KIN-4 Nutrition	3
KIN-10 Introduction to Kinesiology	3
KIN-12 Sport Psychology	3
KIN-14 Athletic and Fitness Organization and Admin	3
KIN-16 Introduction to Athletic Training	3
KIN-30 First Aid and CPR	3
KIN-35 Foundations for Fitness and Wellness	3
In addition, choose and complete courses from one emphasis below:	3-10

### FITNESS PROFESSIONS AS595/AS595B/ EMPHASIS (R) AS595C/CE595

#### Program Learning Outcomes

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

- Demonstrate an acceptable level of health-related fitness.
- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well-being and life-long learning.

Required Courses (24-25 units)	Units
KIN 4 Nutrition	3
KIN 10 Introduction to Physical Education	3
KIN 12 Sport Psychology	3
KIN 14 Athletic and Fitness Organization and Administration	3
KIN 16 Introduction to Athletic Training	3
KIN 30 First Aid and CPR	3
KIN 35 Foundations for Fitness and Wellness	3

#### Elective Courses (Choose 4)

LIST A - Select 1 (3-4 Units)

KIN 42	Lifeguard and Water Safety Instructor Certification	4
KIN 43	Personal Training	3
KIN 44	Yoga Instructor Training	3
KIN 45	Group Fitness Instructor	3

#### Associate of Science Degree

The Associate of Science Degree in Exercise, Sport and Wellness: Fitness Professions will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### ATHLETIC TRAINING EMPHASIS (R) AS597/AS597B/ AS597C/CE597

#### Program Learning Outcomes

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

- Demonstrate and apply knowledge of health-related fitness and wellness, injury prevention and management, strength and conditioning, and nutrition.
- Identify, utilize and apply necessary principles of sport management, event management, emergency management, legal liability, and problem solving.
- Demonstrate an organized approach to communication while utilizing appropriate behavior skills and recognizing different social attitudes.
- Demonstrate appropriate strategies and technical skills with athletic taping, injury recognition and injury rehabilitation.

#### Required Courses (29 units)

Required Courses (29 units)	Units
KIN 4 Nutrition	3
KIN 10 Introduction to Physical Education	3
KIN 12 Sport Psychology	3
KIN 14 Athletic and Fitness Organization and Administration	3
KIN 16 Introduction to Athletic Training	3
KIN 30 First Aid and CPR	3
KIN 35 Foundations for Fitness and Wellness	3

#### Elective Courses (Choose 4)

LIST A - Select 2 (4 Units)

KIN 17	Athletic Training, Fall Sports, Upper Extremity	2
KIN 18	Athletic Training, Spring Sports, Lower Extremity	2
KIN 19	Athletic Training, Fall Sports, Head, Neck, and Spine	2
KIN 20	Athletic Training, Spring Sports, General Medicine	2

LIST B - Select 2 (4 Units)

KIN 21A	Athletic Training Applications	2
KIN 21B	Athletic Training Applications	2

#### Associate of Science Degree

The Associate of Science Degree in Exercise, Sport and Wellness: Athletic Training will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**COACHING EMPHASIS (R)****AS599/AS599B/  
AS599C/CE599****Program Learning Outcomes**

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

- Demonstrate and apply knowledge of health-related fitness and wellness, injury prevention and management, strength and conditioning, and nutrition.
- Identify, utilize and apply necessary principles of sport management, event management, emergency management, legal liability, and problem solving.
- Demonstrate an organized approach to communication while utilizing appropriate behavior skills and recognizing different social attitudes.
- Recognize, describe, utilize and apply the basic principles of coaching theory including goal setting and solution-oriented practice planning.

Required Courses (24 units)		Units
KIN-4	Nutrition	3
KIN-10	Introduction to Physical Education	3
KIN-12	Sport Psychology	3
KIN-14	Athletic and Fitness Organization and Administration	3
KIN-16	Introduction to Athletic Training	3
KIN-30	First Aid and CPR	3
KIN-35	Foundations for Fitness and Wellness	3

**Elective Courses (Choose 1)****LIST A - Select 1 (3 Units)**

KIN-24	Sports Officiating, Fall Sports	3
KIN-25	Sports Officiating, Spring Sports	3
KIN-26	Foundations of Coaching	3
KIN-27	Football Theory	3
KIN-28	Basketball Theory	3
KIN-29	Soccer Theory	3
KIN-33	Baseball Theory	3
KIN-34	Softball Theory	3

**Associate of Science Degree**

The Associate of Science Degree in Exercise, Sport and Wellness: Coaching will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**MANAGEMENT**

See Business Administration

**MARKETING**

See Business Administration

**MUSIC****MUSIC (R)****AA680/AA680B/AA680C**

A systematic course of study that fosters meaningful cultural experiences in the performance, understanding, and appreciation of the art and discipline of music.

**Associate of Arts Degree****Program Learning Outcomes**

Upon completion of this program, students will be able to perform the following:

- Demonstrate the ability to hear, identify and work conceptually with all elements of music through dictation, sight-reading, musical analysis and basic keyboard proficiency.
- Perform standard repertoire appropriate to their performance area as individuals or members of ensembles.
- Create derivative or original music in both extemporaneous and written form.

Required Courses (32-36)		Units
<b>Applied Music* (12 units selected from the following):</b>		
MUS-39	Applied Music I	3
MUS-79	Applied Music II	3
MUS-P12	Applied Piano I	3
MUS-12	Applied Piano II	3

**Music Theory (16 units):**

MUS-3**	Music Fundamentals	4
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

**Performing Ensembles\* (4 semesters selected from the following):**

MUS-28	Riverside Community Symphony	2
MUS-33	Vocal Jazz Ensemble	2
MUS-41	Chamber Singers	2
MUS-42	Wind Ensemble	2
MUS-44	Jazz Ensemble	2
MUS-68	Community Symphony	2
MUS-73	Vocal Jazz Singers	2
MUS-77	Guitar Ensemble	2
MUS-81	Consort Singers	2
MUS-82	Wind Symphony	2
MUS-84	Jazz Orchestra	2
MUS-P28	Symphony Strings	2
MUS-P36	Piano Ensemble	1
MUS-P77	Advanced Guitar Ensemble	2

**Additional Courses Recommended for Transfer****Keyboard Skills:**

	Units	
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-53	Keyboard Proficiency	1

**Music History:**

MUS-22**	Survey of Music Literature	3
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\*Applied Music and Performing Ensemble courses may each be taken four times for credit.

\*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts Degree**

The Associate of Science Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

**JAZZ PERFORMANCE (R) CE852**

Prepares individuals for a career in music as jazz performers. Fulfills a portion of the Associate of Arts degree in Music

**Certificate Program**

**Program Learning Outcomes**

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

- Analyze, practice and interpret jazz and popular music chord symbols.
- Demonstrate the ability to analyze, learn, and perform standard jazz literature.
- Prepare a program, program notes or other materials related to the coordinator, recital repertoire in cooperation with the instructor or recital.

Required Courses (17 units)		Units
MUS-25	Jazz Appreciation	3
MUS-36	Instrumental Chamber Ensembles (1 semester)	1.5
MUS-39	Applied Music I (2 semester)	6
MUS-52	Recital Performance	.5
MUS-74	Jazz Proficiency	1

Jazz Improvisation and Theory (Choose from the list below)	1
Performing Ensemble (Choose from list below)	4

**Jazz Improvisation and Theory**

MUS-43A	Jazz Improvisation and Theory I	1
MUS-43B	Jazz Improvisation and Theory II	1
MUS-43C	Jazz Improvisation and Theory III	1

**Performing Ensembles**

MUS-33	Vocal Jazz Ensemble (two semesters)	4
Or		
MUS-44	Jazz Ensemble (two semesters)	4

**MUSIC TECHNOLOGY (R)**

**CE850**

Prepares individuals for careers in music recording, music composition and music production using state-of-the-art music technology. Fulfills a portion of the Associate of Arts degree in Music.

**Certificate Program**

**Program Learning Outcomes**

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

- Assemble, mix and master complete MIDI/Digital Audio compositions and film scores.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

Required Courses (17 units)		Units
MUS-3	Fundamentals of Music	4
MUS-8A	Music Technology I	3
MUS-8B	Music Technology II	3
MUS-9	MIDI/Digital Audio Composition and Film Scoring	3
MUS-10	MIDI/Digital Audio Music Production	3
Keyboard Skills	Select 1 unit from the following:	
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1



**MUSICAL THEATRE****CE895**

The Musical Theatre Program is a dynamic training experience for students who seek a professional career in Musical Theatre. The curriculum is fundamentally craft-based, offering rich and intensive courses in singing, acting, music and dancing. We also have a commitment to bringing in guest artists and other visiting professionals to complement our existing curriculum. Our comprehensive course of study requires that students who successfully complete the program must be motivated, committed, hard-workers, as well as gifted. Students must demonstrate continued progress and development and pass ongoing faculty evaluation in order to remain in the program. Performance opportunities include Performance Riverside, a semi-professional theatre located on the campus of Riverside City College, which is home to a season of three productions each year, and, our flexible black box space which produces 1-2 productions each year.

**Program Learning Outcomes**

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

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

Required Courses (17 units) Units

MUSICAL THEATRE TECHNIQUES (Choose 9 units from the following):

THE-37	Musical Theatre Techniques	3
THE-55	Beginning Musical Theatre I	3
THE-56	Beginning Musical Theatre II	3
THE-57	Intermediate Musical Theatre I	3
THE 58	Intermediate Musical Theatre II	3

MUSICAL THEATRE PRACTICUM (Choose 3 units from the following):

THE-5	Theater Practicum	3
THE-6	Advanced Theater Practicum	3

DANCE TECHNIQUES (Choose 2 units from the following):

DAN-D60	Dance Techniques for Musical Theatre	0.5
DAN-D20	Introduction to Social Dance	1
DAN-D21	Ballet, Beginning	1
DAN-D22	Ballet, Intermediate	1
DAN-D23	Ballet, Advanced	1
DAN-D30	Social Dance Styles	1
DAN-D32	Jazz, Beginning	1
DAN-D33	Jazz, Intermediate	1
DAN-D34	Jazz, Advanced	1
DAN-D43	Tap, Beginning	1
DAN-D44	Tap, Intermediate	1
DAN-D45	Tap, Advanced	1

CLASS PIANO (Choose 1 unit from the following):

MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1

APPLIED MUSIC (Choose 2 units from the following):

MUS-38	Beginning Applied Music I	2
MUS-78	Beginning Applied Music II	2
MUS-87	Applied Music Training	1

**MUSIC PERFORMANCE (R)****CE851**

Prepares individuals for a career in music as performers. Fulfills a portion of the Associate of Arts degree in Music.

**Certificate Program****Program Learning Outcomes**

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

- Prepare and coordinate a recital with piano accompaniment, and/or chamber ensemble. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

Required Courses (17.5 units) Units

MUS-39	Applied Music I (3 semesters)	9
MUS-52	Recital Performance (25 minute solo program)	.5
Performing Ensemble (Choose from list below)		8

Performing Ensembles (8 units—4 semesters)

MUS-28	Riverside Community Symphony	2
MUS-33	Vocal Jazz Ensemble	2
MUS-41	Chamber Singers	2
MUS-42	Wind Ensemble	2
MUS-44	Jazz Ensemble	2
MUS-48	Marching Band	3
MUS-77	Guitar Ensemble	2



**PIANO PERFORMANCE (R)****CE853**

Prepares individuals for a career in music as piano performers. Fulfills a portion of the Associate of Arts degree in Music.

Required Courses (16.5-17.5 units)

		Units
MUS-P12	Applied Piano I (4 semesters)	12
MUS-52	Recital Performance (25 minute solo program)	.5
	Performing Ensembles (Choose from list below)	4-5

**Certificate Program****Program Learning Outcomes**

- Upon successful completion of this program, students will be able to:
- Prepare and perform in a solo piano recital and/or chamber ensemble performance. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and/or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

Performing Ensembles

MUS-P36	Piano Chamber Ensemble	1
MUS-36	Instrumental Chamber Ensemble	1.5



## NURSING

### REGISTERED NURSING PROGRAM (R)

**AS586/AS586B/  
AS586C**

The School of Nursing is a vital component of Riverside City College (RCC) and embraces the mission, values, and traditions of both the RCC District and the College. The School of Nursing prepares quality nursing healthcare providers using a student-centered approach through teaching excellence in an environment conducive to learning. The Associate Degree Nursing (ADN) program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare.

#### Associate of Science Degree in Registered Nursing Program Learning Outcomes

- Provide quality, safe, patient-centered nursing care using evidence-based practices
- Function as a professional and competent nurse generalist while assimilating all ethical and legal principles
- Provide leadership in a variety of healthcare settings for diverse patient populations
- Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others
- Participate in collaborative relationships through communication with members of the inter-professional healthcare team for the purpose of providing and improving patient care
- Incorporate critical thinking principles using reasoning and adaptability to make sound clinical judgments necessary for the provision of quality patient care and continuous quality improvement
- Employ technology to effectively communicate, manage knowledge, prevent errors, and support decision-making

**\*\*Please see School of Nursing for recommended Analytical Thinking requirement.**

The Associate of Science Degree in Registered Nursing will be awarded upon successful completion of the following courses:

Required Courses (74 units)		Units
BIO-50A	Anatomy and Physiology I	4
BIO-50B	Anatomy and Physiology II	4
<i>(If the Anatomy and Physiology is a combined course, it must be completed at one institution. The total number of units must be equivalent to 8 semester units. Students with a baccalaureate degree are waived from the unit stipulation.)</i>		
BIO-55	Microbiology	4
PSY-9	Developmental Psychology	3
SOC-1/1H	Introduction to Sociology	3
or		
ANT-2/2H	Cultural Anthropology	3
ENG-1A/1AH	English Composition	4
American Institutions		3
Analytical Thinking		3
COM-1/1H	Public Speaking	3
Or		
COM-9/9H	Interpersonal Communication	3
Elective	Humanities	3

NRN-11	Foundations of Nursing Practice Across the Lifespan	9.5
NRN-11A	Nursing Learning Laboratory	.5
NRN-12	Chronic Illness/Acute Maternal-Child Specialty	8
NRN-12A	Nursing Learning Laboratory	.5
NRN-13	Acute and Chronic Illness I/Pathophysiology Pharmacology III	2.5
NRN-21	Acute and Chronic Care II/Mental Illness	9
NRN-21A	Nursing Learning Laboratory	.5
NRN-22	Integrated Care Across the Lifespan	9
NRN-22A	Nursing Learning Laboratory	.5

The following courses are prerequisites for two of the above required courses (8 units):

The following courses are prerequisites for two of the above required courses (8 units):

BIO-1	General Biology	4
<i>(BIO-1 is the prerequisite for AMY-2A, but NOT a prerequisite for the RCC ADN program. If an A &amp; P series has been completed previously at RCCD or at another college then BIO-1 is not required to enter the program.)</i>		
CHE-2A	Introductory Chemistry, I	4
Or		
CHE-3	Fundamentals of Chemistry	4
<i>(Chemistry is a required prerequisite for the Microbiology 1 (MIC 1) course offered at RCC. To meet the RCC ADN Program's requirement for eligibility, Chemistry may be satisfied by any of the following methods: completion of CHE-2A or CHE-3; a grade of "3" or higher on the Chemistry AP test)</i>		

Completion of the following course is required prior to enrollment for all advanced placement (AP/LVN-to RN)/transfer students: (2.5 units)

NRN-18	Transition Course for Advanced Placement (AP) Students	2.5
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### VOCATIONAL NURSING (R)

**AS588/AS588B/  
AS588C/CE588**

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. This includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

#### Certificate Program

##### Program Learning Outcomes

- Provide quality, safe, patient-centered nursing care using evidence-based practices.
- Function as a professional and competent entry level health care provider while assimilating all ethical and legal principles.
- Provide leadership in a variety of healthcare settings for diverse patient populations.
- Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others.
- Participate in collaborative relationships through communication with members of the inter-professional healthcare team for the purpose of providing and improving patient care.
- Incorporate critical thinking principles using reasoning and adaptability to make sound clinical judgments necessary for the provision of quality patient care and continuous quality improvement.

- Employ technology to effectively communicate, manage knowledge, prevent errors, and support decision-making.

Required Courses (51 units)		Units
BIO-45	Survey of Human Anatomy and Physiology	3
NVN-52	Introductory Concepts of Vocational Nursing- Nursing Fundamentals	9.5
NVN-55A	Vocational Nursing Practice and Nutrition Across the Lifespan	3
NVN-55B	Principles of Pathophysiology	2
NVN-60	Intermediate Vocational Nursing Foundations- Nursing Process/Communication	1
NVN-61	Intermediate Concepts of Vocational Nursing- Care of the Family	6
NVN-62	Intermediate Concepts of Vocational Nursing- Medical/Surgical	12
NVN-63	Intermediate Concepts of Vocational Nursing- Mental Health	3
NVN-70	Advanced Vocational Nursing Foundations- Role Transition	1
NVN-71	Advanced Concepts of Vocational Nursing- Medical/Surgical	7.5
PSY-9	Developmental Psychology	3

**Associate of Science Degree**

The Associate of Science Degree in Vocational Nursing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

**CRITICAL CARE NURSE (R) CE581**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of the program, students should be able to:

- Identify environmental factors influencing the role of the critical care nurse.
- Develop constructive personal coping behaviors to be utilized when functioning as a critical area nurse.
- Identify ethical dilemmas and legal issues related to critical care nursing.
- Demonstrate the management of technical equipment commonly used.
- Identify methods for data collection utilized in patient assessment.
- Analyze pathophysiological behaviors of the major body systems.
- Incorporate assessment findings and patient responses into the delivery of patient care.
- Recognize signs and symptoms related to patient diagnosis frequently treated in critical care.
- Prioritize and organize care of the critically ill patient .
- Apply treatment protocols based on critical care policies, procedures, and professional standards.
- Implement interventions to meet the psychosocial needs of the critical care patient/family.
- Develop a collaborative and collegial working relationship with other healthcare team members.

*Prerequisite:* Completion of the RN program is required prior to enrolling in this course.

Required Courses (5 units)		Units
NXN-81	Critical Care Nursing	5

**NURSING ASSISTANT (R) CE584**

This program prepares individuals to perform routine nursing related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

The certificate program noted below is incorporated into the VN programs. For a stand-alone CNA course, please see HET-80 under Healthcare Technician or call (951) 571-6135 for more information.

**Certificate Program**

**Program Learning Outcomes**

- Classify the basic human needs according to Maslow’s hierarchy and apply the knowledge of these needs to the care of Level I patients (Middle, Older, and Very Old Adults).
- Describe the following eleven developmental psychosocial stages in the life cycle, according to Erikson/Newman and Newman.
- Assess the position of the patient from maximum health to death, according to the health-illness continuum.
- Demonstrate beginning critical thinking in using the nursing process with Level I patients’ chronic health problems in various settings.
- Identify the three roles of the Associate Degree Nurse inherent within the outcome objectives of the nursing program.
- Demonstrate math/medication competency in calculations and drug dosages.
- Identify the competencies needed for a new graduate nurse in the current healthcare delivery system.
- Refer to the School of Nursing Associate Degree Nursing Program Level Objectives.

Required Courses (6-10 units)		Units
HET-80	Nursing Assistant Training Program (NATP)	6
or		
NRN-11	Foundations of Nursing Practice Across the Lifespan	9.5
and		
NRN-11A	Nursing Learning Laboratory	.5
or		
NVN-52	Introductory Concepts of Vocational Nursing- Nursing Fundamentals	9.5

## PARALEGAL STUDIES

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

### PARALEGAL STUDIES (R) AS591/AS591B/AS591C

#### Associate of Science Degree

#### Program Learning Outcomes

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

- Produce written legal documents involved in litigation. Utilize electronic resources to research law and apply it to a given set of facts.
- Utilize appropriate judicial council pleading forms to produce documents required for pursuing and defending a lawsuit.
- Demonstrate a working knowledge of discovery tools and their functions as they relate to trial.
- Demonstrate ethical behavior of paralegals relevant to the attorney/client relationship.

Required Courses (37.5 units) Units

#### Level I Courses:

BUS-18A	Business Law I	3
PAL-10	Introduction to Paralegal Studies	3
PAL-64	Legal Research and Computer Applications	3
PAL-68	Civil Litigation and Procedures I	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
or		
CAT/CIS-84	Word Processing: WordPerfect for Windows	3

#### Level II Courses:

BUS-18B	Business Law II	3
PAL-14	Legal Ethics	3
PAL-70	Law Office Policies, Procedures and Ethics	1.5
PAL-72	Legal Analysis and Writing	3
PAL-78	Civil Litigation and Procedures II	3

Specialty Courses (Select 9 units from the following) 9

ACC-1A	Principles of Accounting I	3
PAL-80	Internship Project	1.5
PAL-81	Bankruptcy Law and Procedures	3
PAL-83	Estate Planning and Probate Procedures	3
PAL-85	Family Law and Procedures	3
PAL-87	Trial Practice Preparation and Procedures	3
RLE-82	Legal Aspects of Real Estate	3

#### Associate of Science Degree

The Associate of Science Degree in Paralegal Studies will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-18A	3	◆	◆	◆	◆
PAL-10	3	◆	◆		◆
PAL-64	3	◆			
PAL-68	3	◆			
CAT/CIS-80	3	◆	◆	◆	◆
CAT/CIS-84	3	◆			
BUS-18B	3	◆	◆	◆	◆
PAL-14	3	◆	◆	◆	
PAL-70	1.5				◆
PAL-72	3			◆	
PAL-78	3	◆		◆	
ACC-1A	3	◆	◆	◆	◆
PAL-80	1.5	<i>Refer to schedule of classes</i>			
PAL-81	3		◆	◆	
PAL-83	3			◆	◆
PAL-85	3		◆	◆	
PAL-87	3	◆		◆	
RLE-82	3		◆		◆

## PATHWAY TO LAW SCHOOL

The California Community Colleges and the State Bar of California selected Riverside City College to participate in a new initiative that will provide a direct pathway to six of California's top laws schools.

The Community Colleges Pathway to Law School Initiative (CCPLSI) is an unprecedented effort within public higher education to enhance opportunities and advancement in the legal profession for diverse populations, particularly those who have been under-represented.

The initiative, sponsored by the State Bar's Council on Access and Fairness, established agreements with twenty-seven community colleges and eight law schools and their respective undergraduate institutions. Students in the program will receive assurances that credits in prescribed courses will transfer. Admitted students are required to participate in various CCPLSI activities.

Participating undergraduate and law school institutions are:  
 University of California, Berkeley and UC Berkeley School of Law  
 University of California, Davis and UC Davis School of Law  
 University of California, Irvine and UC Irvine School of Law  
 University of California, Los Angeles and UCLA School of Law  
 University of Southern California, and USC Gould School of Law  
 Loyola Marymount University and Loyola Law School  
 University of San Francisco and USF School of Law  
 Santa Clara University and Santa Clara University School of Law

The Riverside City College Pathway to Law School Initiative requires students to complete seven courses based on a defined set of “success factors” that help make effective lawyers. The transfer initiative will align criteria from these success factors with community college courses already approved in corresponding Intersegmental General Education Transfer Curriculum (IGETC) to prepare students for law school. Students graduating from our program will earn the title of Law Scholar, which will be recognized by the participating institutions.

**Requirements:**

- Complete Pathway to Law School Application.
- A Pathway to Law School Student Educational Plan (SEP) with a RCC counselor and submit it with this application.
- Statement of Interest (MLA Style, no more than two pages).
- Have direct contact with a Faculty Champion a minimum of once per month.
- Attend all required program orientations and workshops.
- Complete a progress report each fall and spring semester.
- Enroll in only courses designated on Pathway to Law School Student Education Plan (SEP).
- Complete 30 units each academic year (including spring and summer) — understanding that dropping courses will jeopardize eligibility for this contract.
- Students must maintain the required GPA at the community college and undergraduate institution.
- Participate in Community Service, College Service, and/or Civic Learning activities on or off campus such as Law Society, Mock Trial, MUN, ASRCC Student Government, ASRCC Supreme Court, or ASRCC Senate

**Required Courses:**

- English 1A
- English 1B
- Communications 3
- Math 12
- History 6
- Political Science 1
- Business 15
- Interdisciplinary Studies 5

## PHOTOGRAPHY

This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.

**PHOTOGRAPHY (R) AS592/AS592B/AS592C/CE592**

This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate competency in manipulating aperture, shutter and focal length to create a proper exposure as well as control action and depth of field for use in specialized situations.
- Identify, describe and demonstrate formal concepts of photographic composition.
- Define and demonstrate elements of lighting for still life and portraiture.
- Modify images through the use of digital manipulation of pixels using channels, color adjustments and layer blend modes.
- Produce a portfolio of work demonstrating technical competencies and aesthetic merit.

Required Courses (18 units)		Units
PHO-8	Introduction to Photography	3
or		
PHO-20	Introduction to Digital Photography	3
and		
PHO-9	Intermediate Photography	3
PHO-10	Advanced Photography	3
PHO-12	Photojournalism	3
PHO-14	Lighting for Portraiture	3
PHO-17	Introduction to Color Photography	3

**Associate of Science Degree**

The Associate of Science Degree in Photography will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*This Program Pathway will allow a full-time student to complete this program in 18-24 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
PHO-8	3	◆	◆	◆	◆
PHO-20	3	◆	◆	◆	◆
PHO-9	3	◆		◆	
PHO-10	3	◆			
PHO-12	3	◆			
PHO-14	3			◆	
PHO-17	3			◆	

## REAL ESTATE

See Business Administration

## SIGN LANGUAGE INTERPRETING

This program prepares individuals to function as simultaneous and consecutive interpreters as well as translators of American Sign Language (ASL) and other signing systems employed to assist deaf and hard-of-hearing people, both voice-to-sign and sign-to-voice interpretation. This includes instruction in American Sign Language (ASL), alternative sign systems, finger spelling, vocabulary and expressive nuances, oral and text translation skills, cross-cultural communications, slang and colloquialisms, and technical interpretation.

### SIGN LANGUAGE INTERPRETING (R)

AS505/AS505B/  
AS505C/CE505

#### Certificate Program

#### Program Learning Outcomes

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

- Produce documented completion of a total of 54 observation hours, 27 mentorship hours, and 92 practicum hours.
- Provide a completed portfolio, including, but not limited to, a resume, an introductory letter, business cards, intake form, invoice form, and Interpreter Kit.
- Demonstrate entry-level interpreting skills before an exiting panel at the end of the 4th interpreting skills class.

Required Courses (28.5 units)		Units
ASL-5	Sign Language for Interpreters	4
ASL-10	Introduction to Sign Language Interpreting	3
ASL-11	Interpreting I	4.5
ASL-12	Interpreting II	4.5
ASL-13	Interpreting III	4.5
ASL-14	Interpreting IV/Practicum	2
ASL-20	Ethics and Professional Standards of Interpreting	3
ASL-22	American Deaf Culture	3

#### Associate of Science Degree

The Associate of Science Degree in Sign Language Interpreting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## TELECOMMUNICATIONS

See Film, Television, and Video Production

## WELDING TECHNOLOGY

This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; oxyacetylene and plasma cutting of ferrous and non-ferrous materials. Includes, welding metallurgy, structural welding safety, and applicable codes and standards. These skills prepare students for the following careers: iron

worker trade, steel worker trade, construction trades, pile driver trades, and glazing trades.

Some Welding courses have changed course numbers. The chart below reflects these changes.

Current Course Number	Former Course Number	Course Name
WEL-20	WEL-62	Blueprint Reading for Welders Trades
WEL-65A	WEL-15	Beginning Shielded Metal Arc Welding
WEL-65B	WEL-16	Advanced Shielded Metal Arc Welding
WEL-85A	WEL-61A	American Welding Society/Los Angeles City Welding I
WEL-85B	WEL-61B	American Welding Society/Los Angeles City Welding II
WEL-95A	WEL-55A	Introduction to Gas Tungsten Arc Welding
WEL-95B	WEL-55B	Advanced Gas Tungsten Arc Welding (GTAW)

### WELDING TECHNOLOGY (R)

AS606/AS606B/  
AS606C/CE606

#### Certificate Program

#### Program Learning Outcomes

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

- Display the ability to work safely within the welding industry. Obtain skills necessary to obtain an entry-level job within the welding/construction industry.
- Demonstrate knowledge of SMAW, FCAW, GMAW, and GTAW welding processes.
- Obtain skills necessary to properly set up equipment used in the various welding processes.
- Obtain skills needed to pass AWS skills test to become a certified welder.

Required Courses (28 units)		Units
WEL-20	Blueprint Reading for Welders Trades	2
WEL-65A	Beginning Shielded Metal Arc Welding	3
WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-75A	Gas Metal Arc Welding	3
WEL-75B	Flux Cored Arc Welding (FCAW)	3
WEL-85A	American Welding Society/ Los Angeles City Welding I	3
WEL-95A	Introduction to Gas Tungsten Arc Welding	3
WEL-115A	SMAW/GMAW Pipe Welding Fundamentals	3
Electives	(Choose from list below)	5

Electives (5 units)		Units
WEL-22	Plate and Structural Steel Layout	3
WEL-34	Metal Joining Processes	2
WEL-85B	American Welding Society/ Los Angeles City Welding II	3

WEL-95B	Advanced Gas Tungsten Arc Welding (GTAW)	3
WEL-200	Welding Work Experience	1-4

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-20	2	◆			
WEL-22	3	Refer to schedule of classes			
WEL-34	2	◆	◆	◆	
WEL-65A	3	◆	◆	◆	◆
WEL-65B	3	◆		◆	
WEL-75A	3	Refer to schedule of classes			
WEL-75B	3	Refer to schedule of classes			
WEL-85A	3	◆			
WEL-85B	3			◆	
WEL-95A	3			◆	◆
WEL-95B	3	◆			
WEL-115A	3	Refer to schedule of classes			
WEL-200	1-4	Scheduled based on student need			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Welding Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

**STICK WELDING (SMAW) (R) CE824**

This certificate provides students with the technical knowledge and skill in oxyacetylene cutting, and SMAW welding to be able to enter into the welding career of either a structured steel field or shop environment. With these new skills, students will be able to obtain entry level employment as a welder’s helper in the field or in welding shops welding structural steel.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge and ability of SMAW process, safety, and oxyacetylene cutting.
- Demonstrate advanced knowledge and ability of SMAW, welding symbols, and safety.
- Differentiate between each of the welding process used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (9 units)	Units	
WEL-65A	Beginning Shielded Metal Arc Welding	3
WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-85A	American Welding Society/ Los Angeles City Welding I	3
WEL-85B	American Welding Society/ Los Angeles City Welding II	3

*Following this Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-65A	3	◆	◆	◆	◆
WEL-65B	3	◆		◆	
WEL-85A	3	◆			
WEL-85B	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**TIG WELDING (GTAW) (R) CE819**

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and GTAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able obtain entry level employment as a welder’s helper in the field or as a beginning welder in a production setting welding thin materials.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge and ability in oxyacetylene cutting, beginning SMAW welding process, and safety.
- Demonstrate knowledge and ability in the GTAW welding process, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (6 units)	Units	
WEL-95A	Introduction to Gas Tungsten Arc Welding	3
WEL-95B	Advanced Gas Tungsten Arc Welding (GTAW)	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-95A	3			◆	◆
WEL-95B	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**WIRE WELDING (FCAW, GMAW) (R)**

**CE818**

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and FCAW/GMAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment as a welder's helper or in a shop production welding setting welding structural steel, parts of medium thickness, or sheet steel.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge and ability of beginning level of SMAW welding process, safety, and oxyacetylene cutting.
- Demonstrate knowledge and ability of the FCAW and GMAW welding processes, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (9 units)		Units
WEL-75A	Gas Metal Arc Welding	3
WEL-75B	Flux Cored Arc Welding (FCAW)	3
WEL-85A	American Welding Society/ Los Angeles City Welding I	3

OR

WEL-85B	American Welding Society/ Los Angeles City Welding II	3
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*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-75A	3	Refer to schedule of classes			
WEL-75B	3	Refer to schedule of classes			
WEL-85A	3	◆			
WEL-85B	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**PIPE WELDING (R)**

**CE849**

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and SMAW/GMAW pipe welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment as a pipe welder's helper or in a shop doing production welds, welding ferrous pipe.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge and ability to make satisfactory welds on ferrous pipe.
- Display the ability to make satisfactory open root pipe welds using GMAW and SMAW.
- Demonstrate knowledge of the proper fit-up of a pipe joint.

Required Courses (15 units)		Units
WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-75A	Gas Metal Arc Welding	3
WEL-85A	American Welding Society/ Los Angeles City Welding I	3
WEL-85B	American Welding Society/ Los Angeles City Welding II	3
WEL-115A	SMAW/GMAW Pipe Welding Fundamentals	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information. Course offered by terms are subject to change.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-65B	3	◆		◆	
WEL-75A	3	Refer to schedule of classes			
WEL-85A	3	◆			
WEL-85B	3			◆	
WEL-115A	3	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*





**Section VI**  
**COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at [www.curricunet.com/RCCD](http://www.curricunet.com/RCCD).

## UC/CSU

These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC\* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three colleges. When in doubt, students are advised to confer with a counselor.

## Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

## DELIVERY METHODS

A variety of delivery methods are used to offer classes a Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as hybrid classes and online classes (taught entirely online utilizing computer and Internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

## NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, 85A, 85B, English 60AB, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90A, 90D, 90L, 90M, 90P, 91, 92, 95; Interdisciplinary Studies 3; Mathematics 37, 52, 63, 64, 65, 81, 82, 90 A-F, 98; Nursing- Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C; Reading 81, 82, 83, 86 and 90) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

## NON-CREDIT

These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

## REPEATING A COURSE

Students may repeat courses in which a "C" or better grade was earned only for the following types of courses: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content. The designation of whether a course is repeatable is indicated in the course description.

## LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

**Prerequisite** - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of "C" or better, "P" or "CR"). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of "C" or better, "P" (Pass). "C-", "D", "F", "FW", "NP" (No Pass), or "I" are not acceptable.** Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a C grade, the student will be dropped from the succeeding class.

**Corequisite** - When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

**Advisory** - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

**Verifying Prerequisites/Corequisites** - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

## CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the district and college Curriculum Committees and the Board of Trustees.

## ACCOUNTING

### ACC-1A - Principles of Accounting, I 3 units (C-ID ACCT 110) UC, CSU

*Prerequisite: None. Advisory: BUS-20.*

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

### ACC-1B - Principles of Accounting, II 3 units (C-ID ACCT 120) UC, CSU

*Prerequisite: ACC-1A.*

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

### ACC-38 - Managerial Accounting 3 units CSU

*Prerequisite: ACC-1A.*

Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures and the impact of automation on capital budgeting decisions. 54 hours lecture.

### ACC-55 - Applied Accounting/Bookkeeping 3 units (Same as CAT-55)

*Prerequisite: None.*

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### ACC-61 - Cost Accounting 3 units CSU

*Prerequisite: ACC-1B.*

Presents the theory, procedures, and practice relating to product costs, including job order, process, and standard cost systems. Also includes analytical skills used to interpret accounting data used by management in planning and controlling business activities. Emphasizing the concept of "different costs for different purposes," this course focuses on cost accounting strategy and the decision making process and studies the development of detailed cost data essential to management for controlling operations, decision making, and planning. 54 hours lecture.

**ACC-62 - Payroll Accounting****3 units**  
CSU*Prerequisite:* ACC-1A or ACC/CAT-55.

Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-63 - Income Tax Accounting****3 units**  
CSU*Prerequisite:* None.

Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-65 - Computerized Accounting****3 units**  
CSU*Prerequisite:* ACC-1A or ACC/CAT-55.*Advisory:* CIS-1A or 3.

An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-66 - Non-Profit and Governmental Accounting****3 units**  
CSU*Prerequisite:* ACC-1A.*Advisory:* BUS-20.

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

**ACC-200 - Accounting Work Experience****1-2-3-4 units**  
CSU\**Prerequisite:* None.*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**ADMINISTRATION OF JUSTICE****ADJ-1 - Introduction to the Administration of Justice** **3 units**  
(C-ID AJ 110) UC, CSU*Prerequisite:* None.

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

**ADJ-2 - Principles and Procedures of the Justice System** **3 units**

(C-ID AJ 122) CSU

*Prerequisite:* None.

An examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.

**ADJ-3 - Concepts of Criminal Law** **3 units**  
(C-ID AJ 120) UC, CSU*Prerequisite:* None.

Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

**ADJ-4 - Legal Aspects of Evidence** **3 units**  
(C-ID AJ 124) CSU*Prerequisite:* None.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

**ADJ-5 - Community Relations** **3 units**  
(C-ID AJ 160) UC, CSU*Prerequisite:* None.

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture.

**ADJ-6 - Patrol Procedures** **3 units**  
CSU*Prerequisite:* None.

Responsibilities, techniques and methods of police patrol. 54 hours lecture.

**ADJ-8 - Juvenile Law and Procedures** **3 units**  
(C-ID AJ 220) CSU*Prerequisite:* None.

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

**ADJ-9 - Law in American Society****3 units**  
UC, CSU*Prerequisite: None.*

A general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.

**ADJ-10 - Introduction to Security****3 units**  
CSU*Prerequisite: None.*

This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. 54 hours lecture.

**ADJ-12 - Introduction to Criminalistics  
(CID AJ 150)****3 units**  
CSU*Prerequisite: None.*

An introduction to the role of criminalistics in criminal investigations. The methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, trace evidence, biological evidence, weapons and firearms, questioned documents, and controlled substances. The categories of direct evidence, circumstantial evidence, physical evidence, testimonial evidence, and exculpatory evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 12 hours laboratory. (Letter grade only)

**ADJ-13 - Criminal Investigation  
(CID AJ 140)****3 units**  
CSU*Prerequisite: None.*

Fundamentals of investigation, crime scene searches and documentation, collection and preservation of physical and testimonial evidence, forensic evidence analysis, modus operandi, sources of information, interviews and interrogations, follow-up and case preparation. 54 hours lecture. (Letter grade only)

**ADJ-14 - Advanced Criminal Investigation****3 units**  
CSU*Prerequisite: ADJ/JUS-13.*

Advanced training and skill development in crime scene investigation and in the recording, collection, and preservation of physical and testimonial evidence. Focus in on the understanding and working knowledge of fingerprints, ballistics firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 54 hours lecture and 12 hours laboratory. (Letter grade only)

**ADJ-15 - Narcotics****3 units**  
CSU*Prerequisite: None.*

A basic understanding of narcotics and dangerous drugs and the causes of addiction or habituation. Identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

**ADJ-19 Introduction to Policing****3 units***Prerequisite: None*

The history and development of American policing structures, including an overview of the different eras of policing and its evolution. An examination of community expectations of law enforcement and law enforcement professional expectations. An introduction to chain of command and the structure of police agencies, including recruitment and hiring practices. An analysis of the culture and training within law enforcement agencies, including a factual and research-based analysis of use of force issues. Discussion of successes and challenges within modern policing, including controversial topics within policing. Discussion of community oriented policing strategies, crime analysis, and future needs and evolutions of policing. 54 hours lecture. (Letter grade only)

**ADJ-20 - Introduction to Corrections****3 units****(CID AJ 200)**

CSU

*Prerequisite: None.*

An overview of the history and trends of adult and juvenile corrections, including probation and parole. Focus on the legal issues, specific laws, and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority, and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture. (Letter grade only)

**ADJ-21 - Control and Supervision in Corrections****3 units**

CSU

*Prerequisite: None.*

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ADJ-22 - Legal Aspects of Corrections****3 units**

CSU

*Prerequisite: None.*

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ADJ-23 - Criminal Justice Report Writing****3 units**  
CSU*Prerequisite: None.*

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-24 Interviewing & Interrogation****3 units***Prerequisite: None*

The history and development of interviewing and interrogation methodologies within the criminal justice system. An introduction to proper and legal interviewing strategies and techniques to obtain information from witnesses, victims, and suspects. Legal aspects of ethically and legally obtained information, admissions, statements, and confessions and admissibility of confessions. Discussion and instruction on verbal and non-verbal communication interviewing and interrogative strategies. 54 hours lecture. (Letter grade only)

**ADJ-25 - Introduction to Probation and Parole****3 units**  
CSU*Prerequisite: None.*

This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

**ADJ-200 - Administration of Justice  
Work Experience****1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**AIR CONDITIONING AND  
REFRIGERATION****AIR-50A - Air Conditioning and Refrigeration****5 units***Prerequisite: None.*

Fundamentals in basic refrigeration. Nomenclature and terminology used in industry in relation to basic refrigeration systems. Physics, chemistry, and engineering of refrigeration systems; systems components and their interactions. 90 hours lecture.

**AIR-50B - Advanced Refrigeration****5 units***Prerequisite: AIR-50A.*

Consists primarily of troubleshooting, diagnosis and repair of domestic refrigeration equipment to include refrigerators, freezers, and window air conditioners. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

**AIR-51A - Environmental Control****5 units***Prerequisite: AIR-50B.*

Consists of air conditioning design and applications. Covers electronic air cleaners, humidifiers, dehumidifiers, mechanical media air filtration, air conditioning design and load calculations. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

**AIR-51B - Industrial Commercial Refrigeration****5 units***Prerequisite: AIR-50B.*

Consists of design and application of commercial and industrial refrigeration systems. Covers pneumatic control systems, hydronics, electronic systems that are currently in use in industry today. Also includes special applications covering expendable refrigerant, absorption, thermal electric, cascade and low temperature exotic systems. Designs and applications of all these systems include preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

**AIR-53 - Basic Electricity for Air Conditioning  
and Refrigeration****4 units***Prerequisite: None.*

Introduces basic electrical theory, beginning circuit design, and electrical parts identification on air conditioning and refrigeration equipment. Includes hands-on preventative maintenance, and minor repair on electrical circuits. 54 hours lecture and 54 hours laboratory.

**AIR-60 - Electrical and Mechanical Diagnostic  
Lab Procedures****1 unit***Prerequisite: AIR-50A.*

The principles of electrical circuits and mechanical with emphasis placed upon circuit design, diagnostic troubleshooting and repair and instrument operation. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. 54 hours laboratory.

**AIR-200 - Air Conditioning and Refrigeration Work Experience** 1-2-3-4 units  
CSU\*

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment. This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills.*

Students may earn up to four units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## AMERICAN SIGN LANGUAGE

**ASL-1 - American Sign Language 1** 4 units  
UC\*, CSU

*Prerequisite: None.*

This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

**ASL-2 - American Sign Language 2** 4 units  
UC, CSU

*Prerequisite: AML-1.*

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, finger spelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory.

**ASL-3 - American Sign Language 3** 4 units  
UC, CSU

*Prerequisite: AML-2.*

Review of ASL grammar with special emphasis upon idiomatic constructions. Further development of conversational techniques focusing on expressive, as well as receptive skills, intermediate level vocabulary expansion, ASL structural and grammatical patterns necessary for comprehension of standard ASL at the intermediate level. This course includes an expanded discussion of Deaf culture issues and daily life. 72 hours lecture and 18 hours laboratory. (TBA option)

**ASL-4 - American Sign Language 4** 4 units  
UC, CSU

*Prerequisite: AML-3.*

Further development of intermediate skills toward advanced skills of ASL fluency. An expanded review of ASL vocabulary, syntactical structures and grammatical patterns necessary for comprehension of standard American Sign Language is emphasized. This course also emphasizes aspects of Deaf culture and community through spontaneously generated conversations. There is also an emphasis on watching ASL narratives of varying length at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory. (TBA option)

**ASL-5 - Sign Language for Interpreters** 4 units  
CSU

*Prerequisite: AML-4.*

This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Education Program or for professional interpreters currently working in the field who display advanced ASL communicative fluency at the ASL-4 level. Special attention is given to the anthropological linguistic evolution of ASL and the linguistics of American Sign Language, including the grammatical functions of ASL within discourse. 72 hours lecture and 18 hours laboratory. (TBA option)

**ASL-10 - Introduction to Sign Language Interpreting** 3 units  
CSU

*Prerequisite: None.*

This course is an introduction to ASL/English interpretation between deaf and hearing people. The focus is on theoretical models of interpretation, text analysis through intralingual translation exercises, and a historical overview of the profession of ASL/English interpretation. 54 hours lecture.

**ASL-11 - Interpreting I** 4.5 units  
CSU

*Prerequisite: AML-4.*

*Corequisite: Concurrent enrollment in or prior completion of AML-5.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on voice-to-sign (English-to-ASL) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option)

**ASL-12 - Interpreting II** 4.5 units  
CSU

*Prerequisite: AML-11.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on sign-to-voice (ASL-to-English) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option)

**ASL-13 - Interpreting III** 4.5 units  
CSU

*Prerequisite: AML-12.*

Students will further develop simultaneous interpreting, and be provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. Lab experience is a mentorship with an experienced professional ASL/English and/or ASL/English/Spanish interpreter. 72 hours lecture and 27 hours laboratory observation. (TBA option)

**ASL-14 - Interpreting IV/Practicum****2 units**  
CSU*Prerequisite:* AML-13.

Supervised field practicum as a sign language interpreter-in- training in entry-level situations with experienced interpreters as models/mentors. 108 hours laboratory. (TBA option)

**ASL-20 - Ethical and Professional Standards of Interpreting****3 units**  
CSU*Prerequisite:* None.

This course concentrates on the Registry of Interpreters for the Deaf Code of Professional Conduct pertaining to the professional standards of behavior and ethical conduct for ASL/English interpreters. This is a lecture course that explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the conduct governing this profession, on a macro, as well as micro, level. 54 hours lecture.

**ASL-22 - American Deaf Culture****3 units**  
CSU*Prerequisite:* None.

An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

## ANATOMY AND PHYSIOLOGY

See Biology

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## ANTHROPOLOGY

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**ANT-1 - Physical Anthropology (C-ID ANTH 110)****3 units**  
UC, CSU*Prerequisite:* None.

An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

**ANT-1H - Honors Physical Anthropology (C-ID ANTH 110)****3 units**  
UC, CSU*Prerequisite:* None.*Limitation on enrollment:* Enrollment in the Honors Program.

This honors course offers an enriched introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

**ANT-1L - Physical Anthropology Laboratory (CID ANTH 115)****1 unit**  
UC, CSU*Prerequisite:* None.*Corequisite:* Concurrent enrollment in or prior completion of ANT-1 or ANT-1H.

Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory.

**ANT-2 - Cultural Anthropology (C-ID ANTH 120)****3 units**  
UC, CSU*Prerequisite:* None.

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

**ANT-2H - Honors Cultural Anthropology (CID ANTH 120)****3 units**  
UC, CSU*Prerequisite:* None.*Limitation on Enrollment:* Enrollment in the Honors Program.

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ANT-2 and ANT-2H. 54 hours lecture.

**ANT-3 - Prehistoric Cultures****3 units**  
UC, CSU*Prerequisite:* None.

The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

**ANT-4 - Native American Cultures****3 units**  
UC, CSU*Prerequisite:* None.

A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture.



**ANT-5 - Cultures of Ancient Mexico****3 units**  
UC, CSU*Prerequisite: None.*

The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-hispanic and post-Conquest written records. Emphasizes the history, life ways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

**ANT-6 - Introduction to Archaeology (C-ID ANTH 150)****3 units**  
UC, CSU*Prerequisite: None.*

An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

**ANT-7 - Anthropology of Religion****3 units**  
UC, CSU*Prerequisite: None.*

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

**ANT-8 - Language and Culture (C-ID ANTH 130)****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ANT-10 - Forensic Anthropology****3 units**  
UC, CSU*Prerequisite: None.*

The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

**ANT-16 - Field Methods in Archaeology****3 units**  
UC, CSU*Prerequisite: ANT-6*

Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Pass/No Pass or Letter Grade)

**APPLIED DIGITAL MEDIA AND PRINTING****ADM-1 - Introduction to Applied Digital Media****3 units**  
CSU*Prerequisite: None.*

An introductory course for the graphic communications industry and Digital Media program. This course provides an introduction to basic graphic design, typography, prepress, digital and offset printing, and finishing. 36 hours lecture and 72 hours laboratory.

**ADM-2A - Color Systems and File Management (Formerly ADM-65)****1 unit***Prerequisite: None.*

An introductory course in color systems, computer technology and file management for graphic designers. This includes basic color theory, color profiles, hardware, software, file formats and troubleshooting, and system maintenance. 8 hours lecture.

**ADM-2B - Prepress, Paper and Inks (Formerly ADM-58)****1 unit***Prerequisite: None.*

An introductory course in basic print production prepress that includes the principles involved in assigning paper, ink, and other substrates to professional graphic design projects. 18 hours lecture.

**ADM-2C - Ethics and Legalities for Graphic Designers (Formerly ADM-64)****1 unit***Prerequisite: None.*

An introductory course in the ethical and legal standards of conduct for graphic designers. This includes topics such as copyright law, contract negotiation, responsible image manipulation, and internet ethics. 18 hours lecture.

**ADM-55 - Business Management for Graphic Communications****3 units**  
CSU*Prerequisite: None.*

A professional course in business management for the graphic communications industry. This includes instruction in design services, sales and marketing, estimating, planning, budgeting, safety and environmental issues and personnel management. 54 hours lecture.

**ADM-62 - Typography and Graphic Design****3 units**  
CSU*Prerequisite: None.*

This course is a study of the fundamentals of typography including type anatomy, design, hierarchy, and aesthetic expression. Emphasis is placed on the process of design development from roughs to comprehensives, layout, and the use of type for effective communication. Industry standard software is used in the development of typographic and graphic design solutions appropriate for print, web and other media. 36 hours lecture and 72 hours laboratory.

**ADM-63A - Design For Print Publication  
(Formerly ADM 63)****3 units  
CSU***Prerequisite: None.*

Beginning page layout and design for professional print publishing using Adobe InDesign. A course for graphic designers, production artists, and pre-press technicians. Integrates seamlessly with Adobe's other industry standard applications providing a consistent design environment. 36 hours lecture and 72 hours laboratory.

**ADM-63B - Design for Electronic Publication****3 units  
CSU***Prerequisite: ADM-63A.*

Advanced page layout and graphic design using Adobe InDesign. This course emphasizes the design and the production of interactive and multimedia documents in a variety of formats intended for electronic publishing. This includes digital media, web, mobile and tablet devices. 36 hours lecture and 72 hours laboratory.

**ADM-67 - Multimedia Animation****3 units  
CSU***Prerequisite: None.*

A comprehensive course exploring the digital techniques, methods and software tools used by the industry to develop digital animation suitable for motion graphics, web design, film, video and multimedia platforms. 36 hours lecture and 72 hours laboratory.

**ADM-68A - 3D Animation with Maya I  
(Formerly ADM-68)****3 units  
CSU***Prerequisite: None.*

A course in the production of 3D graphics and animation using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory.

**ADM-68B - 3D Animation with Maya II  
(Formerly ADM-88)****3 units  
CSU***Prerequisite: ADM-68A.*

An advanced course in the production of 3D graphics and animation, using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory.

**ADM-69 - Motion Graphics and Special Effects  
with After Effects****3 units  
CSU***Prerequisite: None.*

This course focuses on the techniques and methodology to design motion graphics and special effects for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, animation, and digital special effects. Focus will be on creative visual communication using appropriate and effective motion graphics. 36 hours lecture and 72 hours laboratory.

**ADM-70 - Project Production and Portfolio****3 units  
CSU***Prerequisite: ADM-1 and 62 and 71A.**Advisory: ADM-63A, and 77A.*

A study of professional production techniques through actual work on a variety of live District projects. Class experience will include working with the Printing and Graphics Center and clients with emphasis on quality control and meeting deadlines. This course will also include the production of a student portfolio suitable for job applications. 36 hours lecture and 72 hours laboratory.

**ADM-71A - Adobe Photoshop for Image Manipulation  
(Formerly ADM-71)****3 units  
CSU***Prerequisite: None.*

An introductory course in image manipulation for graphic designers. This includes image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory.

**ADM-71B - Adobe Photoshop, Advanced  
(Formerly ADM-72)****3 units  
CSU***Prerequisite: ADM-71A.*

An advanced course in image manipulation for graphic designers using Adobe Photoshop. This includes advanced instruction in image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory.

**ADM-74A - Web Design****3 units  
CSU***Prerequisite: None.*

Basic web design and the fundamentals of web technology for graphic designers. Students will be introduced to various user-friendly web-building software applications. 36 hours lecture and 72 hours laboratory.

**ADM-74B - Web Design with Dreamweaver****3 units  
CSU***Prerequisite: None. Advisory: ADM-74A.*

Advanced web design including advanced web technology and trends for graphic designers. Students will be introduced to professional grade website building software like Adobe Dreamweaver including basic coding and scripting. 36 hours lecture and 72 hours laboratory.

**ADM-77A - Adobe Illustrator for Graphic Art****3 units  
CSU***Prerequisite: None.*

An introductory course in the use of Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications. 36 hours lecture and 72 hours laboratory.

**ADM-77B - Adobe Illustrator, Advanced****3 units  
CSU***Prerequisite: ADM-77A.*

A course including advanced techniques using Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications. 36 hours lecture and 72 hours laboratory.

**ADM-80 - Electronic Pre-press****3 units  
CSU***Prerequisite: ADM-1 and 63A.*

Instruction in electronic pre-press techniques and procedures. Additional instruction is provided in scanning, color separations, proofing, PDF workflow, digital output and computer-to-plate. 36 hours lecture and 72 hours laboratory.

## ARABIC

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### ADM-84A Screen Printing 3 units

*Prerequisite: None*

Basic elements and methods of screen printing. Students produce single and two-color designs applied to fabric and paper. Set up techniques may include a variety of stencil making methods such as film generation and photo-emulsion exposure and screen application. (Letter grade only)

### ADM-84B Screen Printing, Advanced 3 units

*Prerequisite: ADM-84A*

Advanced techniques in commercial screen printing. Students produce professional quality multicolored designs applied to fabric and paper using spot color separations and image registration. Set up techniques may include a variety of stencil making methods such as film generation and photo-emulsion exposure and screen application. (Letter grade only)

### ADM-85A - Commercial Printing 3 units (Formerly ADM-85) CSU

*Prerequisite: None.*

This course includes basic instruction in the set-up and operation of commercial printing equipment including: offset duplicators digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory.

### ADM-85B - Commercial Printing Advanced 3 units (Formerly ADM-86) CSU

*Prerequisite: ADM-85A.*

This course includes advanced instruction in the set-up and operation of commercial printing equipment including: offset duplicators, digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory.

### ADM-200 - Applied Digital Media 1-2-3-4 units Work Experience CSU\*

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

### ARA-1 - Arabic 1

**5 units**  
UC\*, CSU

*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### ARA-2 - Arabic 2

**5 units**  
UC, CSU

*Prerequisite: ARA-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes an expanded discussion of Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### ARA-3 - Arabic 3

**5 units**  
UC, CSU

*Prerequisite: ARA-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Modern Standard Arabic and classical Arabic at the intermediate level. This course includes an expanded discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### ARA-8 - Intermediate Conversation

**3 units**  
UC, CSU

*Prerequisite: ARA-2.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Arabic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### ARA-11 - Culture and Civilization

**3 units**  
UC, CSU

*Prerequisite: None.*

Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## ART

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In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

### **ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval** **3 units**

**(C-ID ARTH 110)** **UC, CSU**

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. Students may not receive credit for both ART-1 and ART-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-1H - Honors History of Western Art: Prehistoric, Ancient, Medieval** **3 units**

**(C-ID ARTH 110)** **UC, CSU**

*Prerequisite: None* *Advisory: ENG-1A*

*Limitation on Enrollment: Enrollment in the Honors Program.*

Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ART-1 and ART-1H. 54 hours lecture.

### **ART-2 - History of Western Art: Renaissance through Contemporary** **3 units**

**(C-ID ARTH 120)** **UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1A.*

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-2H - Honors History of Western Art: Renaissance through Contemporary** **3 units**

**(C-ID ARTH 120)** **UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program*

Honors survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-4 - Introduction to Visual Culture** **3 units**

**UC, CSU**

*Prerequisite: None. Advisory: ENG-50 or ENG-1A.*

A study of visual culture and society that includes an examination of the various ways reality is constructed through vision and sight in contemporary culture including explorations in traditional art, photography, advertising, film and television, and in global electronic media. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-5 - History of Non-Western Art**

**3 units**

**UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1A and college level reading recommended.*

An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-6 - Art Appreciation**

**3 units**

**UC, CSU**

*Prerequisite: None. Advisory: ENG-1A.*

An introductory course for the non-art major. The creative process and the diversity of style, technique and media evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-6H - Honors Art Appreciation**

**3 units**

**UC, CSU**

*Prerequisite: None. Advisory: ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-7 - Women Artists in History**

**3 units**

**UC, CSU**

*Prerequisite: None. Advisory: ENG-1A.*

Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-9 - African Art History**

**3 units**

**UC, CSU**

*Prerequisite: None.*

A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics and textiles, will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **ART-10 - Modern and Contemporary Art History**

**3 units**

**UC, CSU**

*Prerequisite: None.*

A survey of the development and history of modern art with emphasis on its major movements, leading artists and contemporary trends. Painting, sculpture and architecture will be discussed in terms of their historical, social and political context. Beginning with mid-19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-11 - Gallery and Exhibition Design****3 units**  
CSU*Prerequisite: None.*

Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-12 - Asian Art History**  
(C-ID ARTH 130)**3 units**  
UC, CSU*Prerequisite: None.*

A survey of the history of Asian art (China, Japan, Korea and India) from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting and minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-13 - Pre-Columbian Art History**  
(C-ID ARTH 145)**3 units**  
UC, CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-14 - Latin American Art: Colonial to the Present****3 units**  
UC, CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-15 - Beginning Ceramics****3 units**  
UC\*, CSU*Prerequisite: None.*

An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. ART-15, 16 and 47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-16 - Intermediate Ceramics****3 units**  
UC, CSU*Prerequisite: ART-15.*

An expansion and refinement of the skills learned and explored in Beginning Ceramics. Projects of greater scope, challenge and complexity will encourage personal artistic development and creativity. Students pay for their own materials. ART-15, 16 and 47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-17 - Beginning Drawing**  
(C-ID ARTS 110)**3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-18 - Intermediate Drawing**  
(C-ID ARTS 205)**3 units**  
UC, CSU*Prerequisite: ART-17.*

Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-19 - Experimental Methods and Materials****3 units**  
UC, CSU*Prerequisite: ART-17.*

The use of experimental methods and materials in creating two dimensional artwork. Less attention will be directed toward traditional and fundamental academic concerns and more focus will be placed on the cultural, interpretive, psychological, and conceptual possibilities that result from exploration and engaging alternatives. The art elements, color, composition, mark making, mixed media, expression, concept, and context will be investigated. Students will be encouraged to access less conventional solutions to a variety of projects. ART-19 and 23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-20 - Beginning Sculpture****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. ART-20, 21 and 46 are courses related in content and are limited to four enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-21 - Intermediate Sculpture****3 units**  
UC, CSU*Prerequisite: ART-20.*

An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. ART-20, 21 and 46 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-22 - Basic Design  
(C-ID ARTS 100)****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of two-dimensional design. The organization of visual elements to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-23 - Color Theory and Design  
(C-ID ARTS 270)****3 units**  
UC, CSU*Prerequisite: ART-17 or 22.*

The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design. ART-19 and 23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-24 - Three Dimensional Design  
(C-ID ARTS 101)****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-25A - Watercolor-Beginning****3 units**  
UC, CSU*Prerequisite: ART-17.*

Course work that reflects the fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. ART-25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-25B - Watercolor-Intermediate****3 units**  
UC, CSU*Prerequisite: ART-25A.*

Course work that reflects an intermediate-level of painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of composition, idea, method, color, and creativity will be examined. Students pay for their own materials. ART-25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-26 - Beginning Painting  
(C-ID ARTS 210)****3 units**  
UC, CSU*Prerequisite: ART-17.*

An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-27 - Intermediate Painting****3 units**  
UC, CSU*Prerequisite: ART-23 or 26.*

Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual compositional, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-28A - Studio Painting-Portfolio Preparation****3 units**  
UC, CSU*Prerequisite: ART-27.*

Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-28B - Studio Painting-Portfolio Presentation**      **3 units**  
UC, CSU*Prerequisite:* ART-28A.

Independent painting studio for the self-motivated student with emphasis on individual art problems, portfolio development and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, refinement, and portfolio presentation. Students pay for their own materials. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-30A - Printmaking-Introduction**      **3 units**  
UC, CSU*Prerequisite:* None.

Introduction to the printmaking studio and the design and creation of original prints using a variety of techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-30B - Printmaking-Intermediate**      **3 units**  
UC, CSU*Prerequisite:* ART-30A.

Intermediate level of printmaking. The design and creation of original prints using a variety of techniques as student progress in the art form. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-34 - Studio Three Dimensional Design**      **3 units**  
UC, CSU*Prerequisite:* ART-24.

Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-35A - Illustration-Beginning**      **3 units**  
UC, CSU*Prerequisite:* ART-17. *Advisory:* ART-23 or 26.

Course work that reflects the types of entrance level assignments an illustrator may encounter in the industry, using a variety of traditional media and techniques. Emphasis is placed on the evolutionary development of visual ideas. Students pay for their own materials. ART-35A, 35B, and 38 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-35B - Illustration-Intermediate**      **3 units**  
UC, CSU*Prerequisite:* ART-35A. *Advisory:* ART-23 or 26.

Course work that reflects the types of intermediate assignments an illustrator may encounter in the industry. Students will combine traditional and non-traditional techniques to create projects that reflect an intermediate level of finish and format. Projects will focus on conceptual content and process, and represent a range of possible industry application, such as entertainment design, editorial illustration and illustrations for an interactive environment. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36A - Computer Art-Introduction**      **3 units**  
(C-ID ARTS 250) UC, CSU*Prerequisite:* None.

Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. ART-36A and 36B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36B - Computer Art-Intermediate**      **3 units**  
UC, CSU*Prerequisite:* ART-36A.

Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. ART-36A and 36B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-38 - Studio Illustration**      **3 units**  
CSU*Prerequisite:* ART-35A.

Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40A - Figure Drawing-Introduction**      **3 units**  
(C-ID ARTS 200) UC, CSU*Prerequisite:* ART-17.

Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40B - Figure Drawing-Intermediate****3 units**  
UC, CSU*Prerequisite: ART-40A.*

Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option).

**ART-41A - Figure Painting-Introduction****3 units**  
UC, CSU*Prerequisite: ART-26 or 40A.*

Introduction to painting from the human figure. Students will paint from a nude model using a variety of methods and materials. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-41B - Figure Painting-Intermediate****3 units**  
UC, CSU*Prerequisite: ART-41A.*

Intermediate level of figure painting, with further development and refinement of painting compositions with the human form. Students will draw and paint from a nude model using a variety of methods and materials. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-42A - Studio Figure Drawing-Portfolio Preparation****3 units**  
UC, CSU*Prerequisite: ART-40B.*

Continued figure drawing studio work for the self-motivated student, with emphasis on individual problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent development and portfolio preparation. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-42B - Studio Figure Drawing-Portfolio Presentation****3 units**  
UC, CSU*Prerequisite: ART-42A.*

Continued independent figure drawing studio for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5,

section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-43A - Studio Figure Painting-Portfolio Preparation****3 units**  
UC, CSU*Prerequisite: ART-41B.*

Continued figure painting studio work for the self-motivated student with emphasis on individual art problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-43B - Studio Figure Painting-Portfolio Presentation****3 units**  
UC, CSU*Prerequisite: ART-43A.*

Continued figure painting studio for the self-motivated student, with emphasis on individual art problems, independence, and portfolio refinement and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44A - Beginning Animation Principles****3 units**  
UC, CSU*Prerequisite: ART-17. Advisory: ART-22 and 40A.*

Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44B - Intermediate Animation Principles****3 units**  
UC, CSU*Prerequisite: ART-44A. Advisory: ART-22 and 40A.*

Intermediate level of animation principles where emphasis will be on more developed animation techniques and exercises of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)



**ART-44C - Advanced Animation Principles** **3 units**  
UC, CSU

*Prerequisite:* ART-44B. *Advisory:* ART-22 and 40A.

Advanced animation principles with emphasis on portfolio-ready traditional animation and experimental animation methods. Developed traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-45 - Studio Watercolor Painting** **3 units**  
UC, CSU

*Prerequisite:* ART-25A.

Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART- 25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-46 - Studio Sculpture** **3 units**  
UC, CSU

*Prerequisite:* ART-21.

Continued studio work in sculpture with emphasis on individual problems for the self motivated student. Students pay for their own materials. ART-20, 21 and 46 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-47 - Studio Ceramics** **3 units**  
UC, CSU

*Prerequisite:* ART-16.

Continued studio work in ceramics with emphasis on individual problems for the self motivated student. Students pay for their own materials. ART-15, 16 and 47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48A - Studio Drawing-Portfolio Preparation** **3 units**  
UC, CSU

*Prerequisite:* ART-18.

Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART- 28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48B - Studio Drawing-Portfolio Presentation** **3 units**  
UC, CSU

*Prerequisite:* ART-48A.

Continued studio drawing for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-49A - Studio Printmaking-Portfolio Preparation** **3 units**  
UC, CSU

*Prerequisite:* ART-30B.

Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, and portfolio preparation and development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-49B - Studio Printmaking-Portfolio Presentation** **3 units**  
UC, CSU

*Prerequisite:* ART-49A.

Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, refinement, and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-50A - Beginning Storyboarding** **3 units**  
CSU

*Prerequisite:* ART-17. *Advisory:* ART-22 and 40A.

Introduction to storyboarding with animation principles. Basic concepts of writing and directing for animation, dialogue and story development will be explored in making basic story reel structure. Students pay for their own materials. ART-50A, and 50B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-50B - Intermediate Storyboarding****3 units**  
CSU*Prerequisite:* ART-50A. *Advisory:* ART-22 and 40A.

Intermediate level of storyboarding with animation principles where emphasis will be on developed cinematic storytelling techniques and compositions. More developed concepts of writing and directing for animation, dialogue and story development will be explored in making a story reel with a linear computer editing. Students pay for their own materials. ART-50A, and 50B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-51A - Beginning Animation Production****3 units**  
UC, CSU*Prerequisite:* ART-17. *Advisory:* ART-22 and 40A.

Introduction to animation production pipeline and film-making with animation principles. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. ART- 51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-51B - Intermediate Animation Production****3 units**  
UC, CSU*Prerequisite:* ART-51A.*Advisory:* ART-22 and 40A.

Intermediate level of animation production pipeline and film-making with animation principles. More developed story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. ART-51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-90 Islamic Art History****3 units**  
UC, CSU*Prerequisite:* None

An introduction to Islamic art from the seventh century to the present. Students will explore international and regional styles of various types of buildings (such as mosques), as well as in painting, calligraphy, and the decorative arts. They will get acquainted with both local and international styles of Islamic art and architecture and the ways in which cross-fertilization of stylistic and architectural features took place. 54 hours lecture. (Letter Grade only)

**ART-91 Art History of the Photographic Image****3 units**  
UC, CSU*Prerequisite:* None

Survey of the history of still photography from the discipline's inception to the present digital age. Explores the medium of photography as a form of visual communication in historical, socio-political, and cultural contexts. Topics include the evolution of photographic images, process, delivery, and meaning. Students develop visual literacy through verbal and written analyses. 54 hours lecture. (Letter grade or Pass/No Pass)

**ART-92 Visual Description****3 units**  
UC, CSU*Prerequisite:* None*Advisory:* ENG-1A

An introduction to the fundamentals of writing about visual things, particularly works of art, through an exploration of analyses typically used by art historians, art critics, and artists, themselves. May include but not limited to visually descriptive and analytical art writing, compiling annotated art bibliographies with traditional and online resources, crafting an artist's statement, defining research topics in the arts, and writing project or grant proposals. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ART-93 Rome: The Ancient City****3 units**  
UC, CSU*Prerequisite:* None

The art and culture of the ancient city of Rome. Major works of art and architecture will be studied in cultural and historical context. The importance of Rome and the Romans to later cultures will be explored. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ART-200 - Art Work Experience****1-2-3-4 units**  
CSU\**Prerequisite:* None.*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## ASTRONOMY

**AST-1A - Introduction to the Solar System****3 units**  
UC, CSU*Prerequisite:* None.*Advisory:* REA-82 or qualifying placement level and MAT-35.

A journey through the fundamental principles of astronomy specifically focused on the observed motions of the night sky, historical developments of astronomical theory, and the scientific principles explaining the physical characteristics and formation of the solar system. Part one of two courses which complete the fundamental knowledge base for astronomy. 54 hours lecture.

**AST-1B - Introduction to the Stars and Galaxies**      **3 units**  
UC, CSU

*Prerequisite:* AST-1A.

A journey through the fundamental principles used to describe the sun, stars, galaxies and the universe as a whole. Description of observational measurements, determination of the physical properties and the theoretical predictions of stellar evolution, properties of; black holes, neutron stars, supernovae, quasars. Classification of, and determination of physical properties of galaxies and cosmology are covered as well. Part two of two courses that complete the fundamental knowledge base for astronomy. 54 hours lecture.

## AUTOMOTIVE BODY TECHNOLOGY

**AUB-1 - Survey of Automotive Body Technology**      **4 units**  
CSU

*Prerequisite:* None.

A survey course designed to provide a general introduction, review, and orientation to the automotive repair industry, including safety procedures, tools, maintenance, supplies, and repair of damaged automotive vehicles. 36 hours lecture and 108 hours laboratory.

**AUB-50 - Introduction to Automotive Collision Repair**      **4 units**

*Prerequisite:* None.

Automotive collision damage repair theory and practical application with emphasis on the proper use of hand and power tools, spray equipment, refinishing materials, surface preparation, and shop safety awareness and practice. 36 hours lecture and 108 hours laboratory.

**AUB-51 - Automotive Non-Structural Collision Repair and Estimating**      **4 units**

*Prerequisite:* None. *Advisory:* AUB-50.

Designed to teach students basic skills and processes to repair non-structural components of automotive bodies, as well as an introduction to writing estimates for the cost of labor and materials associated with the collision repair. 36 hours lecture and 108 hours laboratory.

**AUB-52 - Automotive Refinishing and Paint**      **4 units**

*Prerequisite:* None. *Advisory:* AUB-50.

Theory and practice in the art of automotive refinishing with emphasis on paint preparation, partial and complete vehicle painting, single and multiple stage paint application, color-sand and buffing. 36 hours lecture and 108 hours laboratory.

**AUB-53 - Automotive Collision Repair Special Projects**      **4 units**

*Prerequisite:* AUB-50.

A special projects class for students who need in-depth experiences in a particular auto body discipline. Course provides students with an opportunity for additional skill and competency development within the subject matter. 36 hours lecture and 108 hours laboratory.

**AUB-54 - Automotive Structural Collision Repair and Frame**      **4 units**

*Prerequisite:* None.

*Advisory:* AUB-50.

Theory and application of techniques associated with the repair of severe collision damage by measuring and straightening the various types of frame structures of modern vehicles. 36 hours lecture and 108 hours laboratory.

**AUB-55 - Automotive Advanced Refinishing and Custom Paint**      **4 units**

*Prerequisite:* AUB-52.

Designed for students who have prior knowledge of automobile refinishing techniques. Course includes advanced refinishing techniques, procedures, and materials including multicolored schemes, air brush, pinstripes, candy and translucent finishes. 36 hours lecture and 108 hours laboratory.

**AUB-56 - Automotive Technology for the Automotive Collision Specialist**      **4 units**

*Prerequisite:* None.

*Advisory:* AUB-50.

Designed to give the automotive collision repair technician basic knowledge of mechanical principles needed to properly complete all repairs after collision damage. Areas of emphasis consist of, but not limited to, electricity, brakes, suspension and steering, and air conditioning. 45 hours lecture and 81 hours laboratory.

**AUB-57 - Antique and Classic Auto Restoration and Fabrication**      **4 units**

*Prerequisite:* AUB-50.

Processes and techniques for the restoration and fabrication of the exterior body of antique, classic and custom vehicles. Includes the theory and practice of metal shaping techniques, metal forming, metal shrinking and stretching, planishing as well as the design and utilization of paper patterns, molds, and bucks. 36 hours lecture and 108 hours laboratory.

**AUB-59A - Automotive Refinishing Service and Repair**      **2 units**

*Prerequisite:* AUB-50.

Principles of service and repair procedures relating to an automotive collision repair program with emphasis on structural and non-structural collision repair laboratory experience. 108 hours laboratory.

**AUB-59B - Automotive Collision Service and Repair**      **2 units**

*Prerequisite:* AUB-52.

Principles of service and repair procedures relating to an automotive collision repair program with emphasis on refinishing and paint repair laboratory experience. 108 hours laboratory.

**AUB-60 - Automotive Trim and Upholstery, I**      **4 units**

*Prerequisite:* None.

This course is designed to be an adjunct to the Automotive Body Technology Program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory.

**AUB-61 - Automotive Trim and Upholstery, II**      **4 units**

*Prerequisite:* AUB-60.

This course is designed to supplement the Automotive Body Technology Program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. 36 hours lecture and 108 hours laboratory.

**AUB-70 - Automotive Cooperative Training - Entry 7 units**

*Prerequisite: None.*

*Limitation on enrollment: Successful application to the ABCT program and sponsorship by an automotive body repair shop.*

Designed as the first course in a series to prepare the student for employment as an auto body technician. Instruction in this course and others of the series is based on Inter Industry Conference on Automotive Collision Repair training curriculum. Students will learn safety procedures, tools, metal straightening and shrinking, parts replacement and alignment, body filler uses and the application of trim and hardware. 72 hours lecture and 162 hours laboratory.

**AUB-71 - Automotive Cooperative Training - Intermediate 7 units**

*Prerequisite: AUB-70.*

*Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This course presents the fundamentals and skills necessary to replace parts through cutting, MIG welding, plastic welding and adhesive bonding. Sheet metal, plastic and glass parts are included. Special emphasis will be placed on the removal, alignment, structural integrity and corrosion protection of replacement parts. 72 hours lecture and 162 hours laboratory.

**AUB-72 - Automotive Cooperative Training-Refinishing 4 units**

*Prerequisite: AUB-71.*

*Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This course presents the ADVANCE-TECH theories and practices of automotive refinishing. Emphasis is placed on paint preparation, tinting, application, blending, defects, safety and environmental practices. 36 hours lecture and 108 hours laboratory.

**AUB-73 - Automotive Cooperative Training-Advanced 7 units**

*Prerequisite: AUB-72.*

*Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This advanced course presents the fundamentals and skills necessary for collision estimating and repair of heavily damaged vehicles. Special emphasis is placed on measuring, gauging and structural integrity of the vehicle. Frame straightening and body pulling is included. 72 hours lecture and 162 hours laboratory.

**AUB-74 - Automotive Cooperative Training Mechanical 7 units**

*Prerequisite: AUB-73.*

*Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This course presents the fundamentals and practices of repairing collision damaged automotive mechanical and electrical systems. Instruction covers steering, suspension, electrical, cooling, brake, restraint, fuel and exhaust systems. 72 hours lecture and 162 hours laboratory.

**AUB-200 - Automotive Body Work Experience 1-2-3-4 units  
CSU\***

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the

work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## AUTOMOTIVE TECHNOLOGY

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**AUT-30 - Ford Minor Services and Shop Practices 2 units**

*Prerequisite: None.*

An introduction to auto shop safety, auto shop practices, automotive dealership operation and minor service of Ford, Lincoln/Mercury and Mazda vehicles, including wind noise and water leaks. Also includes an overview of the various career ladders and divisions of Ford Motor Company and dealership operations. The course prepares students for entry-level employment at Ford, Lincoln/Mercury and Mazda automotive dealerships. 27 hours lecture and 27 hours laboratory.

**AUT-40 - Ford Electrical Systems-MLR 4 units  
(Maintenance and Light Repair)**

*Prerequisite: None.*

This course presents the fundamentals of Ford Electrical system description, operation, diagnostic and repair. It includes the service of the starting, charging, battery, and chassis electrical systems. Additionally, this course emphasized the use of Ford specific methods and special equipment to diagnose and troubleshoot electrical system malfunctions. 54 hours lecture and 54 hours laboratory.

**AUT-41 - Ford Advanced Electronics MLR 4 units**

*Prerequisite: AUT-40 or successful completion of the Electrical Diagnosis and Repair Ford Mastery Exam.*

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln vehicles and to enable the students to diagnose and repair today's computer laden vehicles. 54 hours lecture and 54 hours laboratory.

**AUT-42 - Ford Heating and Air Conditioning MLR 4 units**

*Prerequisite: AUT-40 or completion of the Electrical course work at any Ford/Lincoln Dealership.*

This course presents Ford climate control system operation and repair. Compressor service and refrigerant recovery and recycling are included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved test equipment. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**AUT-43 - Ford Automotive Brakes MLR 4 units**

*Prerequisite: AUT-40 or completion of the Electrical course work at any Ford/Lincoln Dealership*

Principles of Ford brake system (hydraulic and electronic, with and without anti-lock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Fords test methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-44 - Ford Alignment, Steering and Suspension MLR 4 units**

*Prerequisite: AUT-40 or completion of the Electrical course work at any Ford/Lincoln Dealership.*

This course presents the fundamentals of Ford car and light truck suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-45 - Ford Automotive Chassis Systems MLR 4 units**

*Prerequisite: AUT-40.*

This course presents the principles of operation, diagnosis, and repair of the brake system, the suspension and steering system, and the climate control system. The course content includes hydraulic, mechanical, and electronic operation and repair, as well as brake system overhaul and service operations. Additionally, it presents the fundamentals of suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Furthermore, the course will include climate control fundamentals. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns, and climate control concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-50 - Automotive Principles 4 units  
CSU**

*Prerequisite: None.*

General theory, principles and service procedures relating to an introduction to automotive technology with emphasis being placed upon component identification, basic functions, minor maintenance and service. 63 hours lecture and 27 hours laboratory. (Letter Grade or Pass/No Pass option.)

**AUT-51A - Internal Combustion Engines Rebuilding, Gas and Diesel (Upper End) 4 units**

*Prerequisite: AUT-50.*

Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of upper end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.

**AUT-51B - Internal Combustion Engines Rebuilding, Gas and Diesel (Lower End) 4 units**

*Prerequisite: AUT-50.*

Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of lower end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.

**AUT-52A - Automotive Tune-up and Electrical Systems 4 units**

*Prerequisite: AUT-50.*

Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon entry level training. Methods of troubleshooting and diagnosis in base engine, starting, charging, ignition, fuel, and electrical systems. 45 hours lecture and 81 hours laboratory.

**AUT-52B - Automotive Tune-up and Emission Controls 4 units**

*Prerequisite: AUT-52A and 54 or Current ASE certification in A6 (Electrical Systems) and Current ASE certification in A8 (Engine Performance) or one year full-time paid professional experience in engine performance.*

Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. 45 hours lecture and 81 hours laboratory.

**AUT-53A - Automotive Chassis and Alignment 4 units**

*Prerequisite: AUT-50 or AUB-50.*

Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

**AUT-53B - Automotive Brakes 4 units**

*Prerequisite: AUT-50.*

Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

**AUT-54 - Automotive Electrical Systems 4 units**

*Corequisite: Concurrent enrollment in or prior completion of AUT- 50.*

Theory and principles of automotive electrical and electronic systems. Course content will include multi-meter operation, component location, and reading wiring diagrams. Emphasis will be placed on diagnosis and repair of automotive electrical and electronic circuits. May be taken a total of two times. 45 hours lecture and 81 hours laboratory.

**AUT-55A - Automotive Automatic Transmission/Transaxles 4 units**

*Prerequisite: AUT-50.*

Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and reassembly. 45 hours lecture and 81 hours laboratory.

**AUT-55B - Automotive Manual Drivetrain Systems 4 units**

*Prerequisite: AUT-50.*

Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. 45 hours lecture and 81 hours laboratory.

**AUT-56 - Automotive Computer Controls 4 units**

*Prerequisite: AUT-52A and AUT-54, or ASE Certification in engine performance or electrical systems.*

Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. 45 hours lecture and 81 hours laboratory.

**AUT-57 - Automotive Heating and Air Conditioning 4 units**

*Prerequisite: AUT-50.*

Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. 45 hours lecture and 81 hours laboratory.

**AUT-58 - Automotive Diesel Mechanics 4 units**

*Prerequisite: AUT-50.*

This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. 45 hours lecture and 81 hours laboratory.

**AUT-59ABCD - Automotive Service 1 unit**

*Prerequisite: None.*

*Limitation on enrollment: Concurrent enrollment in Automotive Technology Program.*

Principles of service procedures relating to an automotive maintenance program with emphasis being placed upon a laboratory experience to include a minimum of 54 hours per semester and a maximum of 216 hours per semester. (Letter Grade or Pass/No Pass option.)

**AUT-71 - Ford Electrical and Electronics Systems 4 units**

*Prerequisite: None.*

This course presents the fundamentals of electrical and electronic systems found in Ford Motor Company vehicles. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using Ford-approved and recommended testing methods and equipment. Students will be able to apply the acquired information to the computer systems found on Ford, Lincoln/Mercury and Mazda vehicles, for the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

**AUT-72 - Ford Applied Electronics 4 units**

*Prerequisite: AUT-71 or 40.*

*Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific body electronic systems, as well as the climate control system operation and repair, both base and electronic controls systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury and selected Mazda vehicles and to enable the students to diagnose and repair today's computer laden vehicles. Included in this course is the diagnosis of climate control system performance concerns using Ford-approved test equipment. 54 hours of lecture and 54 hours of laboratory.

**AUT-73 - Ford Engine Performance 8 units**

*Prerequisite: AUT-71 or 40.*

*Limitation on enrollment: Sponsorship by a Ford, Lincoln/ Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the operation, diagnosis, and analysis of the ignition, exhaust, emission, fuel, air injection and the On-board computer management system, including the advanced drivability diagnosis of the electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. 108 hours lecture and 108 hours laboratory.

**AUT-74 - Ford Brakes, Steering, and Suspension Systems 4 units**

*Prerequisite: None.*

This course presents the principles of the brake system, including hydraulic and mechanical operation and repair, as well as brake system overhaul and service operations. It also presents the fundamentals of the suspension and the steering systems operation and repair. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-75 - Ford Engine Repair 4 units**

*Prerequisite: None.*

This course introduces the operation and repair of gasoline engines including disassembly, inspection, measurement, and reassembly of gasoline engines. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication, and cooling system concerns using Ford test equipment and methods. 54 hours lecture and 54 hours laboratory.

**AUT-76 - Ford Advanced Chassis Systems 4 units**

*Prerequisite: AUT-71 or 40.*

*Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the principles of Anti-lock brake, Ride Control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using Ford- approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-78 - Ford Manual Transmissions and Drive-Train Systems 4 units**

*Prerequisite: AUT-71 or 40.*

*Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the fundamentals of manual transmission, transaxle, transfer case, differential, and driveline operation, and repair. The course introduces the concepts of disassembly, inspection, measurement, and reassembly, as well as the diagnosis of concerns with transmissions, transaxles, transfer cases, clutches, all wheel drive systems, drivelines, and differentials. 54 hours lecture and 54 hours laboratory.

**AUT-79 - Ford Automatic Transmissions and Transaxes 4 units**

*Prerequisite: AUT-71 or 40.*

*Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the operating principles of automatic transmissions and transaxes. The disassembly, inspection, measurement, and reassembly of automatic transmissions and transaxes will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxes will also be introduced. 54 hours lecture and 54 hours of laboratory.

**AUT-80 - GM Minor Services and Pre-Delivery 3 units**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment limited to GM dealer- sponsored ASEP applicants.*

This course serves as an important introduction to the GM (ASEP) Automotive Service Educational Program. Students will learn about GM customer service, technical assistance network, General Motors dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, GM diagnostic and service information. Application to the ASEP program is required and sponsorship by a General Motors dealership or General Motors approved repair facility is required. 45 hours lecture and 27 hours laboratory.

**AUT-81 - GM Electrical and Electronics Systems 4 units**

*Prerequisite: None.*

This course presents the fundamentals of GM's vehicles electrical and electronic systems. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and GM's advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using GM-approved and recommended testing methods and equipment service of GM automotive electrical and electronic systems. Students will be able to apply the acquired information to the computer systems found on GM vehicles in the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

**AUT-82 - GM Applied Electronics 4 units**

*Prerequisite: AUT-81.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course is an in-depth study of advanced automotive computer controls as they relate to specific electronic systems on GM vehicles; also includes the theory, operation, diagnosis and repair of base and electronic control systems of GM automotive refrigeration and heating systems. Students will utilize laboratory oscilloscopes, digital meters, and GM's advanced diagnostic tools to diagnose and repair today's computer-laden vehicles using GM-approved procedures and standards. 54 hours of lecture and 54 hours laboratory.

**AUT-83 - GM Engine Performance 8 units**

*Prerequisite: AUT-81.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the operation, diagnosis, and analysis of GM ignition, exhaust, emission, fuel, air injection and the On-board computer management system advanced drivability diagnosis of GM electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. Sponsorship by a GM dealership required. 108 hours lecture and 108 hours laboratory.

**AUT-84 - GM Brakes, Steering and Suspension Systems 4 units**

*Prerequisite: None.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the operation, diagnosis and repair of GM automotive brake, steering and suspension systems to include mechanical and hydraulic brake service as well as suspension and steering system service and alignment. Course covers components and operation of each system and the functional relationships between the systems in GM Motor cars and light trucks. wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-85 - GM Gasoline Engine and Repair 4 units**

*Prerequisite: None.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the fundamentals of General Motor's gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motor's gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

**AUT-86 - GM Advanced Chassis Systems 4 units**

*Prerequisite: AUT-81.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the principles of GM antilock brake, ride control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using GM- approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-87 - General Motors Heating and Air Conditioning Systems** **4 units**

*Prerequisite:* AUT-80.

*Limitation on enrollment:* Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

**AUT-88 - General Motors Manual Transmissions and Drive Trains** **4 units**

*Prerequisite:* None.

*Limitation on enrollment:* Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the fundamentals of GM manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, clutches all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission, transaxle and drivetrain systems are included. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

**AUT-89 - General Motors Automatic Transmissions and Transaxles** **4 units**

*Prerequisite:* AUT-81.

*Limitation on enrollment:* Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the operating principles of current production GM automatic transmissions and transaxles. The disassembly, inspection, measurement and reassembly of selected GM automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours of laboratory.

**AUT-91 - Introduction to Alternative Fuels** **1 unit**

*Prerequisite:* None.

*Advisory:* AUT-50.

This course serves as an introduction to the alternative fuels program. Students will learn about a variety of alternative fuels, the infrastructure supporting these fuels, pros and cons associated with alternative fuels, and safety when working with or around them. Example of fuels discussed include: compressed natural gas, electric, fuel ethanol, fuel methanol, hydrogen, liquefied natural gas, liquefied petroleum gas, and nuclear energy. 18 hours lecture. (Letter Grade or Pass/No Pass option.)

**AUT-92 - Compressed Natural Gas Fuel Systems** **1.5 units**

*Prerequisite:* AUT-91.

This course covers compressed natural gas as a vehicular fuel. Students will be taught the proper method to maintain, diagnose and repair dedicated and bi-fuel compressed natural gas vehicles. Safe work practices during maintenance, diagnosis and repair of compressed natural gas vehicles will also be covered. Students will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The inspection and certification process for compressed natural gas fuel tanks will be covered. 18 hours lecture and 27 hours laboratory.

**AUT-95 - Introduction to Hybrid and Electric Vehicle Technology** **3 units**

*Prerequisite:* AUT-50

*Advisory:* AUT-54 or ASE A6 Certification.

Explores the use of Hybrid and Electric battery power for vehicle transportation. Topics will include: Safety when working with high voltage, hybrid and electric vehicle drive systems, battery technology, and peripheral systems used on hybrid and electric vehicles. Hybrid generation systems, Electric vehicle applications and their integrated systems from many manufactures will be discussed. Hybrid and electric vehicle service and maintenance procedures will be covered. 36 hours lecture and 54 hours laboratory.

**AUT-99 - Automotive Technology Internship** **2 units**

*Prerequisite:* None.

*Limitation on enrollment:* Limited to students enrolled in Corporate Automotive programs.

This class is designed to coordinate the student's occupational on-the-job work experience in sponsored corporate automotive programs with related classroom instruction. 120 hours of volunteer work or 150 hours of paid work over eight weeks.

**AUT-200 - Automotive Technology Work Experience** **1-2-3-4 units**

CSU\*

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## BANKING AND FINANCE

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**BAN-51 - Principles of Banking** **3 units**

*Prerequisite:* None.

A study of the diversified services offered by the banking industry. This course explores and analyzes the banking industry and the functions of commercial banks, with particular attention to the deposit, payment, and credit functions as well as fund management and specialized products and services. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**BAN-52 - Consumer Lending** **3 units**

*Prerequisite:* None.

A study of the consumer lending process, its importance to banks and consumers, and the environment in which it functions. Students will explore closed-end loans, indirect loans, related credit products, and open-end credit products, and analyze the consumer lending process from loan application, credit investigation, lender decision-making, loan pricing and policy, collection and recovery. 54 hours lecture.



## BIOLOGY

### BIOLOGY COURSE MODIFICATIONS EFFECTIVE 18-19 ACADEMIC YEAR

PREVIOUS COURSE NUMBER	UPDATED COURSE NUMBER	UPDATED TITLE
AMY-10	BIO-45	Survey of Human Anatomy and Physiology
AMY-2A	BIO-50A	Anatomy and Physiology I
AMY-2B	BIO-50B	Anatomy and Physiology II
BIO 30	BIO-16	Human Reproduction and Sexual Behavior
BIO-11	BIO-60	Introduction to Molecular and Cellular Biology
BIO-11H	BIO-60H	Honors Introduction to Molecular and Cellular Biology
BIO-12	BIO-61	Introduction to Organismal and Population Biology
BIO-17	BIO-4	Human Biology
BIO-2A	BIO-2	Zoology
BIO-30	BIO-16	Human Reproduction
BIO-34	BIO-18	Human Genetics
BIO-36	BIO-19	Environmental Science
MIC-1	BIO-55	Microbiology

#### BIO-1 - General Biology

**4 units**  
UC\*, CSU

*Prerequisite: None.*

Introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

#### BIO-1H - Honors General Biology

**4 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

The course is designed for the non-science major. Students will explore the basic principles of biology, with particular emphasis on the molecular and cellular basis of life as well as genetics, development, evolution and ecology. Discussions on the philosophy, unifying concepts and applications/implications of biology will be included. The Honors course offers an enriched experience for accelerated students through smaller class size; a focus on the evidentiary basis of biological models; and the application of higher level critical thinking skills. Moreover, a thematic/concept-based approach to the course material will be used rather than the traditional topic-based, survey format. The laboratory component will involve completion of directed research projects that culminate in the submission and presentation of research papers, oral presentations and/or poster presentations in the appropriate scientific format. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

#### BIO-2 - Zoology

**5 units**  
CSU

*Prerequisite: None* *Advisory: BIO-1 or BIO-5 or BIO-6 or BIO-7 or BIO-61 or CHE-1A or CHE-1AH*

An intensive study of the Animal Kingdom for all life science majors, designed to prepare students for upper-division courses in organismal biology, zoology, ecology, pre-veterinary, pre-medical and scientific research fields. Emphasizes comparative animal structure, function, behavior, evolutionary history, classification, and ecology. 54 hours lecture and 108 hours laboratory.

#### BIO-2A - Invertebrate Zoology

**5 units**  
UC, CSU

*Prerequisite: None.*

This is a science-majors intensive study of invertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory.

#### BIO-2B - Vertebrate Zoology

**5 units**  
UC, CSU

*Prerequisite: None. Advisory: BIO-2A.*

This is a science-majors intensive study of vertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory. 54 hours lecture and 108 hours laboratory.

#### BIO-3 - Field Botany

**4 units**  
UC, CSU

*Prerequisite: None.*

Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

#### BIO-4 - Human Biology (Formerly BIO-17)

**4 units**  
UC, CSU

*Prerequisite: None.*

A non-major introductory course in biology which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory.

#### BIO-5 - General Botany (C-ID AG-PS104)

**4 units**  
UC\*, CSU

*Prerequisite: None.*

Introduction to the plant sciences with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for non-majors and majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. 54 hours lecture and 54 hours laboratory.

**BIO-6 - Introduction to Zoology****4 units**  
UC, CSU*Prerequisite: None.*

Introduction to the structure, function, behavior, ecology and evolution of major invertebrate and vertebrate animal groups. Designed for the non-science major as a survey of animal biology. 54 hours lecture and 54 hours laboratory.

**BIO-7 - Marine Biology****4 units**  
UC, CSU*Prerequisite: None.*

An ecological study of the marine environment. Emphasis will be placed on the local marine algae, plants, and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory.

**BIO-8 - Principles of Ecology****4 units**  
UC\*, CSU*Prerequisite: None.*

Ecology is the study of the interactions between organisms and their environment. Basic principles include evolution and natural selection, climate and other abiotic factors population growth and genetics, community interactions, species diversity, biogeography, and biome recognition. Human impacts on the above will also be discussed. This course requires field trips. 54 hours lecture and 54 hours laboratory.

**BIO-9 - Introduction to the Natural History of Southern California****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the identification, description, and adaptations of plant and animal species found in southern California. Examples of habitat types that will be covered include local mountains, deserts, and coastal marine ecosystems. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, what types of organisms are found in these varying habitats, and how southern California compares to other regions of biologic interest. 36 hours lecture and 54 hours laboratory.

**BIO-10 - Life Science Principles****3 units**  
UC\*, CSU*Prerequisite: None.*

For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1 or 1H. 54 hours lecture.

**BIO-14 - Soil Science and Management****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to physical properties and classification of soils, physical and chemical properties of soil that governs soil reactions and interactions, nutrient regeneration, and management principles in relation to air, water, nutrients and organic matter. 54 hours lecture.

**BIO-15 - Soil Science and Management Laboratory****2 units**  
UC, CSU*Prerequisite: None.*

A supplementary laboratory course to BIO-14 (Soil Science and Management), focusing on the basics of soil science, physical and biogeochemical properties, and interpretation for use and management. This course will give students hands-on perspectives of soil science, ranging from agricultural, wild lands, watershed, and environmental impacts. 108 hours laboratory.

**BIO-16 - Human Reproduction and Sexual Behavior (Formerly BIO-30)****3 units**  
UC, CSU*Prerequisite: None.*

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, sexually transmitted diseases, sex education, and sexual intercourse and response. 54 hours lecture.

**BIO-18 - Human Genetics (Formerly BIO-34)****3 units**  
UC, CSU*Prerequisite: None.*

*Advisory: High school biology or any college life science course with laboratory.*

A general education course for the non-biology major and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture.

**BIO-19 - Environmental Science (Formerly BIO-36)****3 units**  
UC\*, CSU*Prerequisite: None.*

A study of humans in relation to the environment, that emphasizes population ecology, nutrient cycles and energy flow, pollution, food production and conservation of natural resources. 54 hours lecture.

**BIO-20 - Plants and Human Affairs****3 units**  
UC, CSU*Prerequisite: None.*

A history of the use and management of plants and fungi by humans. Agricultural, culinary, medicinal, cultural, technological, and horticultural uses of plants will be covered. Plants, fungi, and their products will be examined in lecture and laboratory activities including field trips. 36 hours lecture and 54 hours laboratory.

**BIO-31A - Regional Field Biology Studies****1 unit**  
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 54 hours laboratory.

<p><b>BIO-31B - Regional Field Biology Studies</b> <b>2 units</b> CSU</p> <p><i>Prerequisite: None.</i></p> <p>A field course with trips to regional points of biologic interest. This course is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 108 hours laboratory.</p>	<p><b>BIO-45 - Survey of Human Anatomy and Physiology</b> <b>3 units</b> (Formerly AMY-10) UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.</p>
<p><b>BIO-31C- Regional Field Studies - Neotropics</b> <b>3 units</b> CSU</p> <p><i>Prerequisite: None</i></p> <p>A field biology course that offers field trips and excursions to neotropical points of biologic interest. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.</p>	<p><b>BIO-50A - Anatomy and Physiology I</b> <b>4 units</b> (Formerly AMY-2A) UC, CSU (C-ID BIOL 115S=AMY-2A + AMY-2B)</p> <p><i>Prerequisite: BIO-1 or 1H or 4 or 55 or 60 or 60H.</i></p> <p>First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.</p>
<p><b>BIO-31D - Regional Field Studies - Eurasia</b> <b>3 units</b> CSU</p> <p><i>Prerequisite: None</i></p> <p>A field biology course that offers field trips and excursions to points of biologic interest in Eurasia. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.</p>	<p><b>BIO-50B - Anatomy and Physiology II</b> <b>4 units</b> (Formerly AMY-2B) UC, CSU (C-ID BIOL 115S=BIO-50A + BIO-50B)</p> <p><i>Prerequisite: BIO-50A.</i></p> <p>Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive organ systems. 36 hours lecture and 108 hours laboratory.</p>
<p><b>BIO-31E : Regional Field Studies - South America</b> <b>3 units</b> CSU</p> <p><i>Prerequisite: None</i></p> <p>A field biology course that offers field trips and excursions to points of biologic interest in South America. A study of the unique environmental conditions in South America, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.</p>	<p><b>BIO-55 - Microbiology</b> <b>4 units</b> (Formerly MIC-1) UC, CSU</p> <p><i>Prerequisite: CHE-2A, 2B or 3 and one of the following: BIO-1, 1H, 50A, 60, or 60H.</i></p> <p>General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.</p>
<p><b>BIO-35: Health Science</b> <b>3 units</b> (Same as HES-1) CSU</p> <p><i>Prerequisite: None.</i></p> <p>A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.</p>	<p><b>BIO-60 - Introduction to Molecular and Cellular Biology</b> <b>5 units</b> (Formerly BIO-11) UC*, CSU (C-ID BIOL 190) (C-ID BIOL 135S = BIO 60 + BIO 61 )</p> <p><i>Prerequisite: CHE-1A or 1AH.</i></p> <p><i>Advisory: MAT-35, and ENG-50 or 80 or qualifying placement level.</i></p> <p>An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division, signal transduction, early animal development and its control, classical and molecular genetics, evolution and diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.</p>
<p><b>BIO-40 - Biometrics</b> <b>4 unit</b> UC, CSU</p> <p><i>Prerequisite(s): MAT-35.</i> <i>Advisory: BIO-1 or 1H.</i></p> <p>Applied statistical analysis of biological data. The understanding, interpretation, and performance of data analysis in a research context. 54 hours lecture and 54 hours laboratory.</p>	<p><b>BIO-61 - Introduction to Organismal and Population Biology (Majors)</b> <b>5 units</b> (Formerly BIO-12) UC*, CSU (C-ID BIOL 140) (C-ID BIOL 135S = BIO 60 + BIO 61 )</p> <p><i>Prerequisite: BIO-60 or 60H.</i></p> <p>An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-60, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory.</p>

**BIO-85 - Special Topics in Biology****1 unit**  
CSU*Prerequisite: None.**Limitation on enrollment: Intended for students who are involved in faculty-led research or other projects.*

Provides a foundation for conducting research and/or activities in the biological sciences with emphasis on the scientific method. Focuses on procedures and protocols appropriate for literature reviews, laboratory and field studies including equipment use and maintenance, field and lab safety procedures, and addressing ethical concerns in biological research. 54 hours laboratory.

**BLACK STUDIES**

See Ethnic Studies

**BUSINESS ADMINISTRATION****BUS-3 - Computer Applications for Business****3 units**  
CSU**(Same as CAT/CIS-3)***Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**BUS-10 - Introduction to Business****3 units**  
UC, CSU**(C-ID BUS 110)***Prerequisite: None.*

Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

**BUS-10H - Honors Introduction to Business****3 units**  
UC, CSU**(C-ID BUS 110)***Prerequisite: None.*

Scope, function and organization of contemporary business; fundamentals, concepts, principles and current practices in the major areas of business activity with an integrated global perspective. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both BUS-10 and BUS-10H. 54 hours lecture.

**BUS-12 - Opportunity Analysis for Entrepreneurs****2 units**  
CSU*Prerequisite: None.*

This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. 36 hours lecture.

**BUS-13 - Developing a Successful Business Plan/Model****2 units**  
CSU*Prerequisite: None.*

This course provides a systematic process for developing a business plan or model. It establishes a clear road map for clarifying a vision for a business and the strategic, tactical, and operational plans and/or model to move ideas into action. Students further along in the planning and research process will work through the major components of writing a business plan and/or model and emerge with a completed draft of a business plan/model. 36 hours lecture.

**BUS-14 Social Media and Online Marketing for Entrepreneurs****3 units**  
CSU*Prerequisite: None.*

This course introduces social media and online marketing tools for small businesses. Topics include social networking online marketing channels, and creating an online presence for small business. 54 hours lecture.

**BUS-15 - Street Law: An Introduction to Law and Legal Issues****3 units**  
CSU*Prerequisite: None.*

The evaluation, debate, and critical analysis of law and legal issues that affect individuals, their families, and communities. Students will learn about practical aspects of civil, criminal, constitutional, family, immigration, and consumer law in a diverse society with an orientation toward civic involvement in the local community. 54 hours lecture.

**BUS-18A - Business Law I****(C-ID BUS 125)****3 units**  
UC\*, CSU*Prerequisite: None.*

The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

**BUS-18B - Business Law II****3 units**  
UC\*, CSU*Prerequisite: None.*

Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

**BUS-20 - Business Mathematics****3 units**  
CSU*Prerequisite: None.*

An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

**BUS-22 - Management Communications****3 units**  
CSU*Prerequisite: None. Advisory: CAT-30.*

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing, and resume writing. 54 hours lecture.

- BUS-24 - Business Communication** 3 units  
(C-ID BUS 115) CSU  
*Prerequisite: ENG-1A or 1AH.*  
Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture.
- BUS-30 – Entrepreneurship: Foundations and Fundamentals** 3 units  
CSU  
*Prerequisite: None.*  
An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- BUS-40 - International Business-Principles** 3 units  
CSU  
*Prerequisite: None.*  
A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, international markets, and the operation of multi-national corporations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- BUS-43 - International Business-Marketing** 3 units  
CSU  
*Prerequisite: None.*  
Problems of marketing in the international marketplace and how marketers approach and solve them. Focus on concepts and principles by teaching the theory and practice of international marketing, including: The United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion, and sales. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- BUS-46 - International Business-Introduction to Importing/Exporting** 3 units  
CSU  
*Prerequisite: None.*  
An introduction to the current U.S. position in the global trade arena with an emphasis on the import/export concerns of the small U.S. firm. Includes import/export assessment, methods of import/export, resources of import/export advice, international market research methods, aspects of overseas buying/selling practices, and import/export documentation and shipping. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- BUS-47 - Applied Business and Management Ethics** 3 units  
(Same as MAG-47) CSU  
*Prerequisite: None.*  
An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- BUS-48 - International Management** 3 units  
CSU  
*Prerequisite: None.*  
A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- BUS-51 - Principles of Electronic-Commerce** 3 units  
CSU  
*Prerequisite: None.*  
*Advisory: BUS-10, and CIS-1A.*  
An introduction to electronic commerce focusing on business, technological and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- BUS-53 - Introduction to Personal Finance** 3 units  
CSU  
*Prerequisite: None.*  
An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs, and personal investing. 54 hours lecture. (Letter Grade or Pass/No Pass option)
- BUS-58 - Marketing the Virtual Office** 3 units  
CSU  
*Prerequisite: None.*  
Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours lecture. (Letter Grade or Pass/No Pass option)
- BUS-67 - Business Practices for Photographers** 3 units  
(Same as PHO-67) CSU  
*Prerequisite: None.*  
This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture.
- BUS-70 - Introduction to Organization Development** 3 units  
(Same as MAG-70) CSU  
*Prerequisite: None. Advisory: MAG-44.*  
This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-71 - Introduction to Productivity Management** 3 units  
(Same as MAG-71) CSU*Prerequisite: None. Advisory: MAG-44 and BUS/MAG-70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

**BUS-72 - Introduction to Quantitative Methods for Business** 3 units  
(Same as MAG-72) CSU*Prerequisite: None.**Advisory: BUS-20 and BUS/MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture. (Letter grade only)

**BUS-80 - Principles of Logistics** 3 units  
CSU*Prerequisite: None.*

An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-200 - Business Administration Work Experience** 1-2-3-4 units  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## CHEMISTRY

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**CHE-1A - General Chemistry, I** 5 units  
(C-ID CHEM 110) UC, CSU  
(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH)*Prerequisite: CHE-2A or CHE-3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1AH - Honors General Chemistry, I** 5 units  
(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH) UC, CSU*Prerequisite: CHE-2A or CHE-3, and MAT-35.**Limitation on enrollment: Enrollment in the Honors Program.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1B - General Chemistry, II** 5 units  
(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH) UC, CSU*Prerequisite: CHE-1A or 1AH.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1BH - Honors General Chemistry, II** 5 units  
(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH) UC, CSU*Prerequisite: CHE-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors Program.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-2A - Introductory Chemistry, I** 4 units  
UC\*, CSU*Prerequisite: MAT-52.*

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-2B - Introductory Chemistry, II****4 units**  
UC, CSU*Prerequisite:* CHE-2A.

Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-3 - Fundamentals of Chemistry****4 units**  
UC\*, CSU*Prerequisite:* MAT-52.

A systematic presentation of the chemical, mathematical, and laboratory skills underlying chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-10 - Chemistry for Everyone****3 units**  
UC\*, CSU*Prerequisite:* None.

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CHE-12A - Organic Chemistry, I****(C-ID CHEM 160S=CHE-12A + CHE-12B)****5 units**  
UC, CSU*Prerequisite:* CHE-1B or 1BH.

A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/ No Pass option.)

**CHE-12B - Organic Chemistry, II****(C-ID CHEM 160S=CHE-12A + CHE-12B)****5 units**  
UC, CSU*Prerequisite:* CHE-12A.

Continues discussion based on the content of CHE-12A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-17 - Introduction to the Development of Modern Science****3 units**  
UC, CSU*Prerequisite:* None.*Advisory:* Qualification for ENG-1A.

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture. (Letter Grade, or Pass/ No Pass option.)

**CHICANO STUDIES**

See Ethnic Studies

**CHINESE****CHI-1 - Mandarin Chinese 1****5 units**  
UC\*, CSU*Prerequisite:* None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for native spoken and written Mandarin Chinese at the beginning level. This course includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CHI-2 - Chinese 2****5 units**  
UC\*, CSU*Prerequisite:* CHI-1.

Further development of basic skills in listening, reading, speaking, and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Mandarin Chinese at the beginning level. This course includes an expanded discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CHI-11 - Culture and Civilization****3 units**  
UC, CSU*Prerequisite:* None.

Introductory survey of Chinese culture and civilization as reflected in language, literature, art, history, politics, customs, and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## COMMUNICATION STUDIES

The number one skill requested of employers is effective communication skills! Communication Studies is considered one of the Top 5 Majors at four year universities so consider the Associate in Arts in Communication Studies for Transfer degree (See p. 68). If you are transferring to a CSU, your Critical Thinking Requirement (Area A3) can be met by COM-2 or COM-3.

### COM-1 - Public Speaking 3 units (C-ID COMM 110) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-1H - Honors Public Speaking 3 units (C-ID COMM 110) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-2 - Introduction to Persuasion 3 units (C-ID COMM 190) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A.*

An examination of historical and contemporary approaches to persuasive messages throughout time. A focus on theoretical perspectives involving persuasion including Aristotelian and Ciceronian Canons of Rhetoric and strategies on construction, delivery and critical analysis of persuasive messages. (Letter grade only)

### COM-3 - Argumentation and Debate 3 units (C-ID COMM 120) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A.*

An examination of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, refutation/rebuttals, cross-examination, utilization of sound reasoning, fallacies in reasoning, and the importance of ethical behavior in debate. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-5 - Parliamentary Procedure 1 unit CSU

*Prerequisite: None.*

Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-6 - Dynamics of Small Group Communication 3 units (C-ID COMM 140) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A.*

Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision-making, and leadership. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-7 - Oral Interpretation of Literature 3 units (C-ID COMM 170) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A.*

Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-9 - Interpersonal Communication 3 units (C-ID COMM 130) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self- concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-9H - Honors Interpersonal Communication 3 units (C-ID COMM 130) UC, CSU

*Prerequisite: None. Advisory: COM-51 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self- concept,



self-disclosure, management of emotions, relationship theories and conflict resolution. This honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-11 - Storytelling** **3 units**  
CSU

*Prerequisite: None. Advisory: COM-51 and qualification for ENG-1A.*  
A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-12 - Intercultural Communication** **3 units**  
(C-ID COMM 150) UC, CSU

*Prerequisite: None. Advisory: COM-51 and qualification for ENG-1A.*  
Introduction to the factors affecting intercultural communication focusing on culture, language, and social patterns and their influence on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures and appreciation and comparison of communication among diverse groups within the larger context of American culture are explored with an emphasis on self-evaluation and skill development. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**COM-13 - Gender and Communication** **3 units**  
UC, CSU

*Prerequisite: None. Advisory: COM-51 and qualification for ENG-1A.*  
Examines how communication is used to understand and create gender within the spectrum of masculinity and femininity. Theoretical approaches are discussed to heighten awareness of the importance of communication as a variable in the development of this communication construct. Gender communication issues are addressed with an emphasis on biological sex, society, media, education, culture, verbal, nonverbal communication and conflict in various contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-20 - Introduction to Communication Theory** **3 units**  
(C-ID COMM 180) UC, CSU

*Prerequisite: None.*  
*Advisory: COM-51 and/or qualification for ENG-1A.*  
A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-51 - Enhancing Communication Skills** **1 unit**

*Prerequisite: None.*  
Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and

organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**COM-85A - Communication Studies Clinic** **.5 unit**

*Prerequisite: None.*  
Intended for students who need concentrated attention in various areas of communication skills (i.e. management of communication apprehension, perception checking, "I language," emotion management, oral presentation preparation and practice). Self-paced, open-entry/open-exit, with a non-traditional lectured-based component. The course requires students to do the majority of their coursework independently. Each student will follow a series of modules based on his/her targeted need. Students meet with their instructor in the Center for Communication Excellence for identifying targeted need and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**COM-85B - Communication Studies Clinic II** **1 unit**

*Prerequisite: None.*  
Intended for students who need extended and/or continued concentrated attention in various areas of communication skills (i.e. management of communication apprehension, perception checking, "I language," emotion management, oral presentation preparation and practice). Self-paced, open-entry/open-exit, with non-traditional lectured-based component. The course requires students to do the majority of their coursework independently. Each student will follow a series of modules based on his/her targeted need. Students meet with their instructor in the Center for Communication Excellence for identifying targeted need and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**COM-89 - Intramural Competition** **.5 units**  
CSU

*Prerequisite: None*  
*Limitation on Enrollment: Audition on or before the first class meeting is required to approve participation.*  
Participation in the Communication Studies Bi-Annual Intramural Speaking Competition. An opportunity to prepare, practice, present and reflect upon competitor experience in the event. Participation may include a presentation in one or more of the following categories: Informative Speaking, Persuasive Speaking, Interpersonal Communication presentation, Small Group presentation, Intercultural presentation, Oral Interpretation presentation, Storytelling presentation and/or Argumentation and Debate presentation. 9 hours lecture. (Pass/No Pass option)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

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### **CAT-1A - Business Etiquette** **1 unit**

*Prerequisite: None.*

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **CAT-3 - Computer Applications for Business** **3 units** **(Same as BUS/CIS-3)** **CSU**

*Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-30 - Business English** **3 units**

*Prerequisite: None.*

*Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT/CIS-34A.*

Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **CAT-30A - Business English 30A** **1 unit**

*Prerequisite: None.*

*Advisory: Keyboarding skills or CAT-53 and CAT-34A or CIS-34A or familiarity with Microsoft Word.*

Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30A is equivalent to the first third of CAT-30. 18 hours lecture.

### **CAT-31 - Business Communications** **3 units**

**CSU**

*Prerequisite: None. Advisory: CAT-30.*

This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **CAT-34A - Introduction to Word** **1.5 units** **(Same as CIS-34A)** **CSU**

*Prerequisite: None.*

Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

### **CAT-36A - Legal Office Procedures I** **3 units** **CSU**

*Prerequisite: None.*

*Advisory: Typing skills or familiarity with Microsoft Word or Corel WordPerfect.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

### **CAT-36B - Legal Office Procedures II** **3 units** **CSU**

*Prerequisite: None.*

*Advisory: CAT/CIS-36A or familiarity with Microsoft Word or Corel WordPerfect and CAT-36A.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

### **CAT-37 - Legal Terminology** **3 units** **CSU**

*Prerequisite: None.*

*Advisory: Basic document creation and formatting skills using Microsoft Word or Corel WordPerfect, and keyboarding speed of 40 wpm.*

A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal documents and procedure. Digital correspondence and legal documents will be developed, evaluated, and edited. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-38 - Legal Word Processing and Forms** **3 units** **CSU**

*Prerequisite: None.*

*Advisory: CAT-36A and Microsoft Word or Corel WordPerfect.*

Preparing legal documents and Judicial Council forms using a computer. Emphasis will be placed on the standards used in legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-50 - Keyboarding and Document Processing** **3 units** **CSU**

*Prerequisite: None.*

Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-51 - Intermediate Typewriting/ Document Formatting** **3 units** **CSU**

*Prerequisite: None.*

*Advisory: Beginning typing skills and CAT-50.*

Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-53 - Keyboarding/Typing Fundamentals 1 unit***Prerequisite: None.*

Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-54A - Introduction to Flash 3 units  
(Same as CIS-54A) CSU***Prerequisite: None.*

*Advisory: Competency in the use of a computer and familiarity with the Internet; CAT/CIS-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

**CAT-55 - Applied Accounting/Bookkeeping 3 units  
(Same as ACC-55)***Prerequisite: None.*

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CAT-57 - Creating and Managing the Virtual Office 3 units***Prerequisite: None. Advisory: CAT/CIS-95A.*

The course explores topics related to creating a virtual office including time management, customizing the workplace, evaluating and buying software and hardware, and communicating with technology for self-employed entrepreneurs or telecommuters. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CAT-61 - Professional Office Procedures 3 units***Prerequisite: None.**Advisory: CAT/CIS/BUS-3, and CAT-31 and 51.*

Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CAT-62 - Records Management 3 units***Prerequisite: None.**Advisory: Knowledge of database management.*

Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**CAT-65 - Introduction to Microsoft PowerPoint 1.5 units  
(Same as CIS-65) CSU***Prerequisite: None.*

Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

**CAT-78A - Introduction to Adobe Photoshop 3 units  
(Same as CIS-78A) CSU***Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, selections, photo correction, image improvement, and vector drawing. Additional instruction in these skills: type manipulation, special effects, color correction, and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CAT-78B - Advanced Adobe Photoshop 3 units  
(Same as CIS-78B) CSU***Prerequisite: CAT-78A or CIS-78A or ADM-71A.*

Advanced techniques and methods for using Adobe PhotoShop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option)

**CAT-79 - Introduction to Adobe Illustrator 3 units  
(Same as CIS-79) CSU***Prerequisite: None.*

Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option)

**CAT-80 - Word Processing: Microsoft Word for Windows 3 units****(Same as CIS-80)****CSU***Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Letter grade only)

**CAT-81 - Introduction to Desktop Publishing 3 units  
using Adobe InDesign****(Same as CIS-81)****CSU***Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-84 - Word Processing: WordPerfect for Windows 3 units**  
(Same as CIS-84)*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

Introductory, intermediate, and advanced document formatting using WordPerfect for Windows. Students create fliers, letters, memos, reports and office documents. Topics include mail merge, table basics, advanced features and text editing tools of WordPerfect for Windows. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CAT-90 - Microsoft Outlook 3 units**  
(Same as CIS-90)*Prerequisite: None.*

An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-91 - Microsoft Project 3 units**  
(Same as CIS-91)*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option)

**CAT-93 - Computers for Beginners 3 units**  
(Same as CIS-93) CSU*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-95A - Introduction to Internet 1.5 units**  
(Same as CIS-95A) CSU*Prerequisite: None.*

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

**CAT-98A - Introduction to Excel 1.5 units**  
(Same as CIS-98A) CSU*Prerequisite: None.*

Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-98B - Advanced Excel 1.5 units**  
(Same as CIS-98B) CSU*Prerequisite: CAT/CIS-98A.*

Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-200 - Computer Applications and Office Technology Work Experience 1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## COMPUTER INFORMATION SYSTEMS

**CIS-1A - Introduction to Computer Information Systems 3 units**

(C-ID ITIS 120)

UC, CSU

*Prerequisite: None.*

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-1B - Advanced Concepts in Computer Information Systems 3 units**  
CSU*Prerequisite: CIS-1A.*

Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-2 - Fundamentals of Systems Analysis 3 units**  
(Same as CSC-2) CSU*Prerequisite: None*

A systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business

requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-3 - Computer Applications for Business** **3 units**  
(Same as BUS/CAT-3) **CSU**

*Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-4 - Practical Computer Security** **3 units**  
**CSU**

*Prerequisite: None.*

Introductory course in computer security. Provides awareness for computer users to protect user accounts and computer systems from attacks. Projects illustrate the security software and hardware configuration. 54 hours lecture and 18 hours laboratory.

**CIS-5 - Programming Concepts and Methodology I: C++** **4 units**

(Same as CSC-5) (C-ID COMP 122) **UC, CSU**

*Prerequisite: None. Advisory: CIS-1A.*

Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**CIS-7 - Discrete Structures** **3 units**  
(Same as CSC-7) (C-ID COMP 152) **UC, CSU**

*Prerequisite: CIS/CSC-5.*

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-11 - Computer Architecture and Organization: Assembly** **3 units**

(Same as CSC-11) (C-ID COMP 142) **UC, CSU**

*Prerequisite: None. Advisory: CIS/CSC-5.*

An introduction to microprocessor architecture and assembly language programming. The relationship between the hardware and the software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-12 - PHP Dynamic Web Site Programming** **3 units**  
(Same as CSC-12) **CSU**

*Prerequisite: None.*

*Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-14A - Web Programming: JavaScript** **3 units**  
(Same as CSC-14A) **CSU**

*Prerequisite: None.*

*Advisory: Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-72A.*

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-14B - Web Programming: Active Server Pages** **3 units**  
**CSU**

*Prerequisite: None.*

*Advisory: CIS/CSC-5 and CIS-72A.*

Fundamentals of server-side web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-17A - Programming Concepts and Methodology II: C++** **3 units**

(Same as CSC-17A) (C-ID COMP 132) **UC, CSU**

*Prerequisite: CIS/CSC-5.*

The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-17B - C++ Programming: Advanced Objects** **3 units**  
(Same as CSC-17B) **UC, CSU**

*Prerequisite: None.*

*Advisory: CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CIS-17C - C++ Programming: Data Structures****(Same as CSC-17C)****3 units**  
**UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-18A - Java Programming: Objects****(Same as CSC-18A)****3 units**  
**UC, CSU***Prerequisite: None. Advisory: CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-18B - Java Programming: Advanced Objects****(Same as CSC-18B)****3 units**  
**UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-18C - Java Programming: Data Structures****(Same as CSC-18C)****3 units**  
**UC, CSU***Prerequisite: None. Advisory: CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-20 - Systems Analysis and Design****(Same as CSC-20)****3 units**  
**CSU***Prerequisite: CIS/CSC-2.**Advisory: CIS-62*

Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development, file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-21 - Introduction to Operating Systems****(Same as CSC-21)****3 units**  
**CSU***Prerequisite: CIS-1A.*

An introduction to operating system concepts, structure, functions, performance, and management. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and

utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-21A - Linux Operating System Administration****(Same as CSC-21A)****3 units**  
**CSU***Prerequisite: None.**Advisory: CIS-1A or CIS/CSC-27.*

This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-21B : Linux Operating System Administration II****3 units***Prerequisite: None**Advisory: CIS-21A and CIS-21*

Intermediate fundamentals of the Linux operating system, system architecture, installation, command line and file system. The goal of this course is to build on the Linux I course and provide student learners the knowledge and skills to prepare for the exam objectives aligned to the Linux Professional Institute, LPI.org, LPIC-1 (or the CompTIA Linux powered by LPI) second certification exam. Individuals who complete this course should understand shells, scripting, data management, interfaces and desktops, administrative tasks, essential system services, network fundamentals and system security. 54 hours lecture and 18 hours laboratory.

**CIS-23 - Software End User Support****3 units**  
**CSU***Prerequisite: None.**Advisory: CIS-1A and 1B.*

Study of computer software installation, configuration, maintenance, troubleshooting and optimization, operating system commands and utilities and network software. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-25 - Information and Communication Technology Essentials****(Same as CSC-25)****4 units**  
**CSU***Prerequisite: None. Advisory: CIS-1A.*

Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CIS-26A - Cisco Networking Academy 1A****(Same as CSC-26A)****4 units**  
**CSU***Prerequisite: None. Advisory: CIS-1A, CIS-21, CSC-21 or CIS-25*

The architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. By the end of the course students

will be able to build simple networks, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for the CompTIA A+ and Cisco Certified Network Technician (CCENT) certification exam. This course is the 1st of 4 courses in the Cisco CCNA Routing and Switching Curriculum. 72 hours lecture. (Letter Grade, or Pass/No Pass option)

**CIS-26B - Cisco Networking Academy 1B** **4 units**  
CSU

*Prerequisite:* CIS-26A.

The architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with static route, RIPv2, virtual LANs, NAT, ACL, DHCP, inter-VLAN routing in both IPv4 and IPv6 networks, and perform device discovery, management, and maintenance. This course is 2nd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26C - Cisco Networking Academy 1C** **4 units**  
CSU

*Prerequisite:* CIS-26B.

Scaling Networks Describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, Multiarea OSPF, EIGRP, STP, EtherChannel, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement Link Aggregation concepts in a small-to-medium network. This course is 3rd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26D - Cisco Networking Academy 1D** **4 units**  
CSU

*Prerequisite:* CIS-26C.

This course introduces students to configure WAN services, frame relay, WAN serial connection, IPV6, encapsulate WAN data, High- Level Data Link Control (HDLC), Point-to-Point Protocol (PPP), ACLs access lists, and the network administrator's role and function. Students will learn to configure the Frame Relay operations and troubleshoot DHCP, DNS, ACLs. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26F - Cisco Networking Security** **4 units**  
CSU

*Prerequisite:* None.

*Advisory:* CIS-26B, 26C and CIS/CSC-27.

Provides students with in-depth network security education and a comprehensive understanding of network security concepts. Instruction includes, but is not limited to, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and

availability of data, skills needed to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate potential security threats. Course is designed to prepare students for CCNA Security Certification (IINS 640-553 exam). 72 hours lecture.

**CIS-27 - Information and Network Security** **3 units**  
(Same as CSC-27) CSU

*Prerequisite:* None.

*Advisory:* CIS-1A or CIS-25.

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture.

**CIS-27A - Computer Forensics Fundamentals** **3 units**  
(Same as CSC-27A) CSU

*Prerequisite:* None.

*Advisory:* CIS/CSC-27.

An introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory. (Letter grade only)

**CIS-27B - Introduction to Cybersecurity: Ethical Hacking** **3 units**  
CSU

*Prerequisite:* None

*Advisory:* CIS-1A and CIS-26A and CIS-27

Introduces the network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. This course aligns with the CEH Certified Ethical Hacker certification exam. 54 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass)

**CIS-28A - MS Access Programming** **3 units**  
(Same as CSC-28A) CSU

*Prerequisite:* None.

*Advisory:* CIS/CSC-5.

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-34A - Introduction to Word  
(Same as CAT-34A)****1.5 units  
CSU***Prerequisite: None.*

Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-54A - Introduction to Flash  
(Same as CAT-54A)****3 units  
CSU***Prerequisite: None.*

*Advisory: CIS/CAT-95A. Competency in the use of a computer and familiarity with the Internet.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-54B - Flash Scripting****3 units  
CSU***Prerequisite: None. Advisory: CIS/CAT-54A.*

Learn how to design, write, and debug scripts (programs) using the Flash scripting language. Incorporate scripts into Flash projects to control sophisticated animation, import video and sound files, integrate buttons, and create compelling interactivity using powerful features such as the Motion Editor, inverse kinematics, and support for 3D. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-56A - Designing WebGraphics****3 units  
CSU***Prerequisite: None.*

*Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CIS/CAT-95A.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-61 - Introduction to Database Theory  
(Same as CSC-61)****3 units  
CSU***Prerequisite: None.*

This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-62 - Microsoft Access DBMS: Comprehensive  
(Same as CSC-62)****3 units  
CSU***Prerequisite: None.*

This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using data sheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-63 - Introduction to Structured Query  
Language (SQL)****3 units  
CSU****(Same as CSC-63)***Prerequisite: None.*

This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) Joins, Unions, Differences and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-65 - Introduction to Microsoft PowerPoint  
(Same as CAT-65)****1.5 units  
CSU***Prerequisite: None.*

Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

**CIS-72A - Introduction to Web Page Creation****1.5 units  
CSU***Prerequisite: None.*

*Advisory: Competency in the use of a computer, familiarity with the Internet; CIS/CAT-95A.*

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.) (TBA option)

**CIS-72B - Intermediate Web Page Creation  
using Cascading Style Sheets (CSS)****1.5 units  
CSU**

*Prerequisite: None. Advisory: Knowledge of HTML and the Internet; CIS-72A and CIS/CAT-95A.*

Intermediate webpage creation using cascading style sheets (CSS) to format and lay out webpage content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)



**CIS-72C - Introduction toXML****1.5 units**  
CSU*Prerequisite: None.**Advisory: Knowledge of HTML and CSS.*

Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-76A - Introduction to Microsoft Expression Web** **3 units**  
CSU*Prerequisite: None.**Advisory: CIS/CAT-95A and competency in the use of the Internet and in managing files and folders.*

This course provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-76B - Introduction to Dreamweaver** **3 units**  
CSU*Prerequisite: None.**Advisory: CIS/CAT-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-78A - Introduction to Adobe Photoshop** **3 units**  
(Same as CAT-78A) CSU*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, selections, photo correction, image improvement, and vector drawing. Additional instruction in these skills: type manipulation, special effects, color correction, and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-78B - Advanced Adobe Photoshop** **3 units**  
(Same as CAT-78B) CSU*Prerequisite: CIS/CAT-78A.*

Advanced techniques and methods for using Adobe PhotoShop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option)

**CIS-79 - Introduction to Adobe Illustrator** **3 units**  
(Same as CAT-79) CSU*Prerequisite: None.*

Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-80 - Word Processing: Microsoft Word for Windows** **3 units****(Same as CAT-80)***Prerequisite: None.**Advisory: CAT-51.*

Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Letter grade only)

**CIS-81 - Introduction to Desktop Publishing using Adobe InDesign** **3 units**  
CSU**(Same as CAT-81)***Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-84 - Word Processing: WordPerfect for Windows** **3 units**  
(Same as CAT-84)*Prerequisite: None.**Advisory: CAT-51.*

Introductory, intermediate, and advanced document formatting using WordPerfect for Windows. Students create fliers, letters, memos, reports and office documents. Topics include mail merge, table basics, advanced features and text editing tools of WordPerfect for Windows. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-90 - Microsoft Outlook** **3 units**  
(Same as CAT-90)*Prerequisite: None.*

An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-91 - Microsoft Project** **3 units**  
(Same as CAT-91)*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-93 - Computers for Beginners****3 units****(Same as CAT-93)***Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-95A - Introduction to the Internet****1.5 units****(Same as CAT-95A)****CSU***Prerequisite: None.*

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

**CIS-98A - Introduction to Excel****1.5 units****(Same as CAT-98A)****CSU***Prerequisite: None.*

Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-98B - Advanced Excel****1.5 units****(Same as CAT-98B)****CSU***Prerequisite: CIS/CAT-98A.*

Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-200 - Computer Information Systems  
Work Experience****1-2-3-4 units****CSU\****Prerequisite: None.*

*Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**COMPUTER SCIENCE****CSC-2 - Fundamentals of Systems Analysis****3 units****(Same as CIS-2)****CSU***Prerequisite: None.*

A systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/ No Pass option.)

**CSC-5 - Programming Concepts and****4 units****Methodology I: C++ (Same as CIS-5)****(C-ID COMP 122)****UC, CSU***Prerequisite: None. Advisory: CIS-1A.*

Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**CSC-7 - Discrete Structures****3 units****(Same as CIS-7) (C-ID COMP 152)****UC, CSU***Prerequisite: CIS/CSC-5.*

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CSC-11 - Computer Architecture and Organization:  
Assembly****3 units****(Same as CIS-11) (C-ID COMP 142)****UC, CSU***Prerequisite: None. Advisory: CIS/CSC-5.*

An introduction to microprocessor architecture and assembly language programming. The relationship between the hardware and the software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CSC-12 - PHP Dynamic Web Site Programming****3 units****(Same as CIS-12)****CSU***Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A and CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and

HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-14A - Web Programming: JavaScript** **3 units**  
(Same as CIS-14A) **UC, CSU**

*Prerequisite:* None. *Advisory:* Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-72A.

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-17A - Programming Concepts and Methodology II: C++** **3 units**  
(Same as CIS-17A) (C-ID COMP 132) **UC, CSU**

*Prerequisite:* CIS/CSC-5.

The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object- Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CSC-17B - C++ Programming: Advanced Objects** **3 units**  
(Same as CIS-17B) **UC, CSU**

*Prerequisite:* None. *Advisory:* CIS/CSC-17A.

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-17C - C++ Programming: Data Structures** **3 units**  
(Same as CIS-17C) **UC, CSU**

*Prerequisite:* None. *Advisory:* CIS/CSC-17A.

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-18A - Java Programming: Objects** **3 units**  
(Same as CIS-18A) **UC, CSU**

*Prerequisite:* None. *Advisory:* CIS/CSC-5.

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-18B - Java Programming: Advanced Objects** **3 units**  
(Same as CIS-18B) **UC, CSU**

*Prerequisite:* None. *Advisory:* CIS/CSC-18A.

This is an advanced JAVA programming course for students familiar

with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-18C - Java Programming: Data Structures** **3 units**  
(Same as CIS-18C) **UC, CSU**

*Prerequisite:* None. *Advisory:* CIS/CSC-18A.

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-20 - Systems Analysis and Design** **3 units**  
(Same as CIS-20) **UC, CSU**

*Prerequisite:* CIS/CSC-2.

*Advisory:* CIS-62 .

Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade only)

**CSC-21 - Introduction to Operating Systems** **3 units**  
(Same as CIS-21) **UC, CSU**

*Prerequisite:* CIS-1A.

An introduction to operating system concepts, structure, functions, performance, and management. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-21A - Linux Operating System Administration** **3 units**  
(Same as CIS-21A) **UC, CSU**

*Prerequisite:* None.

*Advisory:* CIS-1A or 27.

This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CSC-25 - Information and Communication  
Technology Essentials****4 units****(Same as CIS-25)****CSU***Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CSC-27 - Information and Network Security  
(Same as CIS-27)****3 units****CSU***Prerequisite: None. Advisory: CIS-1A or CIS-25*

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture. (Letter grade only)

**CSC-27A - Computer Forensics Fundamentals  
(Same as CIS-27A)****3 units****CSU***Prerequisite: None. Advisory: CIS-27.*

An introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory. (Letter grade only)

**CSC-28A - MS Access Programming  
(Same as CIS-28A)****3 units****CSU***Prerequisite: None. Advisory: CIS/CSC-5.*

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

**CSC-61 - Intro to Database Theory  
(Same as CIS-61)****3 units****CSU***Prerequisite: None.*

Database design and development using modern "Entity-Relationship" techniques, including data structures, performance, data validation, security and failure recovery techniques. 54 hours lecture and 18 hours laboratory.

**CSC-62 - MS Access DBMS: Comprehensive  
(Same as CIS-62)****3 units***Prerequisite: None.*

Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing, and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory. (TBA option)

**CSC-63 - Introduction to Structured  
Query Language (SQL)****3 units****(Same as CIS-63)***Prerequisite: None.*

This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries(DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture, and 18 hours laboratory. (TBA option)

## COSMETOLOGY

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The cosmetology curriculum consists of a minimum of, but not limited to, 1600 hours of instruction and requires a 2.0 average or higher in each of the five sequential courses to earn 47.5 units of college credit and a Certificate of Completion in Cosmetology. It prepares the student to qualify for the California State Board of Barbering and Cosmetology examination and the workforce. Upon passing the state examination, the student will be issued a cosmetologist license by the California State Board of Barbering and Cosmetology. Consult the Schedule of Classes for admittance and registration periods.

**Requirements for Enrollment**

1. Submit RCC online admissions application-select Cosmetology as the major.
2. Apply via MyPortal using the Cosmetology Application Form during submission dates.
3. Send one copy of high school transcript to Admissions and Records Office. (If tenth grade has not been completed, make application for equivalency test.)
4. Approximate cost to student:
 

(Prices for the kit and textbooks are subject to change, which is beyond our control.) Please call the Cosmetology Department for exact prices (951) 222-8185.

  - a) Cosmetology Principles and Practices - approximately \$4000 for the total program.
  - b) Manicuring and Pedicuring - approximately \$1000 for the total program.
  - c) Esthetician - approximately \$4000 for the total program.

**For more information go to [www.academic.rcc.edu/cosmetology](http://www.academic.rcc.edu/cosmetology)**

**COS-1A-Introduction to Cosmetology Level I 3 units***Prerequisite: None*

An introduction to beginning cosmetology concepts, including California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. Theory subjects include California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. 54 hours lecture.

**COS-1B-Introduction to Cosmetology Level II 3 units***Prerequisite: COS-1A.*

An introduction to beginning cosmetology concepts, Cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: Cosmetology communication skills, general anatomy and physiology, basics of electricity, OSHA health and safety, basics of cosmetology chemistry. 54 hours lecture.

**COS-1C-Cosmetology Business Concepts 1 unit***Prerequisite: None. Corequisite: COS-1B*

Cosmetology Business Concepts, Cosmetology related business skills, employment, and interviewing, and on the job skills. 18 hours lecture.

**COS-10A - Level I Hairstyling Concepts I 3 units***Prerequisite: None. Corequisite: COS-1A*

An introduction to beginning cosmetology concepts, Level I Hairstyling. Theory subjects include: Level I hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level I wet hairstyling, and Level I thermal hairstyling. 36 hours lecture and 54 hours laboratory.

**COS-10B - Level II Hairstyling Concepts 3 units***Prerequisite: COS-10A. Corequisite: COS-1B.*

The second course in an introduction to beginning cosmetology concepts, Level II Hairstyling. Theory subjects include: Level II hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level II wet hairstyling, and Level II thermal hairstyling. 36 hours lecture and 54 hours laboratory.

**COS-10C-Level III Hairstyling Concepts 2 units***Prerequisite: COS-10B.*

The third course as an advanced introduction to cosmetology concepts, Level III Hairstyling. Theory subjects include: Level III hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level III wet hairstyling, and Level III thermal hairstyling. 18 hours lecture and 54 hours laboratory.

**COS-20A-Level I Chemical Texture Concepts 3 units***Prerequisite: None. Corequisite: COS-1A.*

An introduction to beginning cosmetology concepts, Level I chemical straightening, soft perm, and health and safety in chemical texture services. Laboratory practices include: Health and safety practice, Level I permanent waving, chemical straightening, and soft perms. 36 hours lecture and 54 hours laboratory.

**COS-20B-Level II Chemical Texture Concepts 3 units***Prerequisite: COS-20A. Corequisite: COS-1B.*

Advanced introduction to Level II cosmetology concepts, Level II Chemical Texture. Theory subjects include Level II chemical texture services such as permanent waving, chemical straightening, soft perm,

and health and safety in chemical texture services. Laboratory practices include health and safety practices, Level II permanent waving, chemical straightening, and soft perms. 36 hours lecture and 54 hours laboratory.

**COS-30A-Level I Haircutting Concepts 2 units***Prerequisite: None. Corequisite: COS-1A.*

An introductory course in cosmetology haircutting techniques and concepts. The course has a lecture and laboratory which covers introductory Level I Haircutting, and health and safety practices in haircutting. 18 hours lecture and 54 hours laboratory.

**COS-30B-Level II Haircutting Concepts 2 units***Prerequisite: COS-30A. Corequisite: COS-1B.*

This is the second course in cosmetology haircutting techniques and concepts. The lecture and lab component covers expanded theory and application of Level II cosmetology haircutting concepts. This course has a lecture and laboratory which expands on haircutting theory, as well as health and safety in cosmetology haircutting practices. 18 hours lecture and 54 hours laboratory.

**COS-30C-Level III Haircutting Concepts 1.50 units***Prerequisite: COS-30B.*

This is the third course in cosmetology haircutting techniques and concepts. The lecture and lab component continues to expand theory and application of Level III cosmetology haircutting concepts. This course has a lecture and laboratory which expands on haircutting theory, as well as health and safety in cosmetology haircutting practices. 9 hours lecture and 54 hours laboratory.

**COS-40A-Level I Hair coloring and Bleaching Concepts 3 units***Prerequisite: None. Corequisite: COS-1A.*

An introduction to beginning cosmetology concepts, Level I Haircoloring and Bleaching. Theory subjects include Level I haircoloring and bleaching techniques such as haircoloring, bleaching, and health and safety in haircoloring and bleaching services. Laboratory practices include health and safety practices, Level I haircoloring, and bleaching. 36 hours lecture and 54 hours laboratory.

**COS-40B-Level II Haircoloring and Bleaching Concepts 3 units***Prerequisite: COS-40A. Corequisite: COS-1B.*

Level II haircoloring and bleaching cosmetology concepts, Level II haircoloring and Bleaching. Theory subjects include Level II techniques such as haircoloring and bleaching, health and safety in haircoloring, and bleaching services. Laboratory practices include health and safety practices, Level II haircoloring, and bleaching: 36 hours lecture and 54 hours laboratory.

**COS-57A-Level I Skin Care Concepts 2.5 units***Prerequisite: None. Corequisite: COS-1A.*

An introduction to beginning cosmetology concepts, Level I Skin Care. Theory subjects include: Level I skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level I skin care. 36 hours lecture and 27 hours laboratory.

**COS-57B-Level II Skin Care Concepts 2 units***Prerequisite: COS-57A. Corequisite: COS-1B.*

Level II skin care concepts, Level II Skin Care. Theory subjects include: Level II skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level II skin care. 27 hours lecture and 27 hours laboratory.

**COS-57C-Level III Skin Care Concepts****8 units***Prerequisite: COS-57B.*

Level III skin care concepts, Level III Skin Care. Theory subjects include: Level III skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level III skin care. 108 hours lecture and 108 hours laboratory.

**COS-60A - Beginning Cosmetology Concepts****11 units***Prerequisite: None.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

An introduction to beginning cosmetology concepts, California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences, and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level I hair care, skin care and nail care. Laboratory practices include: health and safety, level I hair care, skin care, and nail care. 144 hours lecture and 186 hours laboratory.

**COS-60B - Level II Cosmetology Concepts****10.5 units***Prerequisite: COS-60A.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

Level II cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level II hair care, skin care and nail care. Laboratory practices include: health and safety, level II hair care, skin care, and nail care. 126 hours technical instruction and 204 hours laboratory.

**COS-60C - Level III Cosmetology Concepts****10 units***Prerequisite: COS-60B.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

Level III study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level III cosmetology related sciences, level III hair care, skin care, and nail care. Laboratory practices include: health and safety, hair care, skin care, and nail care. 108 hours technical instruction and 222 hours laboratory.

**COS-60D - Level IV Cosmetology Concepts****8 units***Prerequisite: COS-60C.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

Level IV study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level IV cosmetology related sciences, advanced level IV hair care, skin care and nail care. Laboratory practices include: health and safety, level IV hair care, skin care, and nail care. 54 hours lecture and 276 hours laboratory.

**COS-60E - Level V Cosmetology Concepts****8 units***Prerequisite: COS-60D.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

Level V study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: State licensing exam readiness, health and safety, business practices, level V cosmetology related sciences, advanced level V hair care, skin care and nail care. Laboratory practices include: health and safety, level V hair care, skin care, and nail care. 54 hours technical instruction and 276 hours laboratory.

**COS-60E1 - Level V Cosmetology Concepts****4 units***Prerequisite: COS-60A.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

A study of safety and related hazardous chemicals, principles of salon management, employment skills and opportunities, retailing and salesmanship, and current fashion concepts of hair styling. Advanced level instruction and practice of salon clinic principles, chemical hair relaxing, and manicuring, facials, pedicuring, and current fashion concepts of hair styling. 27 hours lecture and 138 hours laboratory.

**COS-60E2 - Level V Cosmetology Concepts****4 units***Prerequisite: COS-60E1.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

An in-depth study relating principles of retailing, advertising and marketing. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. 27 hours lecture and 138 hours laboratory.

**COS-60F-Remedial Training Course****.5 units***Prerequisite: None*

Remedial Training course pertinent to health and safety laws and regulations of the Board of Barbering and Cosmetology (Board). 9 hours lecture.

**COS-61A - Level I Cosmetology Instructor Concepts****7.5 units***Prerequisite: None.**Limitation on enrollment: Cosmetology license issued in the United States.*

An introduction to beginning cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic learning styles and principles, learning environments and teaching plans. Laboratory practices include: oral presentations, audio and visual aids, classroom observations. 54 hours of lecture/technical instruction and 246 hours laboratory.

**COS-61B - Level II Cosmetology Instructor Concepts****7.5 units***Prerequisite: COS-61A.*

Level II Cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic pedagogical classroom management and student assessments. Laboratory practices include: student clinical/laboratory observations, classroom presentations and classroom assessment observations. 54 hours lecture/technical instruction and 246 hours laboratory.

**COS-62A - Level I Esthetician Concepts****10 units***Prerequisite: None.**Limitation on enrollment: Enrollment in the Esthetician Program.*

An introduction to level I skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level I skin care. Laboratory practices include: health and safety, level I skin care. 113 hours lecture and 202 hours laboratory.

**COS-62B - Level II Esthetician Concepts****10 units***Prerequisite: COS-62A.**Limitation on enrollment: Enrollment in the Esthetician Program.*

Level II skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level II skin care. Laboratory practices include: health and safety, level II skin care. 113 hours lecture and 202 hours laboratory.

**COS-64A - Manicuring and Pedicuring A****5 units***Prerequisite: None for 64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology rules and regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in COS-64B will provide the student with an opportunity for additional skill and competency development within the subject matter. 202 hours lecture - demonstration/laboratory.

**COS-64B - Manicuring and Pedicuring B****5 units***Prerequisite: COS-64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to complete preparation of the student for a career in manicuring and pedicuring. It is an advanced in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Enrollment in COS-64B will provide the student an opportunity for additional skill and competency development within the subject matter and the hours required by state regulation. 202 hours lecture/demonstration/laboratory.

**COS-67ABCD - New Trends and Techniques in Hairdressing****2 units***Prerequisite: Completion of 1600 hours of cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

Designed for practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in COS-67 B, C, and/or D will provide the student with an opportunity for additional skill and competency development within the subject matter. 54 hours lecture/demonstration/laboratory

**COS-68A - Principles and Practices of Competition Hairstyling****2 units***Prerequisite: None.**Limitation on enrollment: Currently enrolled cosmetology students.*

A specialized course to develop precision performance in hair design at an advanced level of competency. The students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory.

**COS-68B - Special Artistic Effects Used in Competition Hairstyling****2 units***Prerequisite: None.**Limitation on enrollment: Currently enrolled cosmetology students.*

A specialized course to develop artistic effects in conjunction with competition hairstyling. The students will learn to adapt art principles to enhance original hair designs. 18 hours lecture and 54 hours laboratory.

**COS-69ABCD - Men's Hair Design****2 units***Prerequisite: Completion of 1500 hours of barber training.*

Courses will be taken in alphabetical sequence regardless which semester enrollment begins. Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS-69 B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

**COS-70A-Level I Makeup and Hair Removal Concepts****3 units***Prerequisite: None. Corequisite: COS-1A.*

An introduction to beginning cosmetology concepts, Level I Make Up and Eyebrow Arching. Theory subjects include: Level I make up, eyebrow arching. Laboratory practices include: Level I make up, and eyebrow arching. 54 hours lecture and 27 hours laboratory.

**COS-70B-Level II Makeup and Hair Removal Concepts****3 units***Prerequisite: COS-70A. Corequisite: COS-1B.*

Level II Makeup and hair removal cosmetology concepts and Level II Make up and hair removal. Theory subjects include Level II make up and hair removal. Laboratory practices include Level II make up and hair removal. 45 hours lecture and 27 hours laboratory.

**COS-80A-Level I Nail Care Concepts****2 units***Prerequisite: None. Corequisite: COS-1A.*

An introduction to beginning nail care cosmetology concepts, Level I Nail Care. Theory subjects include: Level I nail care, and health and safety in nail care. Laboratory practices include: Level I nail care. 27 hours lecture and 27 hours laboratory.

**COS-80B-Level II Nail Care Concepts****3 units***Prerequisite: COS-80A. Corequisite: COS-1B.*

Level II Nail Care cosmetology concepts, Level II Nail Care. Theory subjects include: Level II Nail care, and health and safety in nail care. Laboratory practices include: Level II nail care. 36 hours lecture and 54 hours laboratory.

**COS-80C-Level III Nail Care Concepts****4 units***Prerequisite: COS-80B.*

Level III Nail Care cosmetology concepts, Level III Nail Care. Theory subjects include: Level III Nail care, and health and safety in nail care. Laboratory practices include: Level III nail care. 54 hours lecture and 54 hours laboratory

**COS-90A-Level I Clinic Floor Concepts****1 - 8 units***Prerequisite: COS-1A, COS-10A, COS-20A, COS-30A, COS-40A, COS-57A, COS-70A, COS-80A.*

An introduction to beginning cosmetology concepts, Level I Clinic Floor. Laboratory practices include: Level I Clinic floor. 56 to 448 hours assigned laboratory, (7 hours per weeks assigned laboratory).

**COS-90B-Level II Clinic Floor Concepts 2 - 8 units**

*Prerequisite:* COS-90A.

Level II Clinic floor cosmetology concepts, Level I Clinic Floor. Level II Clinic Floor. Laboratory practices include: Level II Clinic floor. Assigned laboratory 112 to 448 hours, (14 hours per week of assigned laboratory).

**COS-90C-Level III Clinic Floor Concepts 4 - 8 units**

*Prerequisite:* COS-90B.

Level III Clinic Floor cosmetology concepts, Level III Clinic Floor. Laboratory practices include: Level III Clinic Floor. Assigned laboratory: 224 to 448 hours (28 hours per week of assigned laboratory).

**COS-97A-Cosmetology Theory Exam Readiness Concepts .5 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Students must be enrolled in the RCC

*Cosmetology Program, and are preparing for Licensing Examinations.*

Cosmetology Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture.

**COS-97B-Cosmetology Practical Exam Readiness Concepts .5 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Students must be enrolled in the RCC

*Cosmetology Program, and are preparing for Licensing Examinations.*

Cosmetology Exam Readiness Practical subjects include: State licensing exam readiness, Cosmetology practical subject matter, and health and safety related to state licensing examination. 27 hours laboratory.

**COS-98A-Esthetics Theory Exam Readiness Concepts .5 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Students must be enrolled in the RCC

*Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture.

**COS-98B-Esthetics Practical Exam Readiness Concepts .5 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Students must be enrolled in the RCC

*Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. Laboratory practices include: Health and safety, and skin care. 27 hours laboratory.

**COS-99A-Manicure Theory Exam Readiness Concepts .5 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Students must be enrolled in the RCC

*Cosmetology Program, and are preparing for Manicure Licensing Examinations.*

Manicurist Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture.

**COS-99B-Manicure Practical Exam Readiness Concepts.5 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.

Manicurist Exam Readiness Laboratory practice includes: Health and safety, and nail care. 27 hours laboratory.

**COS-200 - Cosmetology Work Experience 1-2-3-4 units CSU\***

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## CULINARY ARTS

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Students must submit an online RCC admissions application and a separate culinary online application during submission dates. For more information go to [www.academic.rcc.edu/culinary](http://www.academic.rcc.edu/culinary)

**CUL-20 - Fundamentals of Baking I 2 units**

*Prerequisite:* None.

Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters; soft and stiff doughs; baking times, temperatures and handling techniques. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.)

**CUL-21 - Fundamentals of Baking II 2 units**

*Prerequisite:* None. *Advisory:* CUL-20.

Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries and cakes; soft and stiff doughs; baking times, temperatures and handling techniques. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.)

**CUL-22 - Cake Decorating I 2 units**

*Prerequisite:* None.

Professional cake decorating principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design used in the presentation of these products. 27 hours lecture, and 27 hours laboratory.



**CUL-23 - Advanced Cake Decorating****2 units***Prerequisite: CUL-22.*

Study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste - dark, white and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. 27 hours lecture and 27 hours laboratory.

**CUL-24 - Techniques of Garde Manger****2 units***Prerequisite: None.*

This class teaches techniques used to present cold foods that are artistically beautiful and delicious. Students will learn garnishing techniques using fruits and vegetables as well as carving techniques using salt dough, tallow, weaver's dough and ice. Special emphasis will be placed on making foods as delicious as they are beautiful. Course topics will include garnishes, salads, sandwiches, crudités, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. 18 hours lecture and 54 hours laboratory. (Materials fee: \$65.)

**CUL-36 - Introduction to Culinary Arts****8 units***Prerequisite: None. Advisory: REA-95**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements. 45 hours lecture and 307 hours laboratory.

**CUL-37 - Intermediate Culinary Arts****8 units***Prerequisite: CUL-36.**Limitation on enrollment: Negative TB test/chest x-ray within the last three years.*

Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert, and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied. 45 hours of lecture and 307 hours laboratory.

**CUL-38 - Advanced Culinary Arts****8 units***Prerequisite: CUL-37.**Limitation on enrollment: Negative TB test/chest x-ray within the last three years.*

A comprehensive and advanced exploration of classical, modern, and international food preparation; cooking and food service operations. Students will learn and develop food production and service skills by being exposed to quantity cooking methods and the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving lunch. Emphasis on high standards of quality and efficient production of sauces, meats, poultry, fish, sausages, cured food, pates, terrines, and other cold foods. Further menu selection and balance, use of recipes, and evaluation of food products will be studied. An analysis of daily operations will focus on consistent or improved performance in a team environment and further development of supervision and restaurant skills. 45 hours lecture and 297 hours laboratory. (Letter grade only)

**CUL-41 - Wine and Food Pairing****2 units***Prerequisite: None.**Limitation on enrollment: Students must be at least 21 years old to sample wines.*

This course introduces characteristics of different wine families, the varietals within each family and the characteristics of each varietal that can be used to select the best wine to compliment a dish. Students will learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Students will learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Students will learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served. Wines will be sampled during class. 36 hours lecture. (Materials fee: \$40.)

**CUL-42 - International Cuisine****2 units***Prerequisite: None.*

This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own. 18 hours lecture and 54 hours laboratory. (Materials fee: \$65.)

**CUL 46 – Fundamentals of Baking and Pastry****8.5 units***Prerequisite: None.*

An introduction to the fundamental skills, concepts, and techniques of baking. Through lectures, demonstrations and lab work, this elementary baking course will cover the theory of safety and sanitation, purchasing and receiving, business and math skills, weights and measures, baking terminology, the use of hand tools and equipment found in the bakeshop, the exploration of baking and pastry ingredients and their functions. Students will gain a working knowledge of the major methods such as creaming, blending, foaming, meringues, precooked, cut-in, lamination, straight dough, custards, pies, tarts, cookies and brownies. This course covers the steps in the bread baking process, straight dough mixing method, sponge dough mixing method, shaping rolls and breads, sour dough starters, nutritional and specialty breads, and organic bread with an emphasis on artisan breads, enriched yeast breads and specialty breads. Emphasis will be placed on fundamental production techniques and evaluation of quality characteristics. Creaming method will be covered by the production of muffins and quick breads, also included will be bread variations with low sodium and sugar. 54 hours lecture and 297 hours lab.

**CUL 47 – Advanced Baking and Pastry****8.5 units***Prerequisite: CUL-46.*

Advanced baking and pastry will complete the two semester certificate program. This course introduces the basics of decorative work as applied to showpieces and special occasion cakes, students will have the opportunity to design and execute their own three-tier wedding cake as well as work on a special occasion cake and team wedding cake using gumpaste, pastillage, chocolate, or marzipan. Topics to be covered include fillings, icings, custards, mousses, and glazing techniques, along with a comparison of classical and modern dessert preparations and presentations. Sugar work such as pulled, blown, and poured will be covered, as will the use of tempered and modeling chocolate. This course will focus on chocolate and confectionery technology, ingredient function, and the production of chocolates and confections in an artisan setting. Vital concepts in both theory and practice will include controlling the crystallization of fats and sugars, manipulating water and free water in centers, and understanding the mechanics of emulsions. Techniques include chocolate tempering methods, sugar cooking technique, hand dipping centers, and shell molding. This course will also cover frozen desserts, ice creams and sorbets. 54 hours lecture and 297 hours lab

## DANCE ACADEMIC COURSES

**DAN-6 - Dance Appreciation****3 units****UC, CSU***Prerequisite: None.*

A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. Students may not receive credit for both DAN-6 and DAN-6H. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**DAN-6H - Honors Dance Appreciation****3 units****UC, CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

A non-technical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both DAN-6 and DAN-6H. 54 hours lecture.

**DAN-7 - Choreography I****2 units****UC, CSU***Corequisite: Concurrent enrollment in or prior completion of DAN-6 or 6H.*

The study of dance as an art form with emphasis on the basic elements and forms of dance composition. 18 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-8 - Choreography II****2 units****UC, CSU***Prerequisite: DAN-7.*

The continuing study of dance as an art form with emphasis on intermediate level exploration of space, time, and energy as well as crafting techniques and devices used for creating and staging a group work. 18 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-9 - Choreography III****2 units****UC, CSU***Prerequisite: DAN-8.**Limitation on enrollment: Audition on or before the first class meeting.*

The continuing study of dance composition with emphasis on improvisation as a choreographic tool. 18 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-12 - Kinesiology for Pilates/Dance****3 units****UC, CSU***Prerequisite: DAN-D47.**Limitation on enrollment: Proof of current CPR/First Aid certification*

This course is designed to provide students with an understanding of the human body in motion as it learns and experiences the repertoire of the Pilates Method of body conditioning and dance. The course addresses the anatomical and biomechanical principles as they apply to these forms of movement. 54 hours lecture.

**DAN-13 - Pilates Methodology****2 units****UC, CSU***Prerequisite: DAN-12.**Advisory: Intermediate to advanced-level skills in Pilates.*

This course is designed to educate and prepare students to teach the Pilates Method, beginning through advanced, to a variety of populations. Upon successful completion of the course students will be prepared to teach Pilates based matwork and equipment work. Students will be able to teach individual sessions as well as group sessions in Pilates studios as well as gym/fitness establishments. 36 hours lecture.

**DAN-14 - Internship in Pilates Education and Teaching 4 units**  
CSU

*Prerequisite: DAN-12.*

Supervised experience in the teaching of the Pilates method of conditioning. Students will observe various populations and skill levels of Pilates learners and will research and develop lesson plans for beginning, intermediate and advanced level Pilates classes. Students are required to do 100 hours of observation and 62 hours of teaching under the direction of a certified Pilates teacher. 18 hours lecture and 162 hours of laboratory. (TBA option)

**DAN-200 - Dance Work Experience 1-2-3-4 units**  
CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**ACTIVITY COURSES****DAN-D5 - Summer Showcase Dance Performance 2 units**  
UC, CSU

*Prerequisite: None.*

This course is designed to provide students with an opportunity to prepare, perform and appraise choreography in an informal studio setting for public performance. Subsequent enrollment will provide students with opportunities for additional skill and competency development within the subject matter. May be taken a total of three times. 108 hours laboratory. (Letter Grade or Pass/No Pass option.)

**DAN-D8 - American College Dance Association Rehearsal and Performance 1 unit**  
UC, CSU

*Prerequisite: None. Advisory: DAN-7*

*Limitation on enrollment: Audition on or before the first class meeting.*

Prepares dance participants for attendance at American College Dance Association events. Participation in master classes and participation/attendance at adjudication and informal concerts. May be taken a total of four times. 54 hours laboratory.

**DAN-D9 - Concert Dance Ensemble .5 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course is designed to provide students with an opportunity for intensive preparation, performance and appraisal of choreography for public performance. 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D10 - Dance Performance 3 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course provides the opportunity for students to rehearse and perform in the Student Dance Concert. Auditions are held to determine technical and choreographic skill. Student and faculty dances are performed in concert. 162 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**DAN-D11 - Dance Touring Ensemble Rehearsal 2 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: DAN-D22 or D38 or equivalent dance experience.*

*Limitation on enrollment: Audition on or before the first class meeting.*

In this course, the student develops material for lecture- demonstrations, master classes and mini-concerts. It involves development of the material as well as rehearsal and performance. 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D12 - Dance Touring Ensemble 2 units**  
UC, CSU

*Prerequisite: DAN-D11.*

The student will develop ensemble performance skills through creating, rehearsing and performing a repertory of various dance genres and choreographic styles for the RCC Dance Touring Ensemble school performance season. 108 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**DAN-D13 - Dance Repertoire, Modern 1 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of modern dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D14 - Dance Repertoire, Jazz 1 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of jazz, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D15 - Dance Repertoire, Ballet 1 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of ballet, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D16 - Dance Repertoire, Tap****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Develop a concert repertoire in the genre of tap, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D17 - Dance Repertoire, Ethnic****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Develop a concert repertoire in the genre of ethnic dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D18 - Dance Performance Production****2 unit**  
UC, CSU*Prerequisite: None.*

Directed dance projects for stage, integrating choreographic design with the elements of dance theatre production, resulting in the public studio or stage performance of works-in-progress or completed works during the semester. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**DAN-D20 - Introduction to Social Dance****1 unit**  
UC, CSU*Prerequisite: None.*

This course is designed to introduce student to social dance technique. Styles to be studied will include Waltz, Cha cha, Fox trot or Swing. DAN-D20 and D30, are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D21 - Ballet, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

This class will provide an opportunity to learn, practice and apply beginning level ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D22 - Ballet, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Learn, practice and apply basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Introduce the study of historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D23 - Ballet, Advanced****1 unit**  
UC, CSU*Prerequisite: DAN-D22.*

Learn, practice and apply intermediate ballet skills learned in intermediate ballet toward the refinement of technical and artistic expression characteristic of advanced level technique. The study of historical and cultural context of ballet will be augmented. May be taken a total of four times. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D24 - Pointe Technique, Beginning****1 unit**  
UC, CSU*Prerequisite: DAN-D22 or D23.*

Introduction and development of the technical aspects of pointe work in the ballet curriculum. Beginning skills will be the foundation for more demanding vocabulary at the barre, in center work, pirouette technique and turns across the floor. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D25 - Floor Barre****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course is designed for students of all levels. Students will concentrate on ballet-based floor exercises designed to build strength and true alignment of the body. By improving flexibility and agility, the students will learn how to prevent injuries and increase movement longevity. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D26 Mexican Ballet Folklorico****1 unit**  
UC, CSU*Prerequisite: None*

Introduces the fundamentals of Mexican Ballet Folklorico through an overview of movement techniques and vocabularies, basic principles, and cultural/historical understandings. 54 hours laboratory. (Letter grade only)

**DAN-D29 Celebrate Dance Rehearsal****2 units**  
UC, CSU*Prerequisite: None*

*Limitation on Enrollment: Audition on or before the first class meeting.*  
An introduction to the dance rehearsal experience and performance practicals. This course will provide choreographers and dancers an opportunity to prepare and implement movement material for a public performance in a concert setting. 108 hours laboratory.

**DAN-D30 - Social Dance Styles****1 unit**  
UC, CSU*Prerequisite: None.*

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. DAN-D20 and D30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D31 - Hip-Hop Dance, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply beginning hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. D31, and D31B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**DAN-D31B - Hip-Hop Dance, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply intermediate hip-hop dance skills, technique and vocabulary. Continued study of the historical and cultural context of hip-hop culture. D31, and D31B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**DAN-D32 - Jazz, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. DAN-D32, D33, and D34 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D33 - Jazz, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.**Retention based on successful audition.*

Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. DAN-D32, D33, and D34 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D34 - Jazz, Advanced****1 unit**  
UC, CSU*Prerequisite: DAN-D33.*

Learn, practice and apply advanced jazz dance skills and vocabulary with a focus on pre-professional performance skills and advanced musicality. Continued study of the historical and cultural context of jazz as it applies to the genre of Jazz dance. DAN-D32, D33, and D34 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D37 - Modern Dance, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. DAN-D37, D38, and D39 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D38 - Modern Dance, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. DAN-D37, D38, and D39 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D39 - Modern Dance, Advanced****1 unit**  
UC, CSU*Prerequisite: DAN-D38.*

Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. DAN-D37, D38, and D39 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D43 - Tap, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. DAN-D43, D44, and D45 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D44 - Tap, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. DAN- D43, D44, and D45 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D45 - Tap, Advanced****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply intermediate level tap dance skills learned in intermediate tap toward the refinement of technical and artistic expression characteristic of advanced level technique. Continue use of improvisation as applied to performance. The study of historical and cultural context of tap dance will be augmented. DAN-D43, D44, and D45 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D46 - Pilates Mat Work****1 unit**  
UC\*, CSU*Prerequisite: None.*

This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises include stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D47 - Pilates, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This beginning level course in Pilates is based on exercises and concepts developed by Joseph H. Pilates. The course will include mat work and apparatus work on the universal reformer and will emphasize alignment and balance of muscle groups through strengthening, stretching, breathing, and concentration. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D48 - Universal Reformer Technique****1 unit**  
UC, CSU*Prerequisite: DAN-D49.*

Intensive repertoire work on the universal reformer emphasizing alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration at an intermediate and advanced level. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D49 - Pilates, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: DAN-D47.*

This intermediate level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive strengthening and stretching exercises based on Pilates principles. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D50 - Pilates for Dancers****1 unit**  
UC\*, CSU*Prerequisite: DAN-D47.**Advisory: Dance experience is desirable.*

Conditioning and specialized training for dancers using the Pilates Method for the development of dance technique. Includes mat work and apparatus work emphasizing the specialized needs of dancers. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D51 - Pilates, Advanced****1 unit**  
UC\*, CSU*Prerequisite: DAN-D49.*

This advanced level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include advanced mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive advanced level exercises based on Pilates principles. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D60 - Dance Techniques for Musical Theater****.5 unit**  
UC, CSU*Prerequisite: None.*

Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. 27 hours laboratory.

## EARLY CHILDHOOD EDUCATION

### EAR-19 - Observation and Assessment in Early Childhood Education 3 units

(C-ID ECE 200) CSU

*Prerequisite: None.*

The appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. 54 hours lecture.

### EAR-20 - Child Growth and Development 3 units

(C-ID CDEV 100) UC, CSU

*Prerequisite: None.*

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

### EAR-23 - Family Home Child Care Program 3 units

CSU

*Prerequisite: None.*

Meets the specific needs of the family child care provider. Emphasis will be given to licensing regulations, record keeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

### EAR-24 - Introduction to Curriculum 3 units

(C-ID ECE 130) CSU

*Prerequisite: None.*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. 54 hours lecture.

### EAR-25 - Teaching in a Diverse Society 3 units

(C-ID ECE 230) UC, CSU

*Prerequisite: None.*

Examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture.

### EAR-26 - Health, Safety and Nutrition 3 units

(C-ID ECE 220) CSU

*Prerequisite: None.*

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture.

### EAR-28 - Principles and Practices of Teaching Young Children 3 units

(C-ID ECE 120) CSU

*Prerequisite: None.*

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

### EAR-30 - Practicum in Early Childhood Education 4 units

(C-ID ECE 210) CSU

*Prerequisite: EAR-20, 24, 28 and 42.*

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Lab hours will be completed under the direction of a qualified Master Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.

### EAR-33 - Infant and Toddler Development 3 units

CSU

*Prerequisite: None.*

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hours lecture.

### EAR-34 - Infant and Toddler Care and Education 3 units

CSU

*Prerequisite: None.*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 54 hours lecture.

**EAR-35 - Practicum in Infant and Toddler Care**      **3 units**  
CSU

*Prerequisite:* EAR-20. *Advisory:* EAR-33 and 34.

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours of structured laboratory (TBA option) work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

**EAR-38 - Adult Supervision and Mentoring  
in Early Care and Education**      **3 units**  
UC, CSU

*Prerequisite:* None.

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture.

**EAR-40 - Introduction to Children with Special Needs**      **3 units**  
CSU

*Prerequisite:* None.

Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

**EAR-41 - Practicum in Early Intervention/Special  
Education**      **4 units**  
CSU

*Prerequisite:* EAR-20, 24, 28 and 42. *Advisory:* EAR-40 or 46.

This course provides students with hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. It integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. 36 hours lecture and 108 hours laboratory (TBA option).

**EAR-42 - Child, Family, and Community  
(C-ID CDEV 110)**      **3 units**  
CSU

*Prerequisite:* None.

An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture.

**EAR-43 - Children with Challenging Behaviors**      **3 units**  
UC, CSU

*Prerequisite:* EAR-19 and 20.

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include reasons why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

**EAR-44 - Administration I: Programs in Early  
Childhood Education**      **3 units**  
CSU

*Prerequisite:* EAR-20, 24, 28 and 42.

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture.

**EAR-45 - Administration II: Personnel and  
Leadership in Early Childhood Education**      **3 units**  
CSU

*Prerequisite:* EAR-20, 24, 28, and 42.

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture.

**EAR-46 - Curriculum and Strategies for  
Children with Special Needs**      **3 units**  
CSU

*Prerequisite:* None. *Advisory:* EAR-40.

Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture.

**EAR-47 - Childhood Stress and Trauma**      **3 units**  
UC, CSU

*Prerequisite:* None.

This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short- and long-term effects that stress and trauma have on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma, and what parents and early childhood practitioners can do to assist children. 54 hours lecture.

**EAR-53 - Parenting: Guiding Young Children -  
Approaches to Discipline**      **2 unit**

*Prerequisite:* None.

An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 36 hours lecture.



**EAR-54 - Parenting: Contemporary Parenting Issues and Problems** **1 unit**

*Prerequisite: None.*

This course is designed to explore how the concept of childhood in society and children's position has changed. It will examine historical antecedents of change in relation to the new position of parents in society and adult/child relationships of today. It will also attempt to relate how changes in society and forces impacting on this change influence child-rearing. Issues addressed will include obesity, divorce, school structures, the sexual acceleration of childhood, and media/technology influences. 18 hours lecture.

**EAR-200 - Early Childhood Studies Work Experience** **1-2-3-4 units**  
**CSU\***

*Prerequisite: None.*

*Advisory: Student should have paid or voluntary employment. This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills.*

Students may earn up to four (4 units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**ECO-6 - Introduction to Political Economy** **3 units**  
**(Same as POL-6)** **UC, CSU**

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

**ECO-7 - Principles of Macroeconomics** **3 units**  
**(C-ID ECON 202)** **UC, CSU**

*Prerequisite: MAT-52.*

*Advisory: MAT-35 and qualification for ENG-1A.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

**ECO-7H - Honors Principles of Macroeconomics** **3 units**  
**(C-ID ECON 202)** **UC, CSU**

*Prerequisite: MAT-52.*

*Advisory: MAT-35 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

## ECONOMICS

**ECO-4 - Introduction to Economics** **3 units**  
**UC\*, CSU**

*Prerequisite: None.*

An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

**ECO-5 - Economics of the Environment** **3 units**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

**ECO-8 - Principles of Microeconomics** **3 units**  
**(C-ID ECON 201)** **UC, CSU**

*Prerequisite: MAT-52.*

*Advisory: MAT-35 and qualification for ENG-1A.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. Students may not receive credit for both ECO-8 and ECO- 8H. 54 hours lecture.

**ECO-8H - Honors Principles of Microeconomics** **3 units**  
**(C-ID ECON 201)** **UC, CSU**

*Prerequisite: MAT-52.*

*Advisory: MAT-35 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

**ECO-9 - Economics of Poverty and Discrimination**      **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: MAT-35 and eligibility for ENG-1A.*

This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. Students may not receive credit for both ECO-9 and ECO-9H. 54 hours lecture.

**ECO-9H - Honors Economics of Poverty and Discrimination**      **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: MAT-35 and eligibility for ENG-1A.*

This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-9 and ECO-9H. 54 hours lecture.

**ECO-10 - Economics and Personal Decision-Making**      **3 units**  
UC, CSU

*Prerequisite: None.*

An entry-level, general education course which will provide a foundational understanding for making informed personal decisions. Students will learn fundamental economic concepts, paradigms, and theories and learn how to use them to make optimal decisions in their personal experiences in the market for goods and services, the labor market, and the credit market. Real world topics covered will include money management, spending and credit, saving and investing, small business financing, and insurance and taxation. 54 hours lecture.

of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. 54 hours lecture and 54 hours laboratory.

**EDU-10 Introduction to Education Studies**      **3 units**

*Prerequisite: None*

An overview of the field of education and learning inside and outside of the classroom. Introduces public policy and a critical perspective on the ideological and social construction of schools in the United States. Interpretations of learning conditions through student observations and experiences in varied educational and learning contexts. 54 hours lecture. (Letter Grade)

**EDU-51 - Leadership Development Studies**      **3 units**

CSU

*Prerequisite: None.*

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

**EDU-200 - Education Work Experience**      **1-2-3-4 units**

CSU\*

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## EDUCATION

**EDU-1 - Introduction to Elementary Classroom Teaching**      **4 units**

**(C-ID EDUC 200)**      UC, CSU

*Prerequisite: None.*

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours

## ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

### LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District's courses which are equivalent to the Engineering Core requirements are listed as follows:

Core Requirements	Units
MAT-1A, 1B	8
CHE-1A, 1AH, 1B, 1BH	10
CIS/CSC-17A	3
PHY-4A, 4B, 4C	12
ENE-10	1
ENE-22 or 23 or 30	3
ENE-35	3
ENG-1A/1AH	4
ELECTIVES	4 or more
TOTAL	48

### Electives

Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

ENE-20	3
MAT-12/12H	4
CHE-2A	4
CHE-12A	5
BIO-1/1H	4
CIS/CSC-11	3

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENG-1A prior to transferring. The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

### ENE-4 - Introduction to Engineering Design 3.5 units UC, CSU

*Prerequisite: None.*

Students will develop an understanding of engineering design including the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving in order to produce a product. 54 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### ENE-5A - Engineering Principles I 3 units UC, CSU

*Prerequisite: None. Advisory: MAT-36.*

First in a two-part series of project-based courses that demonstrates mastered skills in all fields of engineering. Course embraces the tenets of project-based learning, where students develop specific projects in mechanics, electrical and control systems. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### ENE-5B - Engineering Principles II 3 units UC, CSU

*Prerequisite: ENE-5A. Advisory: PHY-2A.*

Second in a two-part series of project-based courses that demonstrate skill mastery in all fields of engineering. These projects include design and execution of engineering systems such as thermodynamics, statics, strength of materials, engineering reliability and, as a capstone project, the design and implementation of an electrical/electronic marble sorter. 36 hours lecture and 54 hours laboratory.

### ENE-10 - Introduction to Engineering 2 units UC, CSU

*Prerequisite: None.*

The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

### ENE-21 - Drafting 3 units UC\*, CSU

*Prerequisite: None.*

Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### ENE-35 - Statics 3 units UC, CSU

*Prerequisite: PHY-4A.*

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### ENE-38 - Introduction to Programming Concepts and Methodologies for Engineers 3 units UC, CSU

*Prerequisite: MAT-10.*

The purpose of this course is to expose students to the fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, data structures and handling, along with interfacing software with the physical world (e.g., the use of sensors), and the application of numerical techniques. 36 hours lecture and 54 hours laboratory.

**ENE-39 - Engineering Circuit Analysis****4 units**  
UC, CSU*Prerequisite: PHY-4B.**Corequisite: Concurrent enrollment in or prior completion of MAT-2.*

An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. 54 hours lecture and 54 hours laboratory.

**ENE-51 - Blueprint Reading****2 units**  
CSU*Prerequisite: None.*

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-60 - Math for Engineering Technology****3 units***Prerequisite: None.*

A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## ENGLISH

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Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H and 1B or 1BH at Riverside Community College District will meet this requirement.

**ENG-1A - English Composition**  
(C-ID ENGL 100)**4 units**  
UC, CSU*Prerequisite: ENG-50 or 80 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1AH - Honors English Composition**  
(C-ID ENGL 100)**4 units**  
UC, CSU*Prerequisite: ENG-50 or 80 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors Program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates writing lab activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1B - Critical Thinking and Writing****4 units**

(C-ID ENGL 105 and ENGL 110) (CID ENGL 120)

UC, CSU

*Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG-1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1BH - Honors Critical Thinking and Writing****4 units**

(C-ID ENGL 105 and ENGL 110) (CID ENGL 120)

UC, CSU

*Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors Program.*

Building on the rhetorical skills learned in ENG-1A or 1AH, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-4 - Writing Tutor Training****2 units**

CSU

*Prerequisite: ENG-1A or 1AH.*

Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid "appropriating the text" (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory.

**ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century****3 units**

(C-ID ENGL 160)

UC, CSU

*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

A survey of British literature from the eighth century CE to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-7 - British Literature II: Romanticism through Modernism/Postmodernism****3 units**

(C-ID ENGL 165)

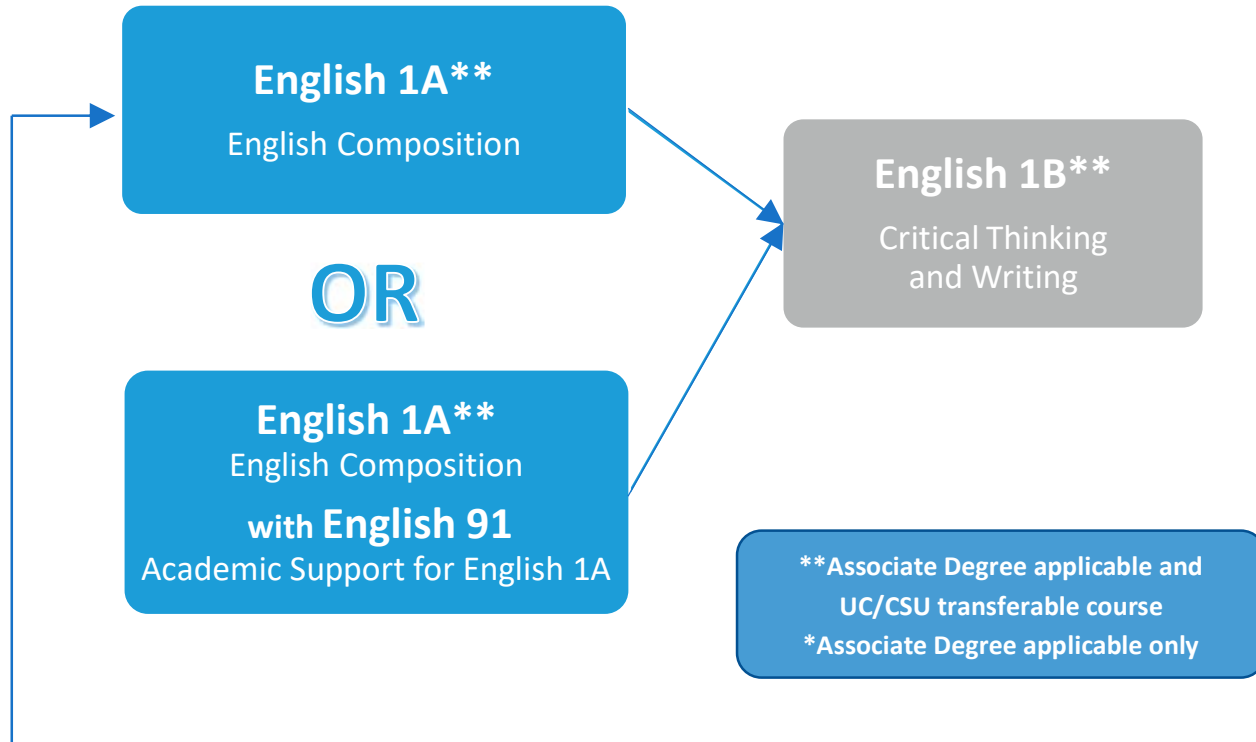
UC, CSU

*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

# ENGLISH COMPOSITION

There are two possible English course placements:  
English 1A OR English 1A paired with English 91.



COURSE DESCRIPTIONS

# ENGLISH AS A SECOND LANGUAGE

## Writing and Grammar



## Reading and Vocabulary



## Oral Communication



If you are uncertain about whether to take English 1A or English 1A/91 or any portion of an ESL pathway, please visit the counseling department in the Charles A. Kane Building (CAK), 2<sup>nd</sup> Floor. (951-222-8440) You can also make an appointment to see a counselor by going to the RCC website-->Current Students -->Student Services section: Counseling

**ENG-8 - Introduction to Mythology****(Same as HUM-8)***Prerequisite: None. Advisory: ENG-1B or 1BH and REA-83.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade only)

**3 units****UC, CSU****ENG-9 - Introduction to Shakespeare****3 units****UC, CSU***Prerequisite: None. Advisory: ENG-1B or 1BH.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-10 - Special Studies in Literature****3 units****CSU***Prerequisite: None. Advisory: ENG-1B or 1BH.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-11 - Creative Writing****(C-ID ENGL 200)***Prerequisite: ENG-1A or 1AH.*

Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**3 units****UC, CSU****ENG-12 - Special Studies in Creative Writing****3 units****CSU***Prerequisite: None. Advisory: ENG-1A or 1AH.*

Studies in the principles and practice of specialized areas of creative writing, such as genre writing, blogging, travel writing, the personal essay, long form writing. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class writing assignments provide practice in writing techniques as well as peer- and self-analysis. Topics are selected according to student and instructor needs and interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-14 - American Literature I: Pre-Contact through Civil War****(C-ID ENGL 130)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**3 units****UC, CSU****ENG-15 - American Literature II: 1860 to the Present****(C-ID ENGL 135)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**3 units****UC, CSU****ENG-16 - Introduction to Linguistics****3 units****UC, CSU***Prerequisite: None. Advisory: Qualification for ENG-1A.*

A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-17A - Literary Magazine Production: Beginning****3 units****CSU***Prerequisite: None. Advisory: ENG-1A or 1AH.*

Beginning-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENG-17B - Literary Magazine Production: Intermediate****3 units****CSU***Prerequisite: ENG-17A. Advisory: ENG-1A or 1AH.*

Intermediate-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENG-17C - Literary Magazine Production: Advanced****3 units****CSU***Prerequisite: ENG-17B. Advisory: ENG-1A or 1AH.*

Advanced-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENG-18 - Survey of Native American Literature****3 units****UC, CSU***Prerequisite: None. Advisory: ENG-1B or 1BH.*

A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-20 - Survey of African American Literature** **3 units**

UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH.*

A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-23 - The Bible as Literature** **3 units**  
(Same as HUM-23) UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH and REA-83.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-25 - Latino Literature of the United States** **3 units**

UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH.*

Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 20th century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. 54 hours lecture. (Letter Grade, or Pass/ No Pass option.)

**ENG-30 - Children's Literature** **3 units**  
(C-ID ENGL 180) UC, CSU*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.*

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-34 - Literature by Women** **3 units**

UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH.*

A study of literary works by female authors with unique and/or representative voices emphasizing the cultural or historical factors that have contributed to the creation of these fictional works. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-35 - Images of Women in Literature** **3 units**

UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH.*

A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political and economic bases for historical and contemporary literary images of women. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-38 - Introduction to Screenwriting** **3 units**

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to and overview of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically

analyze professional scripts, view model examples of film writing, and work on their own screenplay. Students will have the opportunity to read and critique each other's screenplays in a workshop setting. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-39 - Screenwriting II** **3 units**

CSU

*Prerequisite: None.**Advisory: ENG-38, FTV-70, and qualification for ENG-1A.*

Intermediate level exploration of the elements of structure, theme, plot, character, and dialogue in writing for film and television. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplays, focusing primarily on refinement of previous material and additional act development. Students will also read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-40 - World Literature I: From Ancient Literatures to the Seventeenth Century** **3 units**

(C-ID ENGL 140) UC, CSU

*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17th Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-41 - World Literature II: Seventeenth Century Through the Present** **3 units**

(C-ID ENGL 145) UC, CSU

*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-44 - Poetry from the Twentieth Century to the Present** **3 units**

UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH.*

The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-45 - Modern Drama** **3 units**

UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH.*

A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of drama's function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-47 - Inlandia: Regional Writing about the Inland Empire** **3 units**

CSU

*Prerequisite: None. Advisory: ENG-1A or 1AH.*

Studies in creative writing (fiction, poetry, creative nonfiction, and/or playwriting) focusing on regional writing about the Inland Empire. Includes study in techniques of creative writing as well as discussion and practice of various aspects of writing from, and about, specific locations, cultures, and environments. Lectures and discussions involve analysis of professional examples and techniques of regional writing. In-class workshops along with in- class and out-of-class writing assignments provide writing practice and application of writing techniques through peer-analysis and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-48 - Short Story and Novel from the Twentieth Century to the Present** **3 units**

UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH.*

A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-50 - Basic English Composition** **4 units***Prerequisite: ESL-55 or qualifying placement*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor- evaluated writing. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-80 - Preparatory Composition** **6 units***Prerequisite: None.*

Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction is supplemented by writing lab activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.)

**ENG-85 - Writing Clinic** **.5 unit***Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ENG-91 - Academic Support for English 1A** **2 units***Prerequisite: None**Corequisite: ENG-1A*

Limited to students concurrently enrolled in the co-requisite English 1A class, English 91 provides students with additional support for college-level English. This 2-unit class offers additional instruction and practice

in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ENGLISH AS A SECOND LANGUAGE****ESL-51 - Basic Writing and Grammar** **4 units***Prerequisite: None.*

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-52 - Low-intermediate Writing and Grammar** **4 units***Prerequisite: Qualifying placement level on a state-approved placement instrument, or ESL-51.*

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low- intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-53 - Intermediate Writing and Grammar** **4 units***Prerequisite: Qualifying placement level on a state-approved placement instrument, or ESL- 52.*

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-54 - High-intermediate Writing and Grammar** **5 units**

UC\*, CSU

*Prerequisite: Qualifying placement level on a state-approved placement instrument, or ESL-53.*

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-55 - Advanced Writing and Grammar** **5 units**

UC\*, CSU

*Prerequisite: Qualifying placement level on a state-approved placement instrument, or ESL-54.*

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass option.)

**ESL-65 - American Classroom Culture** **1 unit***Prerequisite: None.*

Assists international students with the transition from the social/ educational systems in their own cultures to the social/educational



systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours lecture. (Degree credit course. Pass/No Pass only.)

#### **ESL-71 - Basic Reading and Vocabulary 4 units**

*Prerequisite: None.*

*Advisory: Enrollment in ESL-51 or 52 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-72 - Intermediate Reading and Vocabulary 4 units**

*Prerequisite: None.*

*Advisory: Completion of ESL-71 and enrollment in ESL-53 or 54.*

Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-73 - High-intermediate Reading and Vocabulary 4 units**

*Prerequisite: None.*

*Advisory: Completion of ESL-72 and enrollment in ESL-53, 54, 55 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass option.)

#### **ESL-90A - Special Topics in ESL: Improving Note Taking Skills 1 unit**

*Prerequisite: None.*

*Advisory: Qualification for ESL-53 or higher.*

Provides students with basic instruction and extensive practice in listening and organizing notes for college classes. Preparatory listening exercises designed to sharpen listening discrimination skills are followed by short lectures on various note taking methods and strategies for academic success. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-90D - Special Topics in ESL: Verb Tense Review 2 units**

*Prerequisite: None.*

*Advisory: Qualification for or enrollment in ESL-54 or higher.*

Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-90L Special Topics in English as a Second Language: Punctuation of Phrases and Clauses 2 units**

*Prerequisite: None*

*Advisory: ESL-53 or qualifying placement level*

Conventions of punctuation use in American English. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-90M Special Topics in English as a Second Language: Articles and Prepositions 2 units**

*Prerequisite: None*

*Advisory: ESL-53 or qualification for ESL 53 or higher.*

Basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-90P - Special Topics in ESL: Mastering Academic Vocabulary 2 units**

*Prerequisite: None. Advisory: ESL-53 or higher.*

Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-91 - Oral Skills I: Beginning Oral Communication 3 units**

*Prerequisite: None. Advisory: Concurrent enrollment in ESL-51 or 52.*

This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas—shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

#### **ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units**

*Prerequisite: None.*

*Advisory: ESL-91 and concurrent enrollment in ESL-53 or 54.*

This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-93 - Oral Skills III: Advanced Oral Communication 3 units**

*Prerequisite: None. Advisory: Completion of ESL-92 and concurrent enrollment in ESL-54, 55 or ENG-50.*

This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass option.)

**ESL-95 - Pronunciation and Accent Reduction 3 units**

*Prerequisite: None.*

*Advisory: Qualification for ESL-52 or higher recommended.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

## ETHNIC STUDIES

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Ethnic Studies is the multi-disciplinary, humanistic study of American racial and ethnic groups. Ethnic Studies courses may examine theories of identity and/or the historical, sociological, literary, cultural, economic and political statuses, traditions and experiences of racial and ethnic groups in America.

Many of these courses are part of the Area of Emphasis in Humanities, Philosophy and the Arts, and students wishing to focus on Ethnic Studies may do so within the Humanities, Philosophy and the Arts program.

ANT-4	Native American Cultures
ENG-18	Survey of Native American Literature
ENG-20	Survey of African American Literature
ENG-25	Latino Literature of the United States
HIS-14	African American History I
HIS-15	African American History II
HIS-28	Native American History I: Early Contact Period
HIS-29	Native American History II: Contemporary Society
HIS-31	Introduction to Chicano/a Studies
PHI-14	Survey of Black Thought
PHI-19	Native American Thought
SOC-10	Race and Ethnic Relations

## FILM STUDIES

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**FST-1 - Introduction to Film Studies**

**3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Eligibility for ENG-1A.*

An introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-1H - Honors Introduction to Film Studies**

**3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A.*

*Limitation on Enrollment: Enrollment in the Honors Program.*

An Honors Program introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both FST-1 and FST-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-2 - Introduction to Television Studies**

**3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50, or ENG-80, or eligibility for ENG-1A.*

An introduction to television as an object of academic inquiry. Covers strategies for analyzing television's formal elements, including its stylistic conventions; primary genres; evolving modes of production, distribution, and exhibition; and various critical methodologies. Provides instruction for writing about television as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by a survey of American and international television examples. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-3 - Introduction to International Cinema**

**3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50, or ENG-80, or eligibility for ENG-1A.*

An introduction to international cinema, focusing upon select films, filmmakers, and national cinemas from outside the United States, ranging from film's earliest decades to the present. Films, filmmakers, and national cinemas are studied in relation to questions of artistry, history, genre, style, culture, and politics. Includes an overview of methodologies for analyzing and researching film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-4 - Introduction to Film Genres****3 units**  
UC, CSU*Prerequisite: None.**Advisory: Eligibility for ENG-1A.*

An introduction to classical and contemporary film genres, such as the crime film or the musical, within American and international film. Investigates their origins and evolutions, recognizing their role within creative and social expression, and examining their technical and thematic conventions. Includes a survey of representative film genres, movements and styles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-5 - Fiction and Film: Adaptation****3 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A.*

An introductory study of the interplay between twentieth and twenty-first century literature and film from the point of view of the writer and organized around selected case studies of fiction and/or literary non-fiction adapted into film. Examples of literature and film are used to explore adaptation as a creative process. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-7 - History of World Film I:  
From the Beginning through the 1950s****3 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A.*

Critical and analytical history of world cinema from film's invention in the 1890s into the 1950s, with attention paid to multiple forms of historical explanation and representative films. An international study of film's emergence as a form of creative expression, a technology, and a business. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-8 - History of World Film II:  
The 1950s to the Present****3 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A.*

Critical and analytical history of world cinema from the 1950s to the present, with attention paid to multiple forms of historical explanation and representative films. An international study of the development and expansion of film in the wake of WWII, addressing film as a form of creative expression, a technology, and a business. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## FILM, TELEVISION AND VIDEO

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**FTV-11 - Sound Recording and Reinforcement  
Techniques****3 units**  
CSU*Prerequisite: None.*

Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with other disciplines to record audio in a variety of settings. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-12 - History of American Film****3 units**  
UC, CSU*Prerequisite: None.*

This course examines the historical development of film from the perspective of technology, and the art and science of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

**FTV-38A - Beginning Film, Television and  
Video Production Project****3 units**  
CSU*Prerequisite: None.**Advisory: FTV-42 or FTV-43 or FTV-44A or FTV-45A or FTV-48 or FTV-64A or FTV-66 or FTV-71A*

Supervised production of an approved project in television production, film production, audio or graphics in media. All aspects of pre-production planning, production, and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. 18 hours lecture and 108 hours laboratory.

**FTV-38B - Advanced Film, Television and Video  
Production Project****3 units**  
CSU*Prerequisite: FTV-38A.*

Supervised completion of an approved project in television production, film production or audio production in media. Project pre-planning must be complete; emphasis on remaining production and post production activities. Completion of production and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. 18 hours lecture and 108 hours laboratory.

**FTV-41 - Introduction to Telecommunications****3 units**  
UC\*, CSU*Prerequisite: None.*

A survey of electronic media including the history and development of electronic media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological and economic implications on society. 54 hours lecture.

**FTV-42 - Writing for Broadcast Television****3 units**  
CSU*Prerequisite: None.*

The theory and practice of short-form writing for broadcast television. Introduces techniques of narrative and documentary copy writing, characteristics of media writing, elements of style, tone and content, forms of scripts for news, commercials and public service announcements. Also includes use of script-writing software. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**FTV-43 - Television Studio and Equipment****3 units**  
CSU*Prerequisite: None.*

Introduction to the use and set up of cameras, VTRs, editors, character generators, and test equipment for in-studio production. Activities will include theory and practice of studio set-up for live- to-tape production, production terminology, and operation of control room monitoring equipment. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-44A - Beginning Television Production****3.5 units**  
CSU*Prerequisite: None. Corequisite: FTV-51A.*

Basic principles of television production including operation of equipment, ENG (electronic news gathering) and live-to-tape studio production. Emphasis on the process and crew functions of live-to-tape studio production. Students will produce one roll-in segment of approximately 4 minutes. 36 hours lecture and 81 hours laboratory. (TBA option)

**FTV-44B - Intermediate Television Production****3.5 units**  
CSU*Prerequisite: FTV-44A.*

Expanded principles and production skills in ENG (electronic news gathering) and live-to-tape television production. Students are required to plan and produce three 4-minute magazine show segments that include all production package components and that meet production deadlines. 36 hours lecture and 81 hours laboratory. (TBA option)

**FTV-44C - Advanced-Intermediate Television Production****3.5 units**  
CSU*Prerequisite: FTV-44B.*

Advanced-intermediate principles of live-to-tape television production of a magazine show. Students assume the responsibilities of a segment producer and manage the schedule and field reporters assigned to them. 36 hours lecture and 81 hours laboratory. (TBA option)

**FTV-44D - Advanced Television Production****3.5 units**  
CSU*Prerequisite: FTV-44C.*

Advanced principles and application of live-to-tape studio production of a magazine show. Students assume responsibilities of above-line crew positions of producer and director. 36 hours lecture and 81 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option.)

**FTV-45A - Beginning Television News Production****3.5 units**  
CSU*Prerequisite: None. Corequisite: Concurrent enrollment in FTV-51A.**Advisory: JOU-1 or ENG-1A or 1AH.*

An entry-level course in television news gathering and television news production for cablecast. Includes in-studio live-to-tape production principles of journalism and journalistic ethics as well as the practice of television news gathering. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-45B - Intermediate Television News Production****3.5 units**  
CSU*Prerequisite: FTV-45A.**Corequisite: Concurrent enrollment in FTV-51B.*

Expanded principles and techniques in television news gathering and television news production for cablecast. Students are involved in all aspects of writing, producing and editing completed news stories and serving as studio crew for a regularly-scheduled news program that is cablecast. Students are required to produce 5-8 news stories on deadline that meet technical standards of production. 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-45C - Advanced Intermediate Television News Production****3.5 units**  
CSU*Prerequisite: FTV-45B.**Corequisite: Concurrent enrollment in FTV-51C.*

Advanced intermediate concepts in television news production; students assume responsibilities of Segment Producer and manage the schedule and reporters assigned to them. 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-45D - Advanced Television News Production****3.5 units**  
CSU*Prerequisite: FTV-45C.**Corequisite: Concurrent enrollment in FTV-51D.*

An advanced course in television news gathering and television news production for cablecast. Students assume responsibility of above-line crew positions of news producer and news director for a regularly scheduled news program that is cablecast. Students perform skills and responsible duties in the production of "Inland Valley News." 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-46 - Editing for Television****3 units**  
CSU*Prerequisite: None.*

A course in post-production practices and procedures for television with emphasis on off-line and online editing including sound and music, insert editing and assembly editing. Video and/or sound procedures of mixing techniques. 35 hours lecture and 85 hours laboratory.

**FTV-48 - Short Film Production****3 units**  
CSU*Prerequisite: None. Advisory: FTV-74.*

Introduction to the filmmaking process; includes practical experience in production planning, filming and post-production. Emphasis on the techniques of motion picture photography and the operation of 16 mm film cameras, the use of lenses and filters, film exposure, composition and the film processing and film-to-digital tape transfer. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-51A - Film, Television and Video Laboratory I****1 unit**  
CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in FTV-44A or 45A.*

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-51B - Film, Television and Video Laboratory II**      **1 unit**  
CSU

*Prerequisite:* FTV-51A.

*Corequisite:* Concurrent enrollment in FTV-45B.

Supervised laboratory work on television, film or audio production projects. Builds and reinforces skills through practical application in professional internships and project studies. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-51C - Film, Television and Video Laboratory III**      **1 unit**  
CSU

*Prerequisite:* FTV-51B.

*Corequisite:* Concurrent enrollment in FTV-45C.

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-51D - Film, Television and Video Laboratory IV**      **1 unit**  
CSU

*Prerequisite:* FTV-51C.

*Corequisite:* Concurrent enrollment in FTV-45D.

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 54 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option)

**FTV-52 - Film, Television and Video Laboratory**      **2 units**  
CSU

*Prerequisite:* None.

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording, and film production. 108 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-53 - Telecommunications Laboratory**      **3 units**  
CSU

*Prerequisite:* None.

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 162 hours laboratory.

**FTV-64A - Beginning Digital Editing Principles and Techniques**      **3 units**  
CSU

*Prerequisite:* None.

Nonlinear computer-based editing. Includes basic concepts of editing in post production designed to teach the aesthetics as well as techniques of the edit for film and TV. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-65 - The Director's Art in Filmmaking**      **3 units**  
UC, CSU

*Prerequisite:* None.

Analysis and exploration of the principles of film aesthetics with emphasis on the director's role in influencing and creating a film. The course covers the terminology of filmmaking and film analysis, the director's responsibilities and relationship to other crew members; also explores the tools and strategies that directors use in shaping the impact of a film. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic and contemporary films and the styles of great directors, including but not limited to: David Lynch, Woody Allen, The Cohen Brothers, John Woo, Marc Forster, Wayne Wang, Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**FTV-66 - Advanced Digital Editing Concepts**      **3 units**  
CSU

*Prerequisite:* FTV-64.

Advanced concepts in digital video editing using Final Cut Pro and various multimedia production software programs. Emphasis will be placed on importing multimedia files, special effects, titling, graphics and chroma key. 36 hours lecture and 54 hours laboratory.

**FTV-67 - Introduction to Video Production**      **2 units**  
CSU

*Prerequisite:* None.

An introduction to video production procedures, practices and production equipment. Students will learn the basic components, proper care and use of a video camera and editing equipment, the three stages of the production process and electronic storytelling. Intended for career exploration and for non-majors. 27 hours lecture and 27 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-68 - Story Development Process in the Entertainment Industry**      **3 units**  
CSU

*Prerequisite:* None.

An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration. Includes an introduction to key individuals involved in the process, from agents to producers to creative executives, and the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture. (Letter Grade or Pass/ No Pass option.)

**FTV-70 - Script Writing Software Using Final Draft**      **1 unit**  
CSU

*Prerequisite:* None.

Skill development in the use of scriptwriting software, Final Draft and Final Draft AV for television, film, audiovisual, and stage production. Includes introduction to the structure and key elements of script formats used in television, film, stage, documentary and audiovisual production. 18 hours lecture. (Letter Grade or Pass/No Pass option.)

**FTV-71A - Beginning Sound Engineering for Audio in Media****3 units  
CSU***Prerequisite: None.*

Introduction to sound engineering techniques used to record and reinforce audio in television, radio, theatre, multimedia and music; emphasis on small-group lecture and demonstration with hands-on practice and experience in the use of microphones, cables, mixing boards, signal processors, computers and digital- audio software. Students work with others in theater, television, digital media and music to record and reinforce audio in a variety of settings. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-72 - Introduction to Lighting Design for Film and Television****3 units  
CSU***Prerequisite: None.*

Introduction to the practice of interpreting and implementing effective lighting designs for film, television, video and multimedia applications. Students will learn to use a variety of lighting techniques and instruments, both professional and improvised, to achieve specific artistic objectives. Course includes characteristics of light, quantity and quality of light, interpreting lighting requirements, and mood enhancement through the use of light. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option)

**FTV-73 - Introduction to Pro Tools Digital Audio Recording****3 units  
CSU***Prerequisite: None.*

Basic principles of digital studio recording and audio editing using industry-standard software, Pro Tools; emphasis on applications in sound engineering and design. Includes the fundamental use of the Pro Tools LE system to build sessions that include multi-track recordings of live instruments, MIDI sequences, software synthesizers and samplers. Also includes an introduction to basic elements of sound and digital audio workstations. After successful completion of this course, students are eligible to take the Digidesign Pro Tools 101 exam. 36 hours lecture and 54 hours laboratory.

**FTV-74 - Production Planning and Management****3 units  
CSU***Prerequisite: None. Advisory: FTV-38A or 48.*

Practical and technical elements of developing the shooting script required to move the story from the page to the screen. The course introduces techniques for developing the script breakdown with camera placement and movement, location and production scheduling, budgeting, and lining the script. Particular emphasis is placed on balancing the art of the story with the practicalities of filmmaking. Students will develop the shooting script for an original short film screenplay idea or adaptation. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**FTV-75 - Intermediate Digital Recording Pro Tools 110****3 units  
CSU***Prerequisite: FTV-73.*

Expanded principles of computer-based studio recording and audio editing using the industry standard software, Pro Tools. Includes an introduction to MIDI sequencing using virtual instruments, MIDI configuration, routing, timescales, and editing. Also includes basic mixing and automation, plug-ins, session configurations, and file management. After successful completion of this course, students are eligible to take the Avid Pro Tools 110 Exam. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-76 - Advanced Digital Audio Recording Pro Tools 201****3 units  
CSU***Prerequisite: FTV-75.*

Advanced principles of computer-based studio recording and audio editing using the industry standard software, Pro Tools. Course covers the core concepts and skills you need to operate a Pro Tools system in a professional studio environment. Students will go into greater depth into concepts such as automation, editing, mixing and session management. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-77 Intermediate Lighting Techniques for Film, TV and Video****3 units  
CSU***Prerequisite: FTV-72*

Intermediate concepts in lighting for film, television, video, and multimedia applications. Specific methods of film and television lighting. Included will be maximizing the camera performance including Kelvin manipulation, perfecting the scout, coordinating the set, shot checking before the edit, continuity of light during coverage, adjusting windows on the set, creating the different movie genres in lighting, exterior lighting with bounce, green screen, film noir, and creating black and white images. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass)

**FTV-79 - Introduction to Special Effects Make-up for Film, Television and Video****3 units  
CSU***Prerequisite: None.*

Students will learn basic skills necessary to implement basic special effect makeup for film, television and video. This course introduces techniques including but not limited to basic three dimensional correction, basic makeup (male/female), color theory, skin pigment tone matching, aging, aging stretch and stipple, facial hair, animal simulation, injury simulation, cadaver makeup, appliance and prosthetic application. Using design concepts, students will learn to recognize and implement the inherent components that are needed in character analysis and development, script breakdown and use of the morgue. Throughout the technical applications, students will learn and practice professional behavior, etiquette and industry language required to create a career in the entertainment industry. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**FTV-200 -Telecommunications Work Experience****1-2-3-4 units  
CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## FRENCH

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### FRE-1 - French 1

**5 units**  
UC, CSU

*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### FRE-2 - French 2

**5 units**  
UC, CSU

*Prerequisite: FRE-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### FRE-3 - French 3

**5 units**  
UC, CSU

*Prerequisite: FRE-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### FRE-4 - French 4

**5 units**  
UC, CSU

*Prerequisite: FRE-3.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### FRE-8 - Intermediate Conversation

**3 units**  
UC, CSU

*Prerequisite: FRE-2 or 3.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### FRE-11 - Culture and Civilization

**3 units**  
UC, CSU

*Prerequisite: None.*

Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## GEOGRAPHY

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### GEG-1 - Physical Geography

(C-ID GEOG 110)

**3 units**  
UC, CSU

*Prerequisite: None.*

The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG- 1 and GEG-1H. 54 hours lecture. (Letter grade only)

### GEG-1H - Honors Physical Geography

(C-ID GEOG 110)

**3 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture. (Letter grade only)

### GEG-1L - Physical Geography Laboratory

(C-ID GEOG 111)

**1 unit**  
UC, CSU

*Prerequisite: None.*

*Corequisite: Concurrent enrollment in or prior completion of GEG-1 or 1H.*

Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory. (Letter grade only)

### GEG-2 - Human Geography

(C-ID GEOG 120)

**3 units**  
UC, CSU

*Prerequisite: None.*

The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

**GEG-3 - World Regional Geography**  
(C-ID GEOG 125)**3 units**  
UC, CSU*Prerequisite: None.*

A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political, and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

**GEG-4 - Geography of California**  
(C-ID GEOG 140)**3 units**  
UC, CSU*Prerequisite: None.*

An introduction to California's physical and cultural diversity as well as the issues facing individual regions. The course emphasizes ethnic diversity, human alteration of the landscape, and contemporary social, economic, and environmental issues using maps and other geographic tools. Topics include regions, demographic trends, politics, climate, landforms, natural vegetation, water resources, the cultural landscape, our Native American past, urbanization, agriculture, and the challenges of the future. 54 hours lecture.

**GEG-5 - Weather and Climate**  
(Same as PHS-5) (C-ID GEOG 130)**3 units**  
UC, CSU*Prerequisite: None.*

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, wind, air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

**GEG-6 - Geography of the United States and Canada** **3 units**

UC, CSU

*Prerequisite: None.*

An overview of the regions of the United States and Canada. Topics include regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

**GEG-7 - Map Interpretation and Analysis**  
(CID GEOG 150)**3 units**  
UC, CSU*Prerequisite: None.*

Introduction to maps, images and geographic techniques. Techniques include map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing and Geographic Information Systems (GIS) that aid in data collection, analysis and presentation. 54 hours lecture.

**GEG-8 - Introduction to Geographic Information Systems and Techniques, with Lab**  
(CID GEOG 155)**3 units**  
UC, CSU*Prerequisite: None.*

Study of Geographic Information Systems (GIS) science and its applications to spatial data management, including identification and acquisition of GIS data, assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning systems (GPS), spatial analysis and modeling with GIS. 36 hours lecture and 54 hours laboratory.

**GEOLOGY****See Also Oceanography****GEO-1 - Physical Geology****(C-ID GEOL 100) (C-ID GEOL 101=GEO-1 + 1L)****3 units**

UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

Examines the composition and structure of the earth, and the processes that shape its surface such as earthquakes, volcanoes, running water, glaciers and plate tectonics. The course also examines some of the social consequences of geological processes and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (GEO-1L) and an optional field course (GEO-30 and 31). 54 hours lecture.

**GEO-1B - Historical Geology****(C-ID GEOL 111)****4 units**

UC, CSU

*Prerequisite: None. Advisory: GEO-1 and MAT-35.*

Examines the geologic history of the earth and the fossil record, emphasizing principles and methods of interpretation. Special topics discussed are: continental drift, the San Andreas fault, evolution, extinction, and mountain building. Laboratory includes study of fossils, geologic maps, and methods of interpreting ancient environments. Field trips to local areas of geologic interest may be required. 54 hours lecture and 54 hours laboratory.

**GEO-1L - Physical Geology Laboratory****(C-ID GEOL 100L) (C-ID GEOL 101=GEO-1 + 1L)****1 unit**

UC, CSU

*Prerequisite: None. Advisory: MAT-35.**Corequisite: Concurrent enrollment in or prior completion of GEO-1.*

This is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1.) Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of rocks and minerals, and the study of plate tectonics. 54 hours laboratory.

**GEO-2 - Geology of the National Parks and Monuments****3 units**

CSU

*Prerequisite: None.**Advisory: MAT-35.*

A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis will be on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, videos, pictures, and maps. 54 hours lecture.

**GEO-3 - Geology of California****(C-ID GEOL 200)****3 units**

UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

The geology of California: A study of its geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Some selected topics include: examining present and ancient geological environments; examining major structural elements (faults) within the state; the study of the geology and the history of California's geologic resources; the study of geologic hazards; and the relationship of California geology to global tectonics. 54 hours lecture. Optional Field Trips: GEO-30A, 30B or 31 will accompany this course.



**GEO-4 Earth Science for Educators****4 units**  
UC, CSU*Prerequisite: MAT-35 and ENG-1A*

The study of the forces and processes that have created and shaped the solar system, the Earth, its atmosphere and oceans. This lecture and lab combination course is oriented towards students seeking to become earth science teachers in a K-12 setting. This course is not the equivalent of Geology 1, Physical Geology, and does not fulfill any requirements for the ADT in geology, or transfer for a bachelors in geology or earth science.

**GEO-5 Natural Hazards and Disasters****3 units**  
UC, CSU*Prerequisite: None**Advisory: MAT-35 and ENG-1A*

Focus on natural hazards and disasters that includes such phenomena as earthquakes, volcanic eruptions, tsunamis, hurricanes, tornadoes, landslides, meteor impacts, sea level rise, mass extinctions, flooding, and climate change. Topics also include preparation, monitoring, response and mitigation.

**GEO-30A - Geologic Field Studies of Southern California 1 unit**  
CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course experience with trips to regional points of geologic interest. This class includes a series of three to four field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blawhawk Landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California's coastline, the San Bernardino Mountains, Rainbow Basin, Calico Mountains, Portuguese Bend Landslide, Red Rock Canyon State Park, Pisgah Crater, San Diego mining district and others. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. Class meets during the first week of the semester. Total of 54 hours laboratory. (TBA option)

**GEO-30B - Geologic Field Studies of Southern California 1 unit**  
CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course with trips to regional points of geologic interest. This class includes two weekend field excursions, to sites of geologic interest, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Eastern Mojave Desert National Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. The first class meeting is during the first week of the semester. 54 hours laboratory. (TBA option)

**GEO-31 - Regional Field Studies in Geology****1 unit**  
CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course experience with trips to regional points of geologic interest. This class can be taught as a series of field excursions or as one, week-long geology trip to a site of interest, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode country, Mount Lassen, San Luis Obispo, Carlsbad Caverns and Baja California. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours laboratory. (TBA option)

**GEO-32 - Regional Field Studies in Geology****2 units**  
CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course experience with trips to regional points of geologic interest. This class encompasses a two-week field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. Sites include, but are not limited to Hawaii, Mount St. Helens, Crater Lake, Rocky Mountains, Sierra Madre, Appalachians, British Columbia, Newfoundland, Nova Scotia and Alaska. Designed to increase student understanding and interest in the geologic sites visited. This course is also designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 108 hours during summer session or winter intersession. (TBA option).

**GERMAN****GER-1 - German 1****5 units**  
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written German at the beginning level. This course includes discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**GER-2 - German 2****5 units**  
UC, CSU*Prerequisite: GER-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the beginning level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**GER-3 - German 3****5 units**  
UC, CSU*Prerequisite: GER-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**GER-11 - Culture and Civilization****3 units**  
UC, CSU*Prerequisite: None.*

Introductory survey of German culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## GRAPHICS TECHNOLOGY

### See Applied Digital Media and Printing

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## GUIDANCE

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**GUI-45 - Introduction to College****1 unit**  
UC\*, CSU*Prerequisite: None.*

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. Includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Letter Grade or Pass/No Pass.)

**GUI-46 - Introduction to the Transfer Process****1 unit**  
UC\*, CSU*Prerequisite: None.*

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**GUI-47 - Career Exploration and Life Planning****3 units**  
UC\*, CSU*Prerequisite: None.*

In depth career and life planning; topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills

and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

**GUI-48 - College Success Strategies****3 units**  
UC\*, CSU*Prerequisite: None.*

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 54 hours lecture.

**GUI-48A - College Success Strategies- Study Skills****1 unit**  
CSU*Prerequisite: None.*

This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. 18 hours lecture. (Letter Grade or Pass/No Pass option).

**GUI-48B - College Success Strategies - Life Skills****1 unit**  
CSU*Prerequisite: None.*

This course is designed to increase the student's success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.

## HEALTH SCIENCE

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**HES-1 - Health Science****(Same as BIO-35)****3 units**  
UC, CSU*Prerequisite: None.*

This course is a general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

## HISTORY

### **HIS-1 - History of World Civilizations I** **3 units** **(C-ID HIST 150)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

### **HIS-2 - History of World Civilizations II** **3 units** **(C-ID HIST 160)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. Students may not receive credit for both HIS-2 and HIS-2H. 54 hours lecture.

### **HIS-2H - Honors History of World Civilizations II** **3 units** **(CID HIST 160)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program*

An Honors Program survey of the evolution of modern world civilizations from the 16th century emergence of new global political, economic, social, and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-2 and HIS-2H. 54 hours lecture.

### **HIS-6 - United States History to 1877** **3 units** **(C-ID HIST 130)** **UC, CSU**

*Prerequisite: None.*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. Students may not receive credit for both HIS-6 and HIS-6H. 54 hours lecture.

### **HIS-6H - Honors United States History to 1877** **3 units** **(C-ID HIST 130)** **UC, CSU**

*Prerequisite: None.*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking. Students may not receive credit for both HIS-6 and HIS-6H. 54 hours lecture.

### **HIS-7 - United States History from 1865** **3 units** **(C-ID HIST 140)** **UC, CSU**

*Prerequisite: None.*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

### **HIS-7H - Honors United States History from 1865** **3 units** **(C-ID HIST 140)** **UC, CSU**

*Prerequisite: None.*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking, skills. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

### **HIS-11 - Military History of the United States to 1900** **3 units** **(Same as MIL-1)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

### **HIS-12 - Military History of the United States Since 1900** **3 units**

**(Same as MIL-2)**

**UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An examination of the evolution of military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

### **HIS-14 - African American History I** **3 units** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

**HIS-15 - African American History II****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution and concerns of post-civil rights era. 54 hours lecture.

**HIS-19 - Modern Russia History****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

The basic social and political development of Russia since 1801, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization. 54 hours lecture.

**HIS-25 - History of Mexico****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. 54 hours lecture.

**HIS-26 - History of California****3 units**  
UC, CSU*Prerequisite: None.*

Survey of the history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

**HIS-28 - Native American History I: Early Contact Period****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. 54 hours lecture.

**HIS-29 - Native American History II: Contemporary Society****3 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for ENG-1A.*

A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. 54 hours lecture.

**HIS-31 - Introduction to Chicano/a Studies****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A survey of regional Chicano/a population historical and cultural roots, and social problems from the Spanish and Mexican colonial period to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano/a problems. Considers the Constitution of the United States and its relevance to the Chicanos in America's second largest minority group. 54 hours lecture.

**HIS-32 - Colonial Latin America****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

This course is a survey of Early Latin American history from the pre-Colombian period to early nineteenth century. Emphasis is placed on the indigenous past, conquest, Catholic Church, race and social relations, economic and political structures, and the dissolution of colonial rule. 54 hours lecture.

**HIS-33 - Modern Latin America****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A survey of Latin American history from the early nineteenth century to the present. Emphasis is placed on the social, political, and economic transformations of these nations, and the impact of such transformation on the everyday lives of its diverse peoples. Will also explore US-Latin American relationship from the Monroe Doctrine, the Age of Empire, the Cold War, NAFTA, to 21st century issues such as neoliberalism (globalization). 54 hours lecture.

**HIS-34 - History of Women in America****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

**HIS-35 - History of England****3 units**  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level recommended.*

A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. 54 hours lecture.

**HIS-40 - Oral History****3 units**  
CSU*Prerequisite: None.*

Oral history is the process through which tape recorded interviews are used to document and preserve significant personal events in history. Students will learn to research documents, interview, transcribe, and edit individual human experiences. Students will be required to complete a minimum of 18 hours conducting interviews. 54 hours lecture.

**HIS-42 History of East Asia 3 units***Prerequisite: None**Advisory: REA-83 and ENG-1A*

A survey of the development of East Asian Civilizations in China, Japan, and Korea from prehistory to the present, including cultural foundations, the development of an East Asian cultural sphere, East Asia's participation in global economies, the era of Western domination, the Pacific War, and the era of decolonization. 54 hours lecture. (Letter Grade only)

**HIS-44 Asian American History 3 units***Prerequisite: None**Advisory: REA-83 and ENG-1A*

A survey of Asian immigration to the United States and Asian American history from the 19th century to the present. Emphasis will be placed upon major historical moments such as the California Gold Rush, Asian Exclusion, World War II, the Vietnam War, and the Civil Rights Movement to help underscore the development of Asian American communities and populations here in the United States. 54 hours lecture. (Letter grade only)

## HUMANITIES

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**HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

**HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

**HUM-5 - Arts and Ideas: The Renaissance through the Modern Era 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural

meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

**HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

**HUM-8 - Introduction to Mythology 3 units (Same as ENG-8) UC, CSU***Prerequisite: None. Advisory: REA-83 and ENG-1B or 1BH.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade only)

**HUM-9 - American Voices 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture.

**HUM-10 - World Religions 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

**HUM-10H - Honors World Religions 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. This honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

**HUM-11 - Religion in America****3 units**  
UC, CSU*Prerequisite: None.**Advisory: HUM-10, REA-83 and qualification for ENG-1A.*

Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

**HUM-16 - Arts and Ideas: American Culture****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

**HUM-18 - Death: An Interdisciplinary Perspective****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through works of literature, art, and philosophy. 54 hours lecture.

**HUM-20A - Arts and Ideas: Special Studies  
in Humanities****1 unit**  
CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 18 hours lecture.

**HUM-20B - Arts and Ideas: Special Studies  
in Humanities****2 units**  
CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/ or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 36 hours lecture.

**HUM-20C - Arts and Ideas: Special Studies  
in Humanities****3 units**  
CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/ or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 54 hours lecture.

**HUM-23 - The Bible as Literature****(Same as ENG-23)****3 units**  
UC, CSU*Prerequisite: None. Advisory: ENG-1B or 1BH and REA-83.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**HUM-35 - Philosophy of Religion****(Same as PHI-35)****3 units**  
UC, CSU*Prerequisite: None. Advisory: PHI-10 or 10H or 11 and REA-83 and qualification for ENG-1A.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

**Additional Humanities Courses**

Examples of courses which are often classified as Humanities by other colleges and universities are:

- ART-1, 2, 2H - History and Appreciation of Art
- ENG-6, 7 - English Literature
- ENG-14, 15 - American Literature
- ENG-40, 41 - Masterpieces of World Literature
- MUS-19, 19H, 20, 21 - Music History and Literature
- Any Philosophy course

**See also Humanities A.A. Degree requirements**

## INTERDISCIPLINARY STUDIES

**ILA-1 - Introduction to Tutor Training****1 unit***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non- intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ILA-3 - Student Resiliency****1 unit***Prerequisite: None.*

This participatory course trains students how to attain, foster, and utilize skills that may support academic success in the face of adversity. The course includes theories of resiliency, workshops on strategies for resilience and academic success, problem-solving applications, and network building. 18 hours lecture. (Non-degree credit course)

**ILA-5 - Service Learning and  
Community Involvement****1-2-3-4 units***Prerequisite: None.*

Examines and addresses community need through service learning. Permits exploration of discipline and/or career specific interests and options through direct interface with community entities. Enriches personal and career development through the understanding of civic and social issues. Students may earn up to 4 units each semester for a maximum of 16 units. No more than 15 hours per week of volunteer work may be applied toward the service learning requirement; 60 hours of volunteer work in the semester is required for each unit. 9 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ITALIAN****ITA-1 - Italian I****5 units**  
UC\*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. This course includes discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ITA-2 - Italian 2****5 units**  
UC, CSU*Prerequisite: ITA-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the beginning level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ITA-3 - Italian 3****5 units**  
UC, CSU*Prerequisite: ITA-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ITA-11 - Culture and Civilization****3 units**  
UC, CSU*Prerequisite: None.*

Introductory survey of Italian culture and civilization as reflected in language, literature, art, history, politics, customs, and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**JAPANESE****JPN-1 - Japanese 1****5 units**  
UC\*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**JPN-2 - Japanese 2****5 units**  
UC, CSU*Prerequisite: JPN-1.*

Further development of basic skills in listening, reading, speaking, and writing. A continued emphasis on acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**JPN-3 - Japanese 3****5 units**  
UC, CSU*Prerequisite: JPN-2.*

Development of intermediate skills in listening, reading, speaking, and writing. A continued emphasis on acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**JPN-4 - Japanese 4****5 units**  
UC, CSU*Prerequisite: JPN-3.*

Further development of intermediate skills in listening, reading, speaking, and writing. A review of the vocabulary, structures, and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems, and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**JPN-11 - Culture and Civilization****3 units**  
UC, CSU*Prerequisite: None.*

Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## JOURNALISM

Also see PHOTOGRAPHY

### JOU-1 - Introduction to Journalism 3 units CSU

*Prerequisite:* None. *Advisory:* ENG-50 or ENG-80 or qualifying placement into ENG 1A.

An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture. (Letter Grade only)

### JOU-2 - Intermediate Reporting/Newsriting 3 units CSU

*Prerequisite:* JOU-1.

This course is a continuation of the introductory newsriting/ reporting courses and focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. It includes both on- and off- campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms. 54 hours lecture.

### JOU-7 - Mass Communications 3 units UC, CSU

*Prerequisite:* None.

*Advisory:* ENG-50 or ENG-80 or qualifying placement into ENG 1A.

Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture. (Letter Grade only)

### JOU-12 - Photojournalism 3 units CSU

(Same as PHO-12) (C-ID JOUR 160)

*Prerequisite:* PHO-8. *Corequisite:* PHO-9.

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photographs to tell a story. Discussion of the professional, legal and ethical responsibilities of the photojournalist. Students required to provide 35-mm camera with aperture and shutter controls or a digital camera with manual controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

### JOU-20A - Newspaper: Beginning 3 units CSU

*Prerequisite:* None.

*Advisory:* ENG-1A or ENG-1AH and JOU-1 and PHO-8.

Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

### JOU-20B - Newspaper: Intermediate 3 units CSU

*Prerequisite:* JOU-20A.

Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

### JOU-20C - Newspaper: Advanced 3 units CSU

*Prerequisite:* JOU-20B.

Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

### JOU-20D - Newspaper: Professional 3 units CSU

*Prerequisite:* JOU-20C.

Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

### JOU-52A - Newspaper Editing: Beginning 3 units CSU

*Prerequisite:* None.

*Advisory:* JOU-1 and/or PHO-8 and/or ENG-1A or 1AH.

Beginning-level editing practice in the production of the college newspaper. Course to include theory and practice in beginning- level news editing, including copy editing and photographic processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option)

### JOU-52B - Newspaper Editing: Intermediate 3 units CSU

*Prerequisite:* JOU-52A.

Intermediate-level editing practice in the production of the college newspaper. Course to include theory and practice in intermediate-level news editing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option)

### JOU-52C - Newspaper Editing: Advanced 3 units CSU

*Prerequisite:* JOU-52B.

Advanced-level editing practice in the production of the college newspaper. Course to include theory and practice in section leadership and advanced-level news editing, headline writing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option)



**JOU-52D - Newspaper Editing: Executive****3 units**  
CSU*Prerequisite: JOU-52C.*

Editing practice in the production of a newspaper with executive editing experience on the college newspaper. Course to include theory and practice in editing management, including editorial board service, news editing, and editing staff leadership. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option)

**JOU-200 - Journalism Work Experience****1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**KINESIOLOGY****(formerly Physical Education-PHP)**

It is recommended that students enroll in kinesiology activity courses or academic kinesiology courses (that satisfy the Self Development requirement of the Associate of Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate of Arts Degree requirements in this catalog.

**UNIFORMS**

Students are requested to wear attire appropriate to the activity as requested by the instructor.

**LOCKERS**

A lock and locker for which the student is responsible will be issued to each student. A \$5 charge will be assessed for a lost lock.

**ACADEMIC COURSES****KIN-4 - Nutrition****3 units**  
UC, CSU*Prerequisite: None.*

The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

**KIN-6 - Introduction to Physical Education for Pre-School and Elementary Children****3 units**  
CSU*Prerequisite: None.*

This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 2-11 years including children with special needs and abilities. Emphasis is on the application of principles of physical growth and development to the teaching and acquisition of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework 45 hours lecture and 27 hours laboratory.

**KIN-10 - Introduction to Kinesiology (C-ID KIN 100)****3 units**  
UC, CSU*Prerequisite: None.*

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture.

**KIN-12 - Sport Psychology****3 units**  
UC, CSU*Prerequisite: None.*

This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

**KIN-14 - Athletic and Fitness Organization and Administration****3 units**  
UC, CSU*Prerequisite: None.*

This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions such as facilities planning, finances, personal philosophy development and marketing analysis for high school, college and professional sport programs and recreation and fitness programs. 54 hours lecture.

**KIN-16 - Introduction to Athletic Training****3 units**  
UC, CSU*Prerequisite: None.*

This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory. (TBA option)

**KIN-17 - Athletic Training, Fall Sports, Lower Extremity****2 units**  
UC\*, CSU*Prerequisite: None. Corequisite: KIN-16*

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the lower extremity. 18 hours lecture and 54 hours laboratory.

**KIN-18 - Athletic Training, Spring Sports, Upper Extremity****2 units**  
UC\*, CSU*Prerequisite: None. Corequisite: KIN-16*

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the upper extremity. 18 hours lecture and 54 hours laboratory.

**KIN-19 - Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip****2 units**  
UC\*, CSU*Prerequisite: None. Corequisite: KIN-16*

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the head, neck, spine, torso and hip. 18 hours lecture and 54 hours laboratory.

**KIN-20 - Athletic Training, Spring Sports, General Medical****2 units**  
UC\*, CSU*Prerequisite: None. Corequisite: KIN-16*

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience practice situations including pre and post practice in the Athletic Training Room. Study will cover various topics related to athletic training including heat illness, unconscious athlete, terminology, tissue response to injury, dietary supplements, pharmaceuticals, nutrition and rehabilitation. 18 hours lecture and 54 hours laboratory.

**KIN-21A - Athletic Training Applications A****2 units**  
CSU*Prerequisite: None.**Corequisite: Completion of or concurrent enrollment in KIN-17 or 18 or 19 or 20.*

The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible in assisting in daily procedures, modality treatment protocols, practice preparation and athletic training protocols. 108 hours laboratory.

**KIN-21B - Athletic Training Applications B****2 units**  
CSU*Prerequisite: KIN-21A.**Corequisite: Completion of or concurrent enrollment in KIN-17 or 18 or 19 or 20.*

The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for learning and performing tape jobs, bracing and padding, designing stretching programs, assisting in daily treatment protocols. 108 hours laboratory. (TBA option)

**KIN-21C - Athletic Training Applications C****2 units**  
CSU*Prerequisite: KIN-21B.**Corequisite: Completion of or concurrent enrollment in KIN-17 or 18 or 19 or 20.*

The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for assisting in pre-participation screenings, insurance protocols, injury management, lower extremity injury assessment and rehabilitation programs. 108 hours laboratory. (TBA option)

**KIN-21D - Athletic Training Applications D****2 units**  
CSU*Prerequisite: KIN-21C.**Corequisite: Completion of or concurrent enrollment in KIN-17 or 18 or 19 or 20.*

The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for sport specific coverage, rehabilitation programs from start to finish, injury assessment and injury management. 108 hours laboratory. (TBA option)

**KIN-23 - Volleyball Coaching Theory****3 units**  
UC\*, CSU*Prerequisite: None.*

The course will consist of the various aspects of coaching volleyball. The emphasis of the course will be on the theory, structure, and organization of club, high school, collegiate and international volleyball programs. This course teaches team and individual offensive and defensive strategies, technical skills, and program management. 54 hours lecture.

**KIN-24 - Sports Officiating-Fall Sports****3 units**  
UC\*, CSU*Prerequisite: None.*

The mechanics, techniques, and rules of officiating football, basketball, and volleyball are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture plus required field work.

**KIN-25 - Sports Officiating-Spring Sports****3 units**  
UC\*, CSU*Prerequisite: None.*

The mechanics, techniques, and rules of officiating baseball, softball and track and field are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture.

**KIN-26 - Foundations of Coaching****3 units**  
CSU*Prerequisite: None.*

This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture.

**KIN-27 - Football Theory****3 units**  
UC\*, CSU*Prerequisite: None.*

The study of various aspects of coaching football with an emphasis on the theory of how to organize a football program, individual skills and offensive and defensive play. 54 hours lecture.

**KIN-28 - Basketball Theory****3 units**  
UC, CSU*Prerequisite: None.*

This course includes the study of various aspects of coaching basketball. Emphasis on the theory of how to organize a basketball program, individual skills and offensive and defensive play. 54 hours lecture. (Letter Grade only)

**KIN-29 - Soccer Theory****3 units**  
UC\*, CSU*Prerequisite: None.*

The study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

**KIN-30 - First Aid and CPR  
(C-ID KIN 101)****3 units**  
UC, CSU*Prerequisite: None.*

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a National safety council Advanced First Aid Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. A fee of \$20.00 for required certificates will be charged to the student and is not covered by BOGW. 54 hours lecture.

**KIN-33 - Baseball Theory****3 units**  
UC\*, CSU*Prerequisite: None.*

The course covers various aspects of coaching baseball which include theory, philosophy, organization and structure of a program, individual skills, and offensive and defensive team play. 54 hours lecture.

**KIN-34 - Softball Theory****3 units**  
UC, CSU*Prerequisite: None.*

Various aspects of coaching softball which include theory, philosophy, organization and structure of a program, mental skills, individual skills, offensive and defensive team play and digital video analysis. 36 hours lecture and 54 hours laboratory.

**KIN-35 - Foundation for Fitness and Wellness****3 units**  
UC, CSU*Prerequisite: None.*

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 36 hours lecture and 54 hours laboratory.

**KIN-36 - Wellness: Lifestyle Choices****3 units**  
UC, CSU*Prerequisite: None.*

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

**KIN-38 - Stress Management****3 units**  
UC, CSU*Prerequisite: None.*

The nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be precursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

**KIN-42 - Lifeguarding/Title 22 First Aid/ Water Safety Instructor****4 units**  
UC, CSU

*Prerequisite: None. Limitation on enrollment: Retention based on the ability to complete a 300 yard swim utilizing the front crawl and breast stroke and surface dive to retrieve a weight from a 10 foot depth of the pool, demonstrate competence in a 25 yard swim of the elementary backstroke, sidestroke, and butterfly.*

This course is designed to drill the competent swimmer in life saving and water safety techniques, professional first aid and CPR care to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional Rescuer, Title 22 First Aid, Life guarding and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. A fee of \$82.45 for required certificates will be charged to the student and is not covered by BOGW.

**KIN-43 - Introduction to Personal Training****3 units**  
CSU*Prerequisite: None.*

Experience applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. Provides the necessary information for the student to pursue the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.). 36 hours lecture and 54 hours laboratory. (Letter grade only)

**KIN-44 - Yoga Instructor Training****3 units**  
CSU*Prerequisite: None. Advisory: Two units of KIN-A47.*

Yoga philosophy and practice. Topics include teaching postures in a safe manner, breathing techniques and how to observe and assist students. This course may be used as partial fulfillment of the requirements to be a Registered Yoga Teacher through the Yoga Alliance. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**KIN-45 - Group Fitness Instructor****3 units**  
CSU*Prerequisite: None.*

This course covers fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. This course provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory.

**KIN-47 - Hiking and Backpacking****2 units**  
UC\*, CSU*Prerequisite: None.*

The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-200 - Kinesiology Work Experience****1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**ACTIVITY COURSES**

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate of Science Degree.

**KIN-A03 - Adaptive Physical Fitness****1 unit**  
UC\*, CSU*Prerequisite: None. Limitation on enrollment: Medical approval and verification of a physical disability.*

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A04 - Adaptive Water Exercise****1 unit**  
UC\*, CSU*Prerequisite: None. Limitation on enrollment: Medical approval and verification of a physical disability.*

Provides physical education for students with a physical disability to gain increased strength, flexibility, balance, movement memory and coordination in a shallow water pool. Students will use flotation devices, strength and balance equipment in a basic movement and exercise format. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A07 - Badminton****1 unit**  
UC\*, CSU*Prerequisite: None.*

Introduces the basic footwork and racquet skills of badminton. Emphasis is placed on learning the rules, techniques and fundamental strategies for the singles and doubles game of badminton. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A11 - Tennis, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

Beginning course is for the inexperienced or beginner-level player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. KIN-A11, A12, and A13 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A12 - Tennis, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A11.*

Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. KIN-A11, A12, and A13 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A13 - Tennis, Advanced****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A12.*

For the advanced tennis player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A20 - Golf, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

An opportunity for students to develop fundamental golf skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students' interest in the game. Subsequent enrollment in additional semesters will provide an opportunity for added skill and competency development within each activity. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory.

**KIN-A21 - Golf, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A20.*

An opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A28 - Swimming, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

The beginning course introduces the skills and techniques of safety in and around a body of water. Emphasis is placed on acquiring the skills necessary to swim efficiently, safely and proficiently enough to use swimming as a means of physical exercise; i.e. flexibility, endurance and strength. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A29 - Swimming, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None.**Advisory: KIN-A28.*

This course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new intermediate level skills and techniques. Endurance swimming is encouraged and the swimmer is allowed time to practice distance swims. KIN- A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A30 - Swimming, Advanced Skills and Conditioning****1 unit**  
UC\*, CSU*Prerequisite: None.**Advisory: KIN-A29.*

Advanced swimming is designed to develop strength, endurance and skill in all swimming strokes. Emphasis is placed on a swimmer acquiring the knowledge, skill and strength to use swimming for physical conditioning. KIN- A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31A - Beginning Water Aerobics and Deep Water Exercise****1 unit**  
UC, CSU*Prerequisite: None.*

Students will develop basic strength, flexibility, coordination and cardiovascular fitness within a shallow/deep water aerobic format. The student will also be introduced to deep water workouts with the aid of a flotation device (belt or noodle). KIN-A31A, A31B and A31C are courses related in content and are limited in enrollment according to Title 5,

section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31B - Intermediate Water Aerobics and Deep Water Exercise****1 unit**  
UC, CSU*Prerequisite: KIN-A31A.*

Introduces intermediate water aerobic skills. Students will increase their coordination and balance along with strength, flexibility and cardiovascular fitness with in a shallow/deep water format. The student will be introduced to intermediate interval aerobic workouts with the addition of water resistance toys and flotation devices. Nutrition concepts and goal setting will be applied. KIN-A31A, A31B and A31C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only)

**KIN-A31C - Advanced Water Aerobics and Deep Water Exercise****1 unit**  
UC, CSU*Prerequisite: KIN-A31B.*

Using advanced water aerobic skills, this course will broaden the students water aerobic experience. Advanced interval aerobic shallow/deep water exercises, with the aid of a flotation device and toys, will increase strength, flexibility, cardiovascular endurance, muscle movement memory and coordination. Personal dietary plans, long term nutritional concepts and fitness goal setting are introduced and implemented. KIN-A31A, A31B and A31C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A40 - Karate, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self- confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. KIN- A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040.) For further information see section VIII regarding course repetition. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)

**KIN-A41 - Karate, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A40.*

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040.) For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A43 - T'ai-chi Ch'uan, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

Teaches the student the first Yang Style T'ai-chi ch'uan (taijiquan) routine, section one. The first t'ai-chi form is a 28 movement symmetrical choreographed routine. The students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, coordination and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A44 - T'ai-chi Ch'uan, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: KIN-A43.*

A continuation of Yang Style T'ai-chi Ch'uan. It will teach the student more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) Long Form. Students will also learn the partner T'ai-chi San Shou application form, advanced pushing hands training methods and supplemental exercises. This class will prepare the student to test for the NWTCCA T'ai-chi Ch'uan certification. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A46 - Hatha Yoga, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A47 - Hatha Yoga, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A46.*

This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A54A –Fast Pitch Softball Fundamentals, Beginning** **1 unit**  
UC, CSU*Prerequisite: None.*

Core softball skills and techniques as the basis for beginning - intermediate level competitive play. The student will be provided the opportunity to develop individual skills and the knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. 54 hours laboratory.

**KIN-A54B – Fast Pitch Softball Fundamentals, Advanced** **1 unit**  
UC, CSU*Prerequisite: KIN- A54A.*

Specialized softball skills and techniques for advanced level competitive play. The student will be provided the opportunity to develop defensive and offensive strategies, base running, advanced batting techniques and team situations to prepare for intercollegiate play. 54 hours laboratory.

**KIN-A55 - Slow Pitch Softball****1 unit**  
UC\*, CSU*Prerequisite: None.*

Introduces basic skills, rules and strategies for team play in the sport of slow pitch softball. KIN-A54 and A55 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A57 - Basketball, Beginning****1 unit**  
CSU*Prerequisite: None*

The basketball course is designed to introduce the basic skill and leisure time potential of basketball. Emphasis is placed on learning the techniques and strategy of the game of basketball. Improvement in fundamentals, and two and three man situations, as well as five man situations, are stressed. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A57A Basketball, Beginning****1 unit**  
UC, CSU*Prerequisite: None*

This basketball course is designed to introduce the basic skills and strategies of basketball. Emphasis is placed on the basic fundamentals that include passing, shooting, dribbling, offensive stance, and defensive stance. KIN A57A, A57B and A57C are courses related in content and are limited in enrollment according to Title V. 54 hours laboratory. (Letter Grade or Pass/No Pass)

**KIN-A57B Basketball, Intermediate****1 unit**  
UC, CSU*Prerequisite: KIN-A57A*

Description: This basketball course is designed for the player who wants to review basic fundamentals and develop intermediate skills. Emphasis is placed team offense and defense, rebounding, shooting, and team strategy. KIN A57A, A57B and A57C are courses related in content and are limited in enrollment according to Title V. 54 hours laboratory. (Letter Grade or Pass/No Pass)

**KIN-A57C Basketball, Advanced****1 unit**  
UC, CSU*Prerequisite: KIN-A57B*

This basketball course is designed for students with advanced basketball skills who would like to enhance and improve their basketball knowledge and skill level. Advanced shooting, passing, and rebounding techniques and skills, offensive and defensive systems and team competitions will be emphasized. KIN A57A, A57B, and A57C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade or Pass/No Pass)

**KIN-A62 - Flag Football****1 unit**  
UC\*, CSU*Prerequisite: None.*

The activities in this course provide for instruction in the skills, techniques, strategy, and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. This course is designed to contribute to the physical well being of all participating students. KIN-A62 and A62A are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A62A - Flag Football****.5 unit**  
UC\*, CSU*Prerequisite: None.*

The activities in this course provide for the introductory instruction in the skills, techniques, strategy and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. KIN-A62 and A62A are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A64 - Soccer****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A67 - Volleyball, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

Introduces the skills and lifetime potentials of volleyball. Emphasis is placed on learning the techniques, rules, and strategies of volleyball. KIN- A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A68 - Volleyball, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A67.*

Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A69 - Volleyball, Advanced****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A68.*

Advanced volleyball techniques. Individual skill work, along with various team offensive systems and team defensive patterns, will be taught and analyzed. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A71 - Sand Volleyball: Intermediate/Advanced****1 unit**  
UC\*, CSU*Prerequisite: None.**Advisory: KIN-A67 or proficient skills in sand volleyball.*

Course provides intermediate and advanced instruction and strategies in sand volleyball. Designed to develop advanced skills, knowledge of rules, team strategies and desire for future participation during leisure times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A75A - Walking for Fitness: Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A and A75B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-A75B - Walking for Fitness: Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A75A.*

This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A and A75B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A77A - Jogging for Fitness, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course is designed to introduce basic fitness concepts to improve each individual's physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through jogging. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A77B - Jogging for Fitness, Intermediate****1 unit**  
UC, CSU*Prerequisite: None. Advisory: KIN-A77A.*

This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength by using stretching and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A77C - Jogging for Fitness, Advanced****1 unit**  
UC, CSU*Prerequisite: None. Advisory: KIN-A77B.*

This course is designed for students of advanced fitness levels who would like to enhance and improve their cardiovascular fitness, overall strength and flexibility with more advanced jogging strategies. Progressive jogging techniques will be utilized in establishing jogging programs designed to promote improvements in cardiovascular endurance and body composition. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength by using advanced stretching, muscle strengthening and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81A - Physical Fitness, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength, muscular endurance and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A81B - Physical Fitness, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.*

This course is designed to provide nutritional, cardiovascular, strength, flexibility and assessment concepts to enhance the personalized exercise program. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A81C - Physical Fitness, Advanced****1 unit**  
UC, CSU*Prerequisite: KIN-A81B*

Designed to enhance nutritional, cardiovascular, strength and flexibility concepts in order to create and apply a lifelong individual physical fitness program. KIN A81A and A81B and A81C are courses related in content and are limited enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A82 - Speed, Agility, and Quickness Training****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course brings together traditional resistance training and speed-specific movements. Students will participate in drills and activities that will improve muscular power in all movements, fundamentals of athleticism, running technique and body control, and first step explosiveness and balance. KIN-A80 and A82 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A83 - Kickboxing Aerobics****1 unit**  
UC\*, CSU*Prerequisite: None.*

Basic fitness concepts as well as basic movement skills and exercises with the use of kickboxing in an aerobic format. Students will develop strength, flexibility, endurance, movement memory, balance, coordination and cardiovascular fitness. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A86 - Step Aerobics****1 unit**  
UC\*, CSU*Prerequisite: None.*

Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. Introduces basic fitness concepts as well as basic movement skills and exercise. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A87 - Step Aerobics, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None.**Advisory: KIN-A86 or proficient skills in step aerobics.*

Broadens students' aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. Exposure to choreography that will improve students' balance, coordination, and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A88 - Step Aerobics, Advanced****1 unit**  
UC\*, CSU*Prerequisite: None.**Advisory: KIN-A87 or proficient skills in step aerobics.*

For students who have already taken Kinesiology A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. Students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. KIN-A83, A86, A87, and A88 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A89A - Beginning Body Sculpting****1 unit**  
UC\*, CSU*Prerequisite: None.*

Students will develop muscular strength and endurance along with flexibility using a variety of hand weights, body bars, elastic bands and exercise balls. Emphasis is placed on safety and proper technique while training basic muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)



**KIN-A89B - Intermediate Body Sculpting****1 unit**  
UC\*, CSU*Prerequisite: KIN-A89A.*

Students will increase and maintain their body development through core strength, resistance and endurance training, along with body sculpting techniques. Personal fitness plans will be developed and incorporated based on personal health and fitness. Emphasis is placed on safety, core strength and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A89C - Advanced Body Sculpting****1 unit**  
UC\*, CSU*Prerequisite: KIN-A89B.*

Students will develop personal and nutritional lifetime fitness goals and create a lifetime fitness plan. Muscular strength, cardiovascular endurance, flexibility and aerobic fitness will be developed and assessed. Emphasis will be placed on safety, proper body alignment and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A90A – Weight Training – Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Weight training course designed to teach students the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, Pass/No pass option)

**KIN-A90B – Weight Training – Intermediate****1 unit**  
UC, CSU*Prerequisite: KIN-A90A*

Weight training course for students who have a basic background in weight lifting. Emphasis is placed on furthering strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**KIN-A90C – Weight Training – Advanced****1 unit**  
UC, CSU*Prerequisite: KIN-A90B.*

Weight training course for students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**VARSITY SPORTS**

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. Students are limited to 350 hours of attendance in each fiscal year for each sport for which no more than 175 hours is dedicated to the sport and no more than 175 hours is for conditioning or skill development in the sport. The varsity sports are:

**KIN-V01 - Cross Country, Varsity, Men****3 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V02 - Football, Varsity, Men****3 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Opportunity for football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in football. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V04 - Basketball, Varsity, Men****3 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V05 - Baseball, Varsity, Men****3 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Designed to assist advanced baseball players in improving their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V06 - Track and Field, Varsity, Men****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development within the sport. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V07 - Golf, Varsity, Men****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course will provide an opportunity for experienced golfers to improve skills, knowledge, and strategies for intercollegiate competition. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V08 - Tennis, Varsity, Men****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V09 - Swimming and Diving, Varsity Men****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V10 - Soccer, Varsity Men****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in

soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V11 - Pep Squad, Varsity, Men and Women****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Opportunity for students to advance in the skills of tumbling, jumping, dance, cheer, partner stunts and pyramids. It will consist of highly organized lectures, individual and team practice sessions, physical conditioning programs and video/DVD/film evaluation to prepare students for college activities and athletic competitions in pep squad. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V12 - Cross Country, Varsity, Women****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V14 - Track and Field, Varsity, Women****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V18 - Tennis, Varsity, Women****3 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

Opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V19 - Swimming and Diving, Varsity, Women**      **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. This program will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V20 - Basketball, Varsity, Women**      **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V21 - Volleyball, Varsity, Women**      **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in volleyball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V22 - Fastpitch, Varsity, Women**      **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based upon successful tryout.*

This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game of fastpitch softball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in fastpitch. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V23 - Water Polo, Varsity, Men**      **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water

polo. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V24 - Water Polo, Varsity, Women**      **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V25 - Soccer, Varsity, Women**      **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athlete to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (TBA option)

**KIN-V26 - Songleading and Cheerleading**      **2 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course is designed to promote the advancement of skills in conditioning, jumping, dance and cheer/song techniques demonstrated at college activities and athletic competitions. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V27 Stunt**      **3 units**  
CSU

*Prerequisite: None*

*Limitation on enrollment: Retention is based on successful tryout.*

Promotes the advancement of skills, knowledge, and strategy of the sport of Stunt. Consists of a highly organized lectures, individual, and team practice sessions to prepare students for intercollegiate competition in Stunt. Repeating the course will provide the student an opportunity for added skill and competency development. May be taken a total of 4 times. 175 hours laboratory. (TBA option) (Letter grade or Pass/No Pass)

**KIN-V33 - Track and Field Techniques: Running Event Techniques** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Beginning and advanced techniques and current methods of training for sprints, middle distance, distance and hurdle events are taught. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V34 - Track and Field Techniques: Field Event Techniques** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Beginning and advanced techniques and current methods of training for decathlon, pole vault, long jump, triple jump, shot put, discus, javelin, and hammer throw. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V50 - Baseball Fundamentals, Defensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course is designed to give students the opportunity to review or learn the basic defensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V51 - Baseball Fundamentals, Offensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course is designed to give students the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V52 - Fastpitch Fundamentals, Offensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Designed to give students the opportunity to review or learn the basic offensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide

the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V53 - Fastpitch Fundamentals, Defensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Designed to give students the opportunity to review or learn the basic defensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V60 - Football Fundamentals, Defensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Opportunity to learn general and specific individual defensive football fundamentals, techniques and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V61 - Football Fundamentals, Offensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Opportunity to learn general and specific individual offensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V70 - Water Polo Techniques** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Opportunity for students to develop fundamental skills in the sport of water polo. Drills and various practice techniques will be used to develop all aspects of the game. The student will participate in an extensive physical conditioning program, which will include stretching, swimming, strength building and kicking exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V71 - Women's Sand Volleyball** **3 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course prepares student athletes to practice and compete at the intercollegiate level in sand volleyball. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V78 - Long Distance Running****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course will provide general and specific long distance running principles, conditioning methods, and race tactics involved in competitive long distance running. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V92 - Weight Training, Varsity Athletes****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This weight training course is designed for varsity athletes who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V94 - In-Season Varsity Sport Conditioning****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V95 - Out-of-Season Varsity Sport Conditioning****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KOREAN****KOR-1 - Korean 1****5 units**  
UC\*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Korean at the beginning level. This course includes discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KOR-2 - Korean 2****5 units**  
UC, CSU*Prerequisite: KOR-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Korean at the beginning level. This course includes an expanded discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KOR-11 - Culture and Civilization****3 units**  
UC, CSU*Prerequisite: None.*

Introductory survey of Korean culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**LATIN****LAT-1 - Latin 1****5 units**  
UC\*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in reading, writing, listening and pronouncing classical Latin. Emphasis is placed on vocabulary acquisition, elementary morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**LAT-2 - Latin 2****5 units**  
UC, CSU*Prerequisite: LAT-1.*

This course concentrates on developing intermediate skills in reading, writing listening to and pronouncing classical Latin. Emphasis is placed on vocabulary, acquisition, basic morphology and syntax, translation techniques and practice, and introduction to culture and historical topics. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**LIBRARY****LIB-1 - Introduction to Information Literacy****1 unit**  
UC, CSU*Prerequisite: None.*

Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

## MANAGEMENT

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### **MAG-44 - Principles of Management** **3 units** CSU

*Prerequisite: None.*

For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-46 - Contemporary Quality Systems Management** **3 units** CSU

*Prerequisite: None.*

An introduction to Quality Management principles and to their application in business, industry, and public service organizations including Deming's 14 points, process management, ISO 9000 certification, Six Sigma efforts, Baldrige criteria and introductory statistical process control. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-47 - Applied Business and Management Ethics (Same as BUS-47)** **3 units** CSU

*Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-51 - Elements of Supervision** **3 units**

*Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-52 - Employee Training and Development** **3 units**

*Prerequisite: None.*

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

### **MAG-53 - Human Relations** **3 units** CSU

*Prerequisite: None.*

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-54 - Employee Labor Relations** **3 units**

*Prerequisite: None.*

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-56 – HRM: Human Resources Management** **3 units** CSU

*Prerequisite: None.*

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade only.)

### **MAG-57 - Oral Communications** **3 units**

*Prerequisite: None.*

Presents persuasive, expository, and extemporaneous expression applied to the business environment. Includes a practical demonstration of acquired skills in oral communication. Explores obstacles to the communication process in interpersonal and group communications. 54 hours lecture.

### **MAG-60 - Introduction to Hospitality Management** **3 units**

*Prerequisite: None.*

An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging and food and beverage industries with consideration given to issues in environment, technology, ethics and international arena. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-62 - Restaurant and Hotel Management** **3 units**

*Prerequisite: None.*

Management techniques and concepts about giving service in the restaurant and hotel industries. Course is designed to train future food service, hotel or hospitality industry executives. 54 hours lecture.

### **MAG-70 - Introduction to Organization Development (Same as BUS-70)** **3 units** CSU

*Prerequisite: None. Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MAG-71 - Introduction to Productivity Management (Same as BUS-71)** **3 units** CSU

*Prerequisite: None. Advisory: MAG-44 and 70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

### **MAG-72 - Introduction to Quantitative Methods for Business** **3 units**

**(Same as BUS-72)**

**CSU**

*Prerequisite: None. Advisory: BUS-20 and MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

**MAG-73 - Quality Inspection and Test** 3 units*Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance which covers the inspection and testing process for products or services. Topics include basic math and blueprint reading as required by ISO 9000 and other global quality assurance standards. Students will learn how to determine appropriate testing methods and classification of inspection results. 54 hours lecture.

**MAG-74 - Statistical Process Control** 3 units*Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance, it covers the evaluation of business processes to select appropriate improvement tools to assess sources of process variation, determine root causes of out of control conditions, as determined by process control charts. Students will also collect data to prepare and analyze business performance and infer future performance based on problem solving techniques to eliminate waste, and re-work. 54 hours lecture.

**MAG-75 - Quality Auditing** 3 units*Prerequisite: None.*

This course is designed to provide the fundamental knowledge of the concepts and conduct of quality auditing functions. Students will understand the standards and principles of auditing and the techniques of examining, questioning, evaluating, and reporting the quality system's adequacy and deficiencies. There is a focus on auditing to meet international standards such as ISO 9001:2015. 54 hours lecture.

**MAG-76 - Metrology** 3 units*Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance, it covers the use and calibration of measurement instruments. Topics include Measurement System Analysis as required by ISO 9000 and other global quality assurance standards. Students will learn how to determine uncertainty, repeatability and reproducibility of measurement instruments. 36 hours lecture and 54 hours laboratory.

**MAG-77 - Problem Solving and Improvement** 3 units*Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance. It covers the evaluation of business processes to select appropriate improvement tools such as Six Sigma, to assess sources of problems, determine root causes and effect lasting improvements. Students will also learn the management and planning tools for continuous improvement. 54 hours lecture.

**MAG-200 - Management Work Experience** 1-2-3-4 units

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively

moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## MARKETING

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**MKT-20 - Principles of Marketing** 3 units

CSU

*Prerequisite: None. Advisory: BUS-10.*

Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix-place, product, price and promotion. 54 hours lecture.

**MKT-30 - Fashion Merchandising** 3 units

CSU

*Prerequisite: None.*

An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising. Retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. 54 hours lecture.

**MKT-40 - Advertising** 3 units

CSU

*Prerequisite: None.*

Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MKT-41 - Techniques of Selling** 3 units

CSU

*Prerequisite: None.*

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MKT-42 - Retail Management** 3 units

CSU

*Prerequisite: None.*

Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MKT-50 - Marketing Research**

**3 units**  
CSU

*Prerequisite: None.*

An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture.

**MKT-200 - Marketing Work Experience**

**1-2-3-4 units**  
CSU\*

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**MATHEMATICS**

**MAT-1A - Calculus I**

(C-ID MATH 210)  
(C-ID MATH 900S=MAT-1A + MAT-1B)

**4 units**  
UC\*, CSU

*Prerequisite: MAT-10 or MAT-23 or qualifying placement level.*

Functions, limits, continuity, techniques and applications of differentiation, the Fundamental Theorem of Calculus, and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade or Pass/No Pass option)

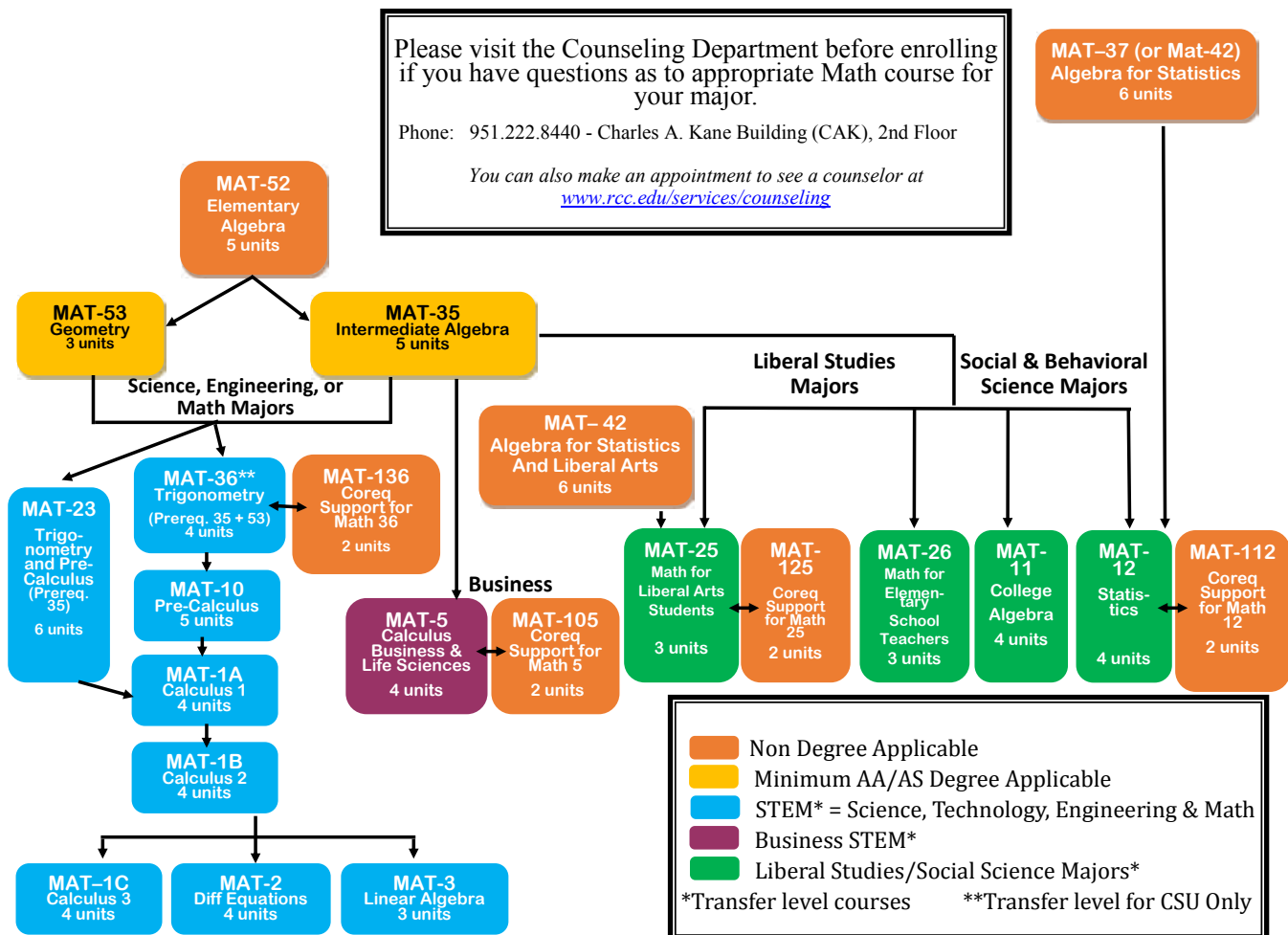
**MAT-1B - Calculus II**

(C-ID MATH 220)  
(C-ID MATH 900S=MAT-1A + MAT-1B)

**4 units**  
UC, CSU

*Prerequisite: MAT-1A.*

Techniques of integration, applications of integration, improper integrals, parametric equations, polar coordinates, infinite sequences and series. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)





**MAT-1C - Calculus III**

(C-ID MATH 230)

**4 units**

UC, CSU

*Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture.

**MAT-2 - Differential Equations**

(C-ID MATH 240)

**4 units**

UC, CSU

*Prerequisite: MAT-1B.*

This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3 - Linear Algebra**

(C-ID MATH 250)

**3 units**

UC, CSU

*Prerequisite: MAT-1B.*

This course examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformation and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-5 - Calculus for Business and Life Science**

(C-ID MATH 140)

**4 units**

UC\*, CSU

*Prerequisite: MAT-35 or qualifying placement level.*

A study of the techniques of calculus for majors in business, business administration, life and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, derivatives, integrals, exponential and logarithmic functions. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-6 - Discrete Mathematics for Computer Science****3 units**

UC, CSU

*Prerequisite: MAT-10. Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-10 - Precalculus**

(C-ID MATH 155)

**5 units**

UC\*, CSU

*Prerequisite: MAT-36 or qualifying placement level.*

Preparation for calculus: Polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates, sequences, and series. Students cannot receive credit for MAT 10 if they have already received credit for MAT 23. 90 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-11 - College Algebra**

(C-ID MATH 150)

**4 units**

UC\*, CSU

*Prerequisite: MAT-35 or qualifying placement level.*

This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12 - Statistics**

(C-ID SOCI 125)(C-ID MATH 110)

**4 units**

UC, CSU

*Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level.*

A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12H - Honors Statistics**

(C-ID MATH 110 SOCI 125)

**4 units**

UC, CSU

*Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors Program.*

A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT- 12H. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-15 Statway II****5 units**

UC, CSU

*Prerequisite: MAT-45*

The second semester of a two-semester course that introduces the concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities or social sciences. Statistics topics emphasize data analysis and include basic concepts of probability; confidence intervals; hypothesis tests for means, proportions, and variance; chi-squared tests; and ANOVA (Analysis of Variance). Algebra topics include proportional relationships (including variation) with applications, expressions, linear functions, and exponential functions. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Both parts of Statway must be completed with a grade of "C" or better to receive credit for a transfer-level statistics course. 72 hours lecture and 54 hours laboratory.

**MAT-23 Trigonometry & Precalculus****6 units**  
UC, CSU*Prerequisite: MAT-35 or qualifying placement level.*

An accelerated college level math course designed to prepare students for calculus. Students will study polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and an introduction to vectors. Students who receive credit for MAT 23 cannot receive credit for MAT 10 and MAT 36. 90 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**MAT-25 - Mathematics for the Liberal Arts Student** **3 units**  
UC, CSU*Prerequisite: MAT-35 or qualifying placement level.*

A college-level survey course of selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education, or communication. Calculators or computers may be used for selected topics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-26 - Math for Elementary School Teachers (CID MATH 120)** **3 units**  
UC, CSU*Prerequisite: MAT-35 or qualifying placement level.*

This course is designed for pre-service elementary school teachers. The course will examine five content areas: numeration; number theory; properties of numbers; problem solving; and curriculum standards. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-35 - Intermediate Algebra** **5 units***Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-36 - Trigonometry (C-ID MATH 851)** **4 units**  
CSU*Prerequisite: MAT-35 and 53 or qualifying placement level.*

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the Law of Cosines and the Law of Sines; elements of geometry important to the foundation of trigonometry; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-37 - Pre-Statistics** **5 units***Prerequisite: MAT-65 or qualifying placement level.*

This is an intensive course that prepares students for transfer-level Statistics. Topics include working with numerical information (fractions, decimals, percentages), evaluating expressions related to statistical formulas, graphical and numerical descriptive statistics for quantitative and

categorical data. Two-way tables, linear correlation and regression and an introduction to normal distribution. There is a focus on reading, writing, and critical thinking skills needed for college statistics. This course is appropriate for students who do not plan to major in math, science, computer science, business, technology, engineering and calculus intense fields in the social sciences. 72 hours lecture and 54 hours lab. Letter grade or pass/no pass option.

**MAT-45 Statway I** **5 units***Prerequisite: None.**Advisory: ENG-50 or ENG-80 or REA-83, or qualification for English 1A.*

The first semester of a two-semester course that introduces the concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities or social sciences. Statistics topics emphasize data analysis and include methods for collecting data, graphical and numerical descriptive statistics, correlation, and simple linear regression. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Both parts of Statway must be completed with a grade of "C" or better to receive credit for a transfer-level statistics course. 72 hours lecture and 54 hours lab. (Letter grade Pass/No Pass)

**MAT-52 - Elementary Algebra** **5 units***Prerequisite: None.*

Examines the four basic operations of real numbers without the use of any calculating device. Variables will be covered as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 90 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)

**MAT-53 - College Geometry** **3 units***Prerequisite: MAT-52 or qualifying placement level.*

A course covering the study of plane geometry and three-dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-63 - Arithmetic** **3 units***Prerequisite: None.*

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-64 - Pre-Algebra****3 units**

*Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.*

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-65 - Arithmetic and Pre-Algebra****5 units**

*Prerequisite: None.*

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-81 - Jump Start for Elementary Algebra****1 unit**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the JumpStart Program.*

Review of content of MAT-65 including basic arithmetic, estimation, variables, linear equations and their graphs. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course. Pass/No Pass only.)

**MAT-82 - Jump Start for Intermediate Algebra****1 unit**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the JumpStart Program.*

Review of content of MAT-52 including linear, quadratic, and rational expressions and equations, linear inequalities, radical expressions, linear systems and their applications, and absolute value. Factoring, graphing, and word problems applications will also be included. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course. Pass/No Pass only.)

**MAT-90A - Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions****1 unit**

*Prerequisite: None.*

A course covering the four basic mathematical operations as they apply to whole numbers with an introduction to fractions. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90B - Special Topics in Arithmetic: Fractions and Introduction to Decimals****1 unit**

*Prerequisite: MAT-90A.*

A course covering the four basic mathematical operations as they apply to fractions with an introduction to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90C - Special Topics in Arithmetic: Decimals****1 unit**

*Prerequisite: MAT-90B.*

A course covering the four basic mathematical operations as they apply to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90D - Special Topics Rational Numbers and Introduction to Variables****1 unit**

*Prerequisite: MAT-63, 90C or qualifying placement level.*

A course covering the four basic mathematical operations as they apply to rational numbers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra****1 unit**

*Prerequisite: MAT-90D.*

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations****1 unit**

*Prerequisite: MAT-90E.*

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**MAT-98 - Academic Excellence Seminar****.5 unit**

*Prerequisite: None.*

*Limitation on enrollment: Concurrent enrollment in First-Year Experience program.*

Interactive seminar designed to enhance students' learning skills and experience in mathematics. 27 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**MAT-105 - Corequisite Support for Math 5****2 units**

*Prerequisite: None*

*Corequisite: MAT-5*

*Other: Appropriate Placement*

A concurrent co-requisite course containing geometry and algebra concepts designed to support students in Calculus for Business and Life Science. Topics include a review of skills developed in geometry and intermediate algebra: area and volume, factoring, graphing, operations on rational and radical expressions, linear, exponential and logarithmic expressions and equations, functions including composition and inverses, and an in-depth focus on linear and quadratic functions. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT 5 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass.)

**MAT-112 - Corequisite Support for Math 12****2 units***Prerequisite: qualifying placement level.**Corequisite: MAT-12**Course Credit Recommendation: Non-Degree Credit*

A concurrent corequisite course containing arithmetic and algebraic concepts designed to support students in Statistics. Topics include a review of skills developed in algebra: order of operations, scientific notation, conversion between fractions, decimals, and percents, solving linear equations, and using the symbols, notation, and vocabulary of algebra. Topics are taught strategically throughout the semester to provide a “just in time” instruction of skills needed to master concepts in MAT-12 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass)

**MAT-125 - Corequisite Support for MAT-25****2 units***Prerequisite: Appropriate Placement**Corequisite: MAT-25*

A concurrent corequisite course containing algebra concepts designed to support the students taking MAT-25 (Mathematics for Liberal Arts Students). Topics include a review of skills from an elementary and intermediate algebra course: Rounding integer values, translating phrases into mathematical expressions, solving problems using percent and decimals, evaluating expressions containing exponents, solving linear equations, applying the four basic operations to real numbers, graphing and writing linear equations using slope and y-intercept, and simplifying expressions using order of operations. Topics are taught strategically throughout the semester to provide “just in time” instruction of skills needed to master concepts in MAT 25 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass//No pass)

**MAT-136 - Corequisite Support for MAT-36****2 units***Prerequisite: Appropriate Placement**Corequisite: MAT-36*

A concurrent corequisite course containing algebra concepts designed to support students in Trigonometry. Topics include a review of skills developed in intermediate algebra: factoring, graphing linear and quadratic functions, operations on rational and radical expressions, linear and quadratic expressions and equations, and an in-depth focus on operations on functions, including composition and inverses. Topics are taught strategically throughout the semester to provide a “just in time” instruction of skills needed to master concepts in MAT-36 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass.)

**MICROBIOLOGY**

See Biology

**MILITARY SCIENCE**

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

**MIL-1 - Military History of the United States to 1900 3 units**  
**(Same as HIS-11) UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

**MIL-2 - Military History of the United States since 1900 3 units**  
**(Same as HIS-12) UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

**MUSIC****MUS-1 - Teaching Music to Young Children 3 units**  
**CSU***Prerequisite: None.*

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

**MUS-3 - Fundamentals of Music 4 units**  
**(C-ID MUS 110 MUS 125) UC, CSU***Prerequisite: None**Advisory: Concurrent enrollment in an appropriate level piano class.*

Through guided music notation and analysis, Fundamentals of Music incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords; basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of major and minor scales, modes, triads, and seventh chords. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-4 - Music Theory I** **4 units**  
(C-ID MUS 130 MUS 135) UC, CSU

*Prerequisite:* MUS-32B or concurrent enrollment in another class piano course.

*Advisory:* Concurrent enrollment in an appropriate level piano class.

Through guided composition and analysis, Music Theory I incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales, triads, and seventh chords; basic cadential formulas and phrase structures; figured bass; non-harmonic tones; first-species counterpoint; and voice leading involving 4-part chorale writing. Development of skills in handwritten music notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-5 - Music Theory II** **4 units**  
(C-ID MUS 140 MUS 145) UC, CSU

*Prerequisite:* MUS-4 or the equivalent.

*Advisory:* MUS-32C or concurrent enrollment in another class piano course.

Continued study and application of techniques acquired during Music Theory I. In addition, through guided composition and analysis, Music Theory II includes: Common Practice period voice leading involving four-part chorale writing; diatonic harmony; chromatic harmony; secondary/applied chords; modulation; borrowed chords; the Neapolitan chord; augmented sixth chords; and an introduction to binary and ternary forms. Laboratory includes chromatic sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-6 - Music Theory III** **4 units**  
(C-ID MUS 150) (C-ID MUS 155) UC, CSU

*Prerequisite:* MUS-5 or the equivalent.

*Advisory:* MUS-32D or concurrent enrollment in another class piano course.

Continued study and application of techniques acquired during Music Theory II. In addition, through writing and analysis, Music Theory III includes Common Practice period and 20th Century techniques such as: Borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords; extended tertian harmony; polyharmony; quartal and secundal harmony; pandiatonicism; serialism; and aleatoric music. Laboratory includes post-Romantic and post-tonal sight singing and ear training activities that incorporate melodic, harmonic and rhythmic dictation. Keyboard activities require the playing of post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-8A - Music Technology I** **3 units**  
CSU

*Prerequisite:* None.

This course is an introduction to recording, editing, mixing and mastering MIDI and digital audio using a computer-based MIDI/Digital Audio Workstation. Students who complete the course are eligible to take the Avid Pro Tools 101 exam which is the first step towards Avid Pro Tools User certification. 36 hours lecture and 54 hours laboratory. (TBA option)

**MUS-8B - Music Technology II** **3 units**  
CSU

*Prerequisite:* MUS-8A or FTV-73.

This course is a continuation of concepts introduced in Music Technology I, including advanced techniques for recording, editing, mixing and mastering MIDI and digital audio using a computer-based MIDI/Digital Audio Workstation. Students who complete the course are eligible to take the Avid Pro Tools 110 exam and earn official Avid Pro Tools User certification. 36 hours lecture and 54 hours laboratory. (TBA option)

**MUS-9 - MIDI/Digital Audio Composition and Film Scoring** **3 units**  
CSU

*Prerequisite:* MUS-8B.

This course provides practical experience in creating original music compositions and film scores using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option)

**MUS-10 - MIDI/Digital Audio Music Production** **3 units**  
CSU

*Prerequisite:* MUS-8B.

This course provides practical experience in recording, editing, mixing and mastering music using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option)

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS-12, 39, 79 and P12:

MUS-28	Riverside Community Symphony
MUS-29	Concert Choir
MUS-33	Vocal Jazz Ensemble
MUS-35	Vocal Music Ensemble
MUS-41	Chamber Singers
MUS-42	Wind Ensemble
MUS-44	Jazz Ensemble
MUS-55	Community Concert Band
MUS-68	Community Symphony
MUS-69	Festival Choir
MUS-73	Vocal Jazz Ensemble
MUS-75	Advanced Vocal Ensemble
MUS-77	Guitar Ensemble
MUS-81	Consort Singers
MUS-82	Wind Symphony
MUS-84	Jazz Orchestra
MUS-95	Community Symphony Band
MUS-P28	Symphony Strings
MUS-P44	Jazz Lab Band
MUS-P77	Advanced Guitar Ensemble
MUS-P84	Jazz Lab Orchestra
THE-37	Musical Theater Techniques

**MUS-11 Studio Recording Techniques** **3 units**

*Prerequisite:* MUS-8A or FTV-73

Introduction to and practical experience in studio recording through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands on practice and experience. Students work with others in theater, television, and music to record audio in a recording studio setting. 36 hours lecture and 54 hours laboratory (TBA option). (Letter grade only)

**MUS-12 - Applied Piano II**  
**(C-ID MUS 160)****3 units**  
UC, CSU*Prerequisite: None.**Corequisite: MUS-P36 or a two-unit performance class.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced individual piano instruction for students preparing to audition, or who wish to perform in a recital or study at an advanced level. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory.

**MUS-19 - Music Appreciation**  
**(C-ID MUS 100)****3 units**  
UC, CSU*Prerequisite: None.*

A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. Students may not receive credit for both MUS-19 and MUS-19H. 54 hours lecture.

**MUS-20 - Great Composers and Music Masterpieces before 1820****3 units**  
UC, CSU*Prerequisite: None. Advisory: ENG-1A or 1AH.*

Emphasis on biography, history, and masterpieces of classical in European music from its inception to 1820 with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context from the Medieval, Renaissance, Baroque and Classic periods. 54 hours lecture.

**MUS-21 - Great Composers and Music Masterpieces After 1820****3 units**  
UC, CSU*Prerequisite: None. Advisory: ENG-1A or 1AH.*

Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context, from Beethoven through the 21st century. Begins with Beethoven's late period and continues with European traditions throughout the 19th century. Music in the Americas and in Europe is included in the study of the 20th and 21st centuries. 54 hours lecture.

**MUS-22 - Survey of Music Literature****3 units**  
UC, CSU*Prerequisite: MUS-3.*

Survey of the major style periods and composers in the history of Western Music including the study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation and can follow open score and analyze the motives, themes, harmony and form of composition. 54 hours lecture.

**MUS-23 - History of Rock and Roll****3 units**  
UC, CSU*Prerequisite: None.*

A comprehensive study of rock and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture.

**MUS-25 - Jazz Appreciation****3 units**  
UC, CSU*Prerequisite: None.*

A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

**MUS-26 - Film Music Appreciation****3 units**  
UC, CSU*Prerequisite: None.*

A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

**MUSICAL PERFORMANCE**

Music majors are required to participate in performance classes (Chamber Singers, Vocal Jazz Ensemble, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band, RCC Symphony, Piano Ensemble, and Percussion Ensemble), and applied music (one-on-one instruction) each semester they are enrolled. (Riverside only)

**MUS-27 - Amadeus Chamber Ensemble**  
**(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous instrumental experience. Audition on or before the first class meeting.*

A course in developing individual skills through ensemble performance. Music selections will contribute to the development of the student's performance skills. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**MUS-28 - Riverside Community Symphony**  
**(C-ID MUS 180)****2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of symphony orchestra literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-29 - Concert Choir**  
**(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first day of class.*

This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

<p><b>MUS-30 - Class Voice</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p>Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory.</p>	<p><b>MUS-33 - Vocal Jazz Ensemble</b> <span style="float: right;"><b>2 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>This course is for the study, rehearsal, and public performance of vocal jazz literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)</p>
<p><b>MUS-31 - College Choir</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><b>(C-ID MUS 180)</b></p> <p><i>Prerequisite: None.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.</p>	<p><b>MUS-34 - Vocal Jazz Lab</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><b>(C-ID MUS 180)</b></p> <p><i>Prerequisite: None.</i></p> <p><i>Corequisite: Concurrent enrollment in MUS-33 or 73.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory. (TBA option)</p>
<p>MUS-32A, B, C, and D are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.</p>	
<p><b>MUS-32A - Class Piano I</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p>This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire and style study. 54 hours laboratory.</p>	<p><b>MUS-35 - Vocal Music Ensembles</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><b>(C-ID MUS 180)</b></p> <p><i>Prerequisite: None.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>This course is for the study, rehearsal, and public performance of baroque and classical vocal literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)</p>
<p><b>MUS-32B - Class Piano II</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: MUS-32A or the equivalent.</i></p> <p>Continuation of the skills studied in MUS-32A focusing on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory.</p>	<p><b>MUS-36 - Instrumental Chamber Ensembles</b> <span style="float: right;"><b>1.5 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>This course is for the study, rehearsal, and public performance of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option)</p>
<p><b>MUS-32C - Class Piano III</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: MUS-32B or the equivalent.</i></p> <p>Continuation of the skills studied in MUS-32B focusing on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading and performance of intermediate-level piano learning pieces. 54 hours laboratory.</p>	<p><b>MUS-37 - Class Guitar</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p>Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory.</p>
<p><b>MUS-32D - Class Piano IV</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: MUS-32C or the equivalent.</i></p> <p>Culmination of keyboard skills previously studied focusing on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory.</p>	<p><b>MUS-38 - Beginning Applied Music I</b> <span style="float: right;"><b>2 units</b> UC, CSU</span></p> <p><b>(C-ID MUS 160)</b></p> <p><i>Prerequisite: None.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 6.75 hours a week in a combination of individualized practice, lessons and concert attendance. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory.</p>

**MUS-39 - Applied Music I**  
(C-ID MUS 160)**3 units**  
UC, CSU*Prerequisite: None.**Corequisite: MUS-42 or enrollment in another one or two unit large ensemble course.**Limitation on enrollment: Audition on or before the first class meeting.*  
Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory.**MUS-40 - Class Percussion****1 unit**  
UC, CSU*Prerequisite: None.*

Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. 54 hours laboratory.

**MUS-41 - Chamber Singers**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*  
This course is for the study, rehearsal, and public performance of literature for vocal chamber ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)**MUS-42 - Wind Ensemble**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*  
This course is for the study, rehearsal, and public performance of wind ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-43A, B, and C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.

**MUS-43A - Jazz Improvisation and Theory I****1 unit**  
UC, CSU*Prerequisite: None.*

This beginning course focuses on basic jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option)

**MUS-43B - Jazz Improvisation and Theory II****1 unit**  
UC, CSU*Prerequisite: MUS-43A.*

This intermediate course further develops the skills introduced in MUS-43A, focusing on intermediate jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option)

**MUS-43C - Jazz Improvisation and Theory III****1 unit**  
UC, CSU*Prerequisite: MUS-43B.*

This advanced course further develops the skills introduced in MUS-43B, focusing on advanced jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option)

**MUS-44 - Jazz Ensemble**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-48 - Marching Band**  
(C-ID MUS 180)**3 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature for marching band, with an emphasis on the development of skills needed to perform within a marching band. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-49 - Indoor Marching Percussion****3 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and performance of indoor marching percussion literature, with an emphasis on the development of skills needed to perform within an indoor marching percussion ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-50 - Master Chorale**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-51 - Men's Ensemble**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory. (TBA option)



<p><b>MUS-52 - Recital Performance</b> <span style="float: right;"><b>.5 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i>  <i>Corequisite: Concurrent enrollment in or prior completion of, MUS-39 or MUS-79 or MUS-P12 or MUS-12</i>  <i>Limitation on Enrollment (e.g. Performance tryout or audition): High competence in a performance medium.</i>            Preparation and presentation of a 20-25 minute recital performance. 27 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-58 - Gospel Choir</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><b>(C-ID MUS 180)</b>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>            A choir of mixed voices dedicated to the further study, rehearsal and public performance of anthems, spirituals and African- American gospel (traditional/contemporary) music. May be taken a total of four times. 54 hours laboratory.</p>
<p><b>MUS-53 - Keyboard Proficiency</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: MUS-32D or the equivalent.</i>            Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory.</p>	<p><b>MUS-59 - Winter Marching Band Clinic</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None. Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment.</i>            This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to perform within a marching band at local, regional, and international public events. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)</p>
<p><b>MUS-54 - Community Jazz Ensemble</b> <span style="float: right;"><b>.5 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None. Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.</i>            Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)</p>	<p><b>MUS-60 - Summer Marching Band Clinic</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment</i>            This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to participate in a marching band program. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option.)</p>
<p><b>MUS-55 - Community Concert Band</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><b>(C-ID MUS 180)</b>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>            This course is for the study, rehearsal, and public performance of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)</p>	<p><b>MUS-61 - Auxiliary Marching Units</b> <span style="float: right;"><b>3 units</b> CSU</span></p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>            This course is for the rehearsal and performance of rifle, flag, and dance units auxiliary to the marching band, with an emphasis on the development of skills needed to perform within a marching band. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)</p>
<p><b>MUS-56 - Intersession Concert Band</b> <span style="float: right;"><b>.5 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>            Study and rehearsal of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option)</p>	<p><b>MUS-65 - Basic Musicianship</b> <span style="float: right;"><b>2 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i>            An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation. 36 hours lecture.</p>
<p><b>MUS-57 - Gospel Singers</b> <span style="float: right;"><b>1 unit</b> UC, CSU</span></p> <p><b>(C-ID MUS 180)</b>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>            A mixed voices chorus for the study, rehearsal, and public performances of anthems, spirituals, and gospel music (traditional/contemporary). Emphasis is on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This course is repeatable for credit the maximum times allowable by regulation. 54 hours laboratory.</p>	<p><b>MUS-66 - Indoor Color Guard</b> <span style="float: right;"><b>3 units</b> CSU</span></p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>            This course is for the rehearsal and performance of rifle, flag, and dance units, with an emphasis on the development of skills needed to perform color guard routines in a gymnasium setting. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)</p>

**MUS-67 - Community Chamber Ensemble**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.*

The study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-68 - Community Symphony**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. Previous experience in the performance of orchestral literature at the college level.*

Study, rehearsal, and public performance of orchestral literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-69 - Festival Choir**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced large vocal group dedicated to the further study, rehearsal and public performance of complex choral repertoire from the middle ages to the 20th century, including major works with orchestra. Activities include concerts, festivals and concert tours. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-70 - Guitar Lab Ensemble**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: MUS-37.**Limitation on enrollment: Audition on or before the first class meeting.*

Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory.

**MUS-71 - College Chorus**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. Different literature will be studied each semester. May be taken a total of four times. 54 hours laboratory.

**MUS-72 - Group Keyboarding Skills****1 unit**  
UC, CSU*Prerequisite: None.*

Keyboard skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Opportunity provided for group and individual performance. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-73 - Vocal Jazz Singers**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Study, rehearsal, and public performance of literature written for vocal jazz ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-74 - Jazz Proficiency****1 unit**  
UC, CSU*Prerequisite: None.*

Group and individual preparation for the jazz skills proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. 54 hours laboratory. (TBA option)

**MUS-75 - Advanced Vocal Ensembles**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**MUS-76 - Advanced Chamber Instrumental Ensembles****1.5 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: This course is for the study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option)

**MUS-77 - Guitar Ensemble**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature for classical guitar ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

<p><b>MUS-78 - Beginning Applied Music II</b> <span style="float: right;"><b>2 units</b></span> (CID MUS 160) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory. (TBA option)</p>	<p><b>MUS-83 - Advanced Chamber Choir</b> <span style="float: right;"><b>1 unit</b></span> (C-ID MUS 180) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Advanced student chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities may include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.</p>
<p><b>MUS-79 - Applied Music II</b> <span style="float: right;"><b>3 units</b></span> (C-ID MUS 160) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Corequisite: Enrollment in a two-unit performance course.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. May be taken a total of four times. Not designed for beginning students. 162 hours laboratory. (TBA option)</p>	<p><b>MUS-84 - Jazz Orchestra</b> <span style="float: right;"><b>2 units</b></span> <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting.</i> Study, rehearsal, and public performance of literature written for instrumental jazz orchestra, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)</p>
<p><b>MUS-80 - Master Singers</b> <span style="float: right;"><b>1 unit</b></span> (C-ID MUS 180) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> A course for college and community singers to perform advanced choral music with orchestra. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)</p>	<p><b>MUS-85 - Intersession Chamber Ensembles</b> <span style="float: right;"><b>.5 unit</b></span> (C-ID MUS 180) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.</i> Study and rehearsal of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option)</p>
<p><b>MUS-81 - Consort Singers</b> <span style="float: right;"><b>2 units</b></span> <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Study, rehearsal, and public performance of literature written for vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)</p>	<p><b>MUS-86 - Intersession Instrumental Ensembles</b> <span style="float: right;"><b>.5 unit</b></span> (C-ID MUS 180) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.</i> Study and rehearsal of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option)</p>
<p><b>MUS-82 - Wind Symphony</b> <span style="float: right;"><b>2 units</b></span> (C-ID MUS 180) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.</i> Description: Study, rehearsal, and public performance of wind symphony literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)</p>	<p><b>MUS-87 - Applied Music Training</b> <span style="float: right;"><b>1 unit</b></span> (C-ID MUS 160) <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory.</p>
	<p><b>MUS-88 - Pageantry Ensemble</b> <span style="float: right;"><b>2 units</b></span> <span style="float: right;">UC, CSU</span> <i>Prerequisite: None.</i> <i>Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting.</i> Advanced skill development in playing and marching as part of the Marching Band program. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory. (TBA option)</p>

**MUS-89 - Music of Multicultural America****3 units**  
UC, CSU*Prerequisite: None.*

A comparative and integrative study of the multicultural musical styles of the United States. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. Students may not receive credit for both MUS-89 and MUS-89H. 54 hours lecture.

**MUS-92 - Basic Piano****.5 unit**  
UC, CSU*Prerequisite: None.*

Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory.

**MUS-93 - The Business of Music****3 units**  
CSU*Prerequisite: None.*

An overview of the business side of performing, recording, and publishing music. Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of song writing, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.

**MUS-94 - Community Jazz Orchestra****.5 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition by instructor and previous experience in performance literature.*

Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 27 hours laboratory. (TBA option)

**MUS-95 - Community Symphony Band (C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. The ability to sight read and perform music on either a wind, percussion, string or keyboard instrument.*

Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-97 - Pep Band****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on Enrollment: Audition on or before the first class meeting.* This course is for the study, rehearsal, and performance of pepband literature, with an emphasis on the development of skills needed to perform within a pep band. Different literature will be studied each semester. Participation in public performances at college events is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-98 Careers in Music****3 units***Prerequisite: None**Course Credit Recommendation: Degree Credit*

A survey of careers in music and closely-related fields, with emphasis on entrepreneurship, individual career options, and planning. Overview of the roles and responsibilities in music performance, education, composition, production, and business. Career research and planning. 54 hours lecture. (Letter grade only)

**MUS-101 - Introduction to Music Technology****3 units**  
CSU*Prerequisite: None**Advisory: MUS-3*

An introduction to the vocabulary, methods, concepts and devices of contemporary music technology, including software, hardware, and cloud-based applications for music creation, notation, recording/sequencing, assessment, and music education. Ideal for any student wishing to gain more knowledge in music technology. 54 hours lecture. (Letter grade)

**MUS-200 - Music Work Experience****1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**MUS-P11 Live Sound Techniques I****3 units***Prerequisite: MUS-8A*

Introduction to and practical experience in live sound engineering, production, recording, and reinforcement through the use of microphone selection and techniques, cables and connections, monitoring systems, audio consoles, signal processors, amplifiers, front-of-house and PA systems, and digital recording devices. Emphasis on small-group lecture and demonstration with hands on practice and experience. Students work with others in theater, television, and music to reinforce audio in a live setting. 36 hours lecture and 54 hours laboratory (TBA option). (Letter grade only)

**MUS-P12 - Applied Piano I  
(C-ID MUS 160)****3 units**  
UC, CSU*Prerequisite: None. Corequisite: MUS-P36 or enrollment in another one or two unit large ensemble course.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual piano instruction for students preparing to audition, transfer, or for those who wish to perform in a recital. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-P27 - Beginning String Techniques****1 unit**  
UC, CSU*Prerequisite: None.*

An exploratory study of the violin, viola, cello, and string bass in a classroom setting. Emphasis is on sound production, articulation and basic music sight reading and theory. No previous experience necessary. 54 hours laboratory.

**MUS-P28 - Symphony Strings  
(C-ID MUS 180)****2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-P32A Jazz Piano I****1 unit***Prerequisite: None*

Practical knowledge and proficiency in concepts pertaining to jazz piano, including reading chord symbols, chord voicings, stylistically appropriate accompaniment, and improvising in a jazz and/or pop music idiom. 54 hours laboratory.

**MUS-P36 - Piano Ensemble  
(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature for piano ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-P44 - Jazz Lab Band  
(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of jazz ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-P76 - Advanced Piano Ensemble****1 unit**  
UC, CSU*Prerequisite: None**Limitation on Enrollment: Audition on or before the first class meeting.*

Study, rehearsal, and public performance of advanced literature for piano ensemble, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-P77 - Advanced Guitar Ensemble****2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.**Student must successfully complete MUS-77 four times.*

Study, rehearsal, and public performance of guitar ensemble literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-P84 - Jazz Lab Orchestra  
(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Designed for beginning or intermediate jazz performers. Audition on or before first class meeting.*

Study and performance of beginning and intermediate jazz literature for the jazz orchestra. May be taken a total of four times. 54 hours laboratory. (TBA option)

## NATIVE AMERICAN STUDIES

See Ethnic Studies

## SCHOOL OF NURSING

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The RCC School of Nursing (SON) offers a Nursing Assistant Training (NATP), Vocational Nursing (VN) and Associate Degree in Nursing/Registered Nursing (ADN/RN) programs, as well as a one year LVN-RN course of study. The NATP is approved by the California Department of Public Health (CDPH); the VN program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT); and the ADN/RN program is approved by the California Board of Registered Nursing (BRN) and accredited by the Accreditation Commission for Education in Nursing (ACEN). Information concerning nursing education can be obtained from these agencies: BRN, 1747 North Market Blvd., Suite 150, Sacramento, CA 95834, Website: [www.rn.ca.gov](http://www.rn.ca.gov); BVNPT, 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov); ACEN, 3343 Peachtree Rd. N.E., Suite 850, Atlanta, GA. 30326; Website: [www.acenursing.org](http://www.acenursing.org); and CDPH, PO Box 997416, MS 3301, Sacramento, CA, 95899; phone number: 916-327-2445.

### **Citizenship and Immigration Status Verification Required for VN/RN Licensure**

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires government agencies to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

### **DISCLOSURE OF SOCIAL SECURITY NUMBER**

Disclosure of one’s social security number is mandatory for certification or licensure by the CDPH, BRN or BVNPT in accordance with Section 30 of the Business and Professions Code of Public Law 94-455 (42 USCA 405 (c) (2) (C)).

### **FINGERPRINT REQUIREMENT**

VN and RN graduates are required to submit Live Scan fingerprints in order to qualify for their national licensure examinations. Students enrolled in the NATP are required to have Live Scan clearance prior to the beginning of their program. Fingerprints are evaluated by the California Department of Justice, CDPH (NATP), and the FBI for clearance.

### **Associate of Science Degree In Nursing (ADN) Program**

The two-year program fulfills all the requirements for the Associate of Science Degree from RCC and qualifies the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), a national examination necessary for licensure as a registered nurse. The ADN Program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare. The curriculum combines general education and nursing courses in a complete program enabling the student to obtain employment as a registered nurse in a variety of settings.

The ADN Program admits students on a bi-annual basis in August and February. Information on ADN Enrollment/Selection Policies and Procedures may be obtained by contacting the Enrollment and

Evaluations Specialist, the Nursing Counselor located in the School of Nursing building or by visiting [www.rcc.edu/departments/schoolofnursing/Pages/School-Of-Nursing.aspx](http://www.rcc.edu/departments/schoolofnursing/Pages/School-Of-Nursing.aspx).

### **RN EXPENSES/GENERAL INFORMATION**

**(All expenses are approximate)**

1. Uniforms: \$250.
2. Books and supplies: \$2,500 for two years.
3. Supply bags: \$190.
4. Health Examination/Immunization: \$98-\$600. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Selected laboratory work and immunizations must be repeated one year later.
5. Background Check/Drug Screen: \$160. Students selected for the program must pass the background check and have a clear drug screen. A valid U.S. social security number is required to complete the background check.
6. Health Services, Student Services, Parking, and tuition fees each semester. See the current schedule of classes for the per semester cost.
7. Students must have a current CPR card certification (American Heart Association [AHA] Basic Life Support [BLS]) valid for the length of the program. If the CPR card expires prior to program completion, recertification is required: \$60 approximately.
8. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
9. Kaplan Testing Products (approximate cost \$540).

### **APPLICATION TO THE PROGRAM**

Applications are available at [www.rcc.edu/academicPrograms/nursing/process.cfm](http://www.rcc.edu/academicPrograms/nursing/process.cfm) during the application filing periods (see below). The applicant is responsible for ensuring that all official transcripts (high school and college) and other necessary information have been received by the School of Nursing by the application period deadline. Note: Admission is denied to applicants who earned a grade of “C-” or less in a nursing program at another college. Students who have earned a grade of “C-” or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy. Foreign transcripts must be evaluated (Detailed Evaluation) prior to submission. Further information concerning foreign or transfer student requirements can be obtained from the School of Nursing office or the RCC Counseling Department. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing as soon as the final grade is available. Students must have applied to the college prior to applying to the ADN Program. Meeting minimum requirements of the program does not guarantee admission into the program.

### **APPLICANT SELECTION**

Applicants to the ADN program will be selected based on a multicriteria point system. Please see the ADN information sheet available online or in the SON office for detailed information. Any questions about the enrollment and selection processes should be directed to the Nursing Enrollment and Evaluations Specialist or the Nursing Counselor.

None of the RCC Nursing programs have a waiting list. Applicants not selected must re-apply in subsequent application periods to be re-considered for the program.

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws in relation to prohibition of discrimination on the basis of gender, age, race, color, nationality, origin religion, disability, or sexual orientation.

**Application Filing Period**

Applications and petitions may be obtained at [www.rcc.edu/academicprograms/nursing](http://www.rcc.edu/academicprograms/nursing) during the application filing period only. Dates are subject to change. Please verify current application filing period dates with the School of Nursing Office at (951) 222-8407.

Spring Semester - Application filing period is between the first business day of September to the first business day of October. Fall Semester -Application filing period is between the first business day of January to the first business day in February.

For complete information on applying to the program, and the selection process, please visit [www.rcc.edu/academicPrograms/nursing](http://www.rcc.edu/academicPrograms/nursing).

**MINIMUM REQUIREMENTS FOR ELIGIBILITY:**

1. RCC application on file and eligibility to attend RCC.
2. High School Verification: Proof of high school graduation or equivalent is only required for 30 unit option students according to Board of Registered Nursing, Rules and Regulations, Section 1412. Official Transcripts required.
3. GPA of at least 2.0 in all work attempted at RCCD and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.
4. GPA of at least 2.5 in all general education coursed required for completion of the Associates Degree in Nursing.
5. Students must pass an Assessment/Readiness test (high school level Math, English, reading, science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework, then re-apply to the program and re-test. The required test for admission is the ATI TEAS. Study materials to prepare for this test are available at [www.atitesting.com](http://www.atitesting.com).

**Prerequisite Courses (15-25.5 units):**

1. \*Biology 1 (4 units)  
\*BIO-1 is the prerequisite for BIO-50A, but NOT a prerequisite for the ADN Program. If an A&P series has been completed previously at RCCD or at another college then BIO-1 is not required to enter the program.
2. \*Chemistry 2A or Chemistry 3 (4 units)  
\*Chemistry is a required prerequisite for the Microbiology (BIO-55) course offered at RCC.  
To meet the RCC ADN Program's requirement for eligibility, Chemistry may be satisfied by any of the following methods: completion of Chem-2A or Chem-3; a grade of "3" or higher on the Chemistry AP test.
3. A minimum combined GPA of 2.5 for Traditional students and a minimum combined GPA of 2.3 for AP students is required in the following science courses:
  - a. Anatomy and Physiology (BIO-50A)-4 units
  - b. Anatomy and Physiology (BIO-50B)-4 units
 \*If the Anatomy and Physiology is a combined course, it

must be completed at one institution. The total number of units must be equivalent to 8 semester units. Students with a baccalaureate degree are waived from the unit stipulation.

- c. Microbiology (BIO-55)-4 units
4. Completion of PSY-9 with a grade of "C" or better.
5. NRN-18 (2.5 units): AP/Transfer Students ONLY

See current enrollment requirements available in the SON office.

**Additional General Education Requirements (19 units)**

The following general education courses are not required for admission to the ADN Program; rather, they are required for the completion of the Associate of Science Degree in Nursing. Most students complete these requirements before entering the ADN Program due to the rigorous nursing student course load. Students who intend to continue their Nursing education and pursue a BSN should clarify the general education/graduation requirements lists available in the School of Nursing or the RCC Counseling Department to ensure full credit transfer.

	Units
__English Composition: English 1A/1AH	4
__American Institutions: (History 6/6H, 7/7H, 8, 9,15, 26, 28, 29, 30, 31, 34, 53; Political Science 1/1H or 5)	3
__Social and Behavioral Sciences; (Sociology 1/1H or Anthropology 2)	3
__Communications and Analytical Thinking; (Communication Studies 1/1H or 9/9H plus one of the following: CIS 1A-30; English 1B/BH; Math 1-49; Philosophy 11, Philosophy/Math32)	6
__Humanities: (see RCCD catalog)	3
__Competency: In order to graduate, students must demonstrate competence in mathematics, reading and English (see graduation requirements section of the catalog). (19)	

**NOTE:** A grade of "C" or better is required in all prerequisites and program courses used to fulfill requirements for the Associate Degree in Nursing. A grade of "C-" will only be accepted for general education courses.

**Health Examination and CPR Certification**

All new and readmitting students are required to submit a CPR card (American Heart Association Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Health Exam and CPR Certification are not required at the time of application.

**Background Check and drug screen**

All new and readmitting students are required to demonstrate a clear background check and clear drug screen prior to enrollment in clinical courses. The process for obtaining the background check is available in the School of Nursing office. This is a mandatory requirement of the clinical facilities where students do clinical training and cannot be waived. A valid U.S. social security number is required to complete the background check.

### REQUIREMENTS TO PROGRESS IN THE ADN NURSING PROGRAM

Nursing students are mandated by the California Board of Registered Nursing to meet minimum course requirements to be eligible for NCLEX-RN administered by the National Council of State Boards of Nursing (NCSBN). A minimum grade of "C" in theory and a satisfactory clinical evaluation in each nursing course are required for the student to advance from one semester to the next.

### READMISSION POLICY

A student who at any time has been admitted to the ADN Program and subsequently withdraws or earns a "D" or "F" grade in the nursing course(s) must file a petition to be readmitted to the program and submit a new clear background check. Petitions may be obtained from [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/). A student who withdraws due to unsatisfactory performance or receives a grade of less than "C" in the ADN Program will be allowed to be readmitted according to the RCC School of Nursing Prioritization of Readmission/Transfer/Advanced Placement/ Deferral Candidates. Refer to RCC Nursing Student Handbook which is available online at [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) when a student withdraws from the Nursing program or fails to earn a grade of "C" or better, although all efforts are made to offer space to returning students in the timeliest fashion. There is no promise or guarantee as to when a space will be available for readmission.

### Transfer Students

Students transferring from another nursing program must submit the following with their nursing application:

- Official up-to-date (within 90 days) transcript for the nursing program from which they are transferring.
- Course outlines and syllabi from completed nursing courses.
- Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment and Evaluation Specialist.
- Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 18 prior to enrolling in the program. Transfer students may only be admitted pending available space.

Admission will be denied to an applicant who earned a grade "C-" or less in a nursing program at another college. However, students who have earned a grade of "C-" or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy.

### CHALLENGE POLICIES FOR MILITARY-TRAINED HEALTH CARE PERSONNEL

Individuals who have held Military Healthcare Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1c) may achieve advanced placement (AP) into the 2nd year of the associate degree registered nursing program with documentation of education and experience qualifying them for the specific Military Healthcare Occupation and upon successful completion of the AP challenge exam, Clinical Competency Assessment testing, and dosage calculation exam. Any questions about the upcoming process should be directed to the Nursing Enrollment and Evaluations Specialist or the Nursing Counselor.

### CHALLENGE POLICIES/30-UNIT COMPLETION OPTION FOR LVN'S

Students with previous nursing education or experience are eligible to petition for advanced placement in the ADN Program. Additionally, a 30-unit completion option is available to Licensed Vocational Nurses per the California BRN Code of Regulations 1429. However, it is important to note that LVNs choosing to take the 30 unit option can never be qualified as graduates of the RCC ADN Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. Information regarding transfer/challenge policies and the 30-unit option for LVNs may be obtained from the School of Nursing (951) 222- 8407.

### DIPLOMA NURSING EDUCATION CREDIT

Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 15 units at Riverside City College. Information regarding this policy may be obtained from the School of Nursing.

## REGISTERED NURSE (RN)

### RCC ADN CURRICULUM

Please access the link below for complete information on the RCC ADN Program's mission, philosophy, major curriculum concepts, and program student learning outcomes. [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/)

Effective Fall 2019 the number of units required to complete the ADN Nursing courses only will decrease from 40 to 39 units, with some movement of content from one nursing course to another. See the School of Nursing office for more information.

### NRN-6 - Nursing Learning Laboratory .5 unit CSU

*Prerequisite: None. Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

An on-campus laboratory designed for self-directed practice and mastery of nursing skills necessary for providing quality, safe, evidence-based patient-centered care. Provides instructional guidance to assist students to refine newly acquired knowledge, skills, and attitudes to develop expected competency of entry-level nurses. 27 hours laboratory. (TBA option)(Pass/No Pass only.)

### NRN-7 - Nursing Learning Laboratory 1 unit CSU

*Prerequisite: None. Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

An on-campus laboratory designed for self-directed practice and mastery of nursing skills necessary for providing quality, safe, evidence-based patient-centered care. Provides instructional guidance to assist students to refine newly acquired knowledge, skills, and attitudes to develop expected competency of entry-level nurses. 54 hours laboratory. (TBA option)(Pass/No Pass only.)

### NRN-8 - Nursing Learning Laboratory 2 units CSU

*Prerequisite: None. Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

An on-campus laboratory designed for self-directed practice and mastery of nursing skills necessary for providing quality, safe, evidence-based patient-centered care. Provides instructional guidance to assist students to refine newly acquired knowledge, skills, and attitudes to develop expected competency of entry-level nurses. 108 hours laboratory. (TBA option)(Pass/No Pass only.)



**NRN-11- Foundations of Nursing Practice Across the Lifespan** **8.5 units**  
**CSU**

*Prerequisite: PSY-9 and BIO-50A and BIO-50B and BIO-55*

*Corequisite: NRN-11A*

*Limitation on Enrollment: Acceptance to the Associate Degree Nursing Program.*

Focus on foundational concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse patient populations across the lifespan. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute care settings. Includes acquisition of nursing skills required in acute care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 lecture hours and 216 laboratory hours. (Letter Grade only).

**NRN-11A - Nursing Learning Laboratory** **.5 unit**  
**CSU**

*Prerequisite: None*

*Corequisite: NRN-11*

*Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.*

On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for diverse patient populations across the lifespan at a beginning novice level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-11B - Nursing Learning Laboratory** **1 unit**

*Prerequisite: BIO-50A, BIO-50B, BIO-55 and PSY-9.*

*Corequisite: Concurrent enrollment in NRN-11.*

*Limitation on enrollment: Enrollment in the Associate Degree Nursing Program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. Additional 54 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-11C - Nursing Learning Laboratory** **2 units**

*Prerequisite: BIO-50A, BIO-50B, BIO-55 and PSY-9.*

*Corequisite: Concurrent enrollment in NRN-11.*

*Limitation on enrollment: Enrollment in the Associate Degree Nursing Program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. Additional 108 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-12 - Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing** **8.5 units**

*Prerequisite: NRN-14*

*Corequisite: NRN-12A*

*Limitation on Enrollment (e.g. Performance tryout or audition):*

*Enrollment in the Associate Degree Nursing Program.*

Focus on concepts necessary for quality, safe, evidenced-based patient-centered nursing care for diverse patient populations which include childbearing families, chronically-ill children, and acute and chronically-ill adults. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic healthcare settings. Includes acquisition of nursing skills required in medical/surgical and maternal-child settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter grade only).

**NRN-12A - Nursing Learning Laboratory** **.5 unit**  
**CSU**

*Prerequisite: NRN-11 and NRN-11A*

*Corequisite: NRN-12*

*Limitation on Enrollment (e.g. Performance tryout or audition):*

*Enrollment in the Associate Degree Nursing program.*

On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at an advanced beginner level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-12B - Nursing Learning Laboratory** **1 unit**

*Prerequisite: NRN-11.*

*Corequisite: Concurrent enrollment in NRN-12. Limitation on*

*enrollment: Enrollment in the Associate Degree Nursing Program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. 54 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-12C - Nursing Learning Laboratory****2 units***Prerequisite: NRN-11.**Corequisite: Concurrent enrollment in NRN-12.**Limitation on enrollment: Enrollment in the Associate Degree Nursing Program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. 108 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-13 - Acute and Chronic Illness I/  
PathophysiologyII/Pharmacology III****2.5 units****CSU***Prerequisite: NRN-12. Limitation on enrollment: Enrollment in the Associate Degree Nursing Program.*

Focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various acute and chronic conditions. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the professional nurse in various healthcare settings. Includes acquisition of nursing skills required in acute and chronic care settings. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and clinical settings. 18 hours lecture and 81 hours laboratory.

**NRN-14 : Health Promotion and Wellness Across  
the Lifespan****3 units***Prerequisite: NRN-11**Limitation on Enrollment (e.g. Performance tryout or audition):*

Focus on health promotion and wellness for individuals and communities across the life span. Opportunities to explore the human quest for health; develop plans for health promotion, disease prevention and health teaching using theories that target the physiological, psychological, and sociocultural aspects of individuals and communities; identify and determine social determinants of health for diverse populations; design interventions for health promotion and prevention for self and others with diverse needs; evaluate the effectiveness of health promotion; encourage health promotion activities for self and individuals from diverse populations; and investigate approaches for promoting a healthier society. 54 hours lecture (Letter Grade only).

**NRN-18 - Transition Course for Advanced  
Placement Students****2.5 units***Prerequisite: None.**Limitation on enrollment: Must be an LVN and currently enrolled in the Associate Degree Nursing Program.*

An introduction to the Associate Degree Nursing Program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists LVNs with transition to the Associate Degree Nursing Program. 27 hours lecture and 54 hours laboratory. (TBA option) (Non-degree credit course)

**NRN-20 - National Council Licensure Examination  
for Registered Nurses (NCLEX-RN)****.5 unit****CSU***Prerequisite: None.**Limitation on enrollment: Eligible for the NCLEX-RN.*

This twelve-hour workshop is offered to help students in Associate of Science Degree programs study for NCLEX-RN examination for licensure. The course presents a review of topics in medical/surgical, maternal/child and mental health nursing. Topics encompass basic concepts and recent advances that are components of safe and effective nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of theory content. 12 hours lecture. (Pass/No Pass only.)

**NRN-21 - Acute Adult Medical-Surgical and  
Mental Health Nursing****8.5 units****CSU***Prerequisite: NRN-12**Corequisite: NRN-21A**Limitation on enrollment: Enrollment in the Associate Degree Nursing Program.*

Focus on concepts necessary for quality, safe, evidenced based patient-centered nursing care to a diverse adult and geriatric patient population experiencing various acute and chronic medical/surgical and mental health conditions. Incorporates the application of professionalism, leadership, caring, collaboration / communication, critical thinking, and informatics for the professional nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute medical/surgical settings and acute and chronic mental health care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter Grade Only).

**NRN-21A - Nursing Learning Laboratory****.5 unit****CSU***Prerequisite: NRN-12 and NRN-12A**Corequisite: NRN-21**Limitation on Enrollment (e.g. Performance tryout or audition):**Enrollment in the Associate Degree Nursing Program.*

On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at a advanced beginner level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-21B - Nursing Learning Laboratory****1 unit***Prerequisite: NRN-13. Corequisite: Concurrent enrollment in NRN-21.**Limitation on enrollment: Enrollment in the Associate Degree Nursing Program.*

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional

materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

### **NRN-21C - Nursing Learning Laboratory** **2 units**

*Prerequisite:* NRN-13. *Corequisite:* Concurrent enrollment in NRN-21. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

### **NRN-22 - Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics** **8.5 units**

CSU

*Prerequisite:* NRN-21

*Corequisite:* NRN-22A

*Limitation on Enrollment (e.g. Performance tryout or audition):* Enrollment in the Associate Degree Nursing Program.

Focus on concepts necessary for quality, safe, evidence based patient-centered nursing care for diverse patient populations experiencing complex alterations in health across the lifespan. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic health care settings. Includes acquisition of nursing skills required for patients experiencing complex health alterations across the lifespan. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter Grade Only).

### **NRN-22A - Nursing Learning Laboratory** **.5 unit**

CSU

*Prerequisite:* NRN-21 and NRN-21A

*Corequisite:* NRN-22

*Limitation on Enrollment (e.g. Performance tryout or audition):*

On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at a advanced beginner level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

### **NRN-22B - Nursing Learning Laboratory** **1 unit**

*Prerequisite:* NRN-21. *Corequisite:* Concurrent enrollment in NRN-22.

*Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

### **NRN-22C - Nursing Learning Laboratory** **2 units**

*Prerequisite:* NRN-21. *Corequisite:* Concurrent enrollment in NRN-22.

*Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

### **NRN-91 - Nursing Work Study (BRN Approved)** **.5 unit**

*Prerequisite:* NRN-2.

This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. 27 hours laboratory. (Pass/No Pass only.)

### **NRN-93 - Calculations for Healthcare Providers** **1 unit**

*Prerequisite:* None.

Review of basic arithmetic required to administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Administration of medications via different routes and to patients across the lifespan. Computation of dosage problems encountered in nursing practice. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 15 contact hours. California BRN provider number 00100. 18 hours lecture.

### **NRN-94 - Nursing Clinical Development Practicum** **2 units**

*Prerequisite:* None. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing or Vocational Nursing Programs.

This course is designed to maintain and build clinical nursing skills. Emphasis is on using critical thinking skills in the application of theory to clinical practice. Offers opportunities for clinical enhancement and/or remediation through individualized learning contracts. Designed in collaboration with semester/program faculty. Structured to accommodate students from all levels. 108 laboratory hours.

**NRN-100 - Essentials of Nursing Practice 1.5 units**

*Prerequisite:* NRN-11 or NVN-52. *Corequisite:* NRN-107.

Reinforces and builds upon the essentials of fundamental nursing practice and facilitates further development of students' critical thinking, clinical reasoning and judgment. Focus on the use of nursing process, safe medication administration practices, documentation of care, and fosters students' recognition and understanding of the relationships that exist between clinically contextualized case situations and their role as a nursing in planning and providing quality, safe, evidence-based nursing care. 27 hours lecture.

**NRN-107 - Essentials of Nursing Practice Laboratory 0.5 units**

*Prerequisite:* NRN-11A or NVN-52A. *Corequisite:* NRN-100.

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining previously acquired skills and develop the competency level expected of beginning novice level nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. 27 hours laboratory. (TBA option)

**NRN-200 - Nursing Work Experience 1-2-3-4 units  
CSU\***

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**VOCATIONAL NURSING (VN) PROGRAM**

The Vocational Nursing Program is a certificate program that prepares graduates to qualify for the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. The 12 month full-time curricula provide student-centered instruction that conforms to regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Classroom instruction is offered concurrently with clinical practice to assist the student in the application of nursing theory to actual nursing situations. To receive a certificate, a minimum grade of "C" must be earned in each nursing course, Anatomy and Physiology (BIO-45), and Psychology 9. New classes are admitted every fall. The program is 51 semester units. Information on Vocational Nursing Program admission/selection policies and procedures may be obtained by contacting the School of Nursing, (951) 222-8405 or by viewing the website.

**MINIMUM REQUIREMENTS FOR ELIGIBILITY**

NOTE: Meeting minimum criteria for the program does not guarantee admission to the program.

1. The following must be met prior to the application deadlines. Please check with the Counseling Department to verify official high school and college transcripts are on file.

Admission to Riverside Community College District must also be completed.

- a. Graduation from an accredited high school or equivalent (G.E.D., High School Proficiency Examination, Associate Degree or Bachelor's degree). Official up-to-date transcripts required.
  - b. A cumulative grade point average of at least a 2.0 ("C") in all college course work attempted.
  - c. Application to the VN Program submitted during the application period. Applications are on the RCC School of Nursing website and are submitted to the Nursing Evaluation and Enrollment Specialist during the application filing period. Students who wish to start the program in the fall must submit an application even if prerequisite courses are in progress: Psychology 9, NVN 55 A and B, and/or Anatomy and Physiology (BIO-45). Note: No waiting list is maintained. Therefore, a new application is necessary each year.
2. The following must be met in order to be considered for acceptance to the program.
    - a. Anatomy and Physiology (BIO-45) or BIO-50A and BIO-50B or equivalent.
    - b. Nursing 55A and B
    - c. Psychology 9
    - d. 100% on Nursing Program Arithmetic Proficiency Exam.
    - e. Be at least 17 years of age (Section 2866a, VN Practice Act).
    - f. Possess a current CNA Certificate.

Students must complete a combined series of Anatomy and Physiology at one institution.
  3. Application to the VN program. Applications can be obtained online at: [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

**VN PROGRAM EXPENSES (All expenses are approximate)**

1. Uniform: \$250.
  2. Books and supplies: \$1,700.
  3. Supply bags: \$170.
  4. Health examination/immunizations \$98-\$600. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Selected laboratory work must be repeated one year later.
  5. Per Semester: Health Services, Student Services, Parking, and Enrollment fees, see current schedule of classes for the per semester fees.
  6. Students must have current CPR certification (Heart Association /BLS Healthcare Provider Course). If the CPR card expires prior to the end of the semester or intersession, recertification is required prior to enrollment- \$60 approximately.
  7. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
  8. \*Background check and drug screen must be clear prior to participation in clinical courses. Fee: approximately \$160.
  9. Kaplan Testing Products: Approximately \$350.
- \* Fees are subject to change.

**PROGRESSION POLICY: VN FULL-TIME PROGRAM:**

If a student earns less than a “C” grade in any course required for enrollment in the VN Program (Nursing 52, 55 A/B, 60, 61, 62, 63, 70, and 71), the student will be ineligible to continue in the program and must reapply to the vocational nursing program. Readmission will be granted on a space available basis according to RCC School of Nursing Prioritization/Transfer/Advance Placement/Deferral Candidate policy.

In order to repeat a VN program course, the student must complete a “Petition for Readmission to the Nursing Program,” as well as an application to the program. Applications can be obtained online at: [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

**READMISSION POLICY-VOCATIONAL NURSING PROGRAM**

A student who at any time has been admitted to the Vocational Nursing Program and subsequently withdraws or earns a “D” or “F” grade in the nursing course(s) must file a petition and application to be readmitted to the program. Petitions and applications can be obtained online at: [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College. Refer to the RCC VN Student Handbook for additional readmission policies. VN Program courses are subject to the State of California limits on course repetition.

When a student withdraws from the Vocational Nursing Program or fails to earn a grade of “C” or better, although all efforts are made to offer space to returning students in the timeliest fashion, there is no promise of reassurance as to when there will be available space for readmission.

**TRANSFER/CHALLENGE POLICIES**

Students with previous nursing education or experience may petition for advanced placement credit. Information regarding this policy may be obtained from the School of Nursing.

**NURSING (VOCATIONAL) COURSES****NVN-52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units**

*Prerequisite:* BIO-45 or BIO-50A or BIO-50B, and NVN-55A and NVN-55B and PSY-9.

*Limitation on enrollment:* Admission to the Vocational Nursing Program.

Focus on provider of care role of the vocational nurse in assisting adults clients to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

**NVN-52A - Nursing Learning Laboratory .5 unit**

*Prerequisite:* None.

*Limitation on enrollment:* Admission to the full-time or part-time Vocational Nursing Program.

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-52B - Nursing Learning Laboratory 1 unit**

*Prerequisite:* None.

*Limitation on enrollment:* Admission to the full-time or part-time Vocational Nursing Program.

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-52C - Nursing Learning Laboratory 2 units**

*Prerequisite:* None.

*Limitation on enrollment:* Admission to the full-time or part-time Vocational Nursing Program.

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-55A - Vocational Nursing Practice and Nutrition 3 units Across the Lifespan**

*Prerequisite:* None.

Focuses on the definition, functions, responsibilities, and roles of the vocational nursing student, and the Licensed Vocational Nurse as members of the interprofessional healthcare team. Introduces beginning concepts of getting started as a vocational nursing student, understanding the profession of vocational nursing, preparing for successful practice, and moving forward into the profession of a licensed vocational nurse. Introduces the essential nutritional concepts across the life span and therapeutic diet therapy. 54 hours lecture.

**NVN-55B - Principles of Pathophysiology 2 units**

*Prerequisite:* BIO-45 or BIO-50A and BIO-50B.

The course provides the student with an introduction to the responses of the body to disease that affect basic human needs. Course topics include introduction to pathophysiology, inflammation and tissue repair, altered immunity, infection, genetic disorders, and altered cellular proliferation and differentiation. 36 lecture hours.

**NVN-60 - Intermediate Vocational Nursing Foundations-Nursing Process/Communication** **1 unit**

*Prerequisite: BIO-45 or BIO-50A and BIO-50B, NVN-55A, and NVN-55B and PSY-9.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify patients' basic human needs that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The communication process, with emphasis on therapeutic communication, is studied in relationship to the nursing process, with beginning application to patients in various stages of the life cycle. Review of the Riverside City College Vocational Nursing Program philosophy and major curriculum concepts. 18 hours lecture.

**NVN-61 - Intermediate Concepts of Vocational Nursing-Care of the Family** **6 units**

*Prerequisite: NVN-52 and 60.*

Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

**NVN-62 - Intermediate Concepts of Vocational Nursing-Medical/Surgical** **12 units**

*Prerequisite: NVN-61.*

Application of the nursing process to the care of patients with common health/illness problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity for development of provider of care role for patients in the adult life cycle stages in a variety of clinical settings, from various cultural and social backgrounds, and with common medical/surgical conditions. Includes major focus on rehabilitation and adaptation to chronic illness problems. Observational experiences in home health care and in selected ancillary health departments that impact nursing care. 126 hours lecture (including 18 hours of pharmacology) and 270 hours clinical/laboratory.

**NVN-62A - Nursing Learning Laboratory** **.5 unit**

*Prerequisite: None.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only).

**NVN-62B - Nursing Learning Laboratory** **1 unit**

*Prerequisite: None.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe

patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-62C - Nursing Learning Laboratory** **2 units**

*Prerequisite: None. Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-63 - Intermediate Concepts of Vocational Nursing-Mental Health** **3 units**

*Prerequisite: NVN-61.*

Application of the nursing process and principles of mental health in the care of patients, in all health delivery settings, with conditions which interfere with normal intellectual, social, and/or emotional behavior and result in disturbed interpersonal relationships. Focus on using principles of psychiatric nursing, communication skills, and interpersonal relationship techniques to meet basic human needs. The clinical/laboratory experience will be directed toward roles of the vocational nurse in the application of theoretical knowledge through supervised interaction in the mental health setting with patients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with patients with common health/illness and functional disorders. 36 hours lecture (including 2 hours pharmacology) and 65 hours clinical/laboratory.

**NVN-70 - Advanced Vocational Nursing Foundations- Role Transition** **1 unit**

*Prerequisite: NVN-62 and 63.*

Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. In-depth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. 18 hours lecture.

**NVN-71 - Advanced Vocational Nursing Foundations-Medical/Surgical** **7.5 units**

*Prerequisite: NVN-62 and 63.*

Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common health/illness problems/needs. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem, including responsibilities and life saving measures in emergency situations and critical care situations. Uses knowledge of

nursing principles, roles of the vocational nurse, basic human needs and leadership/supervision techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/laboratory.

### CONTINUING EDUCATION IN NURSING

The Continuing Education courses offered by Riverside Community College District are approved by the California Board of Registered Nursing for the units/contact hours designated as specified for each course. Provider number 00100.

The Board of Vocational Nursing and Psychiatric Technicians will accept courses for Continuing Education credit that have been approved by the BVNPT and the California Board of Registered Nursing.

### NURSING (CONTINUING EDUCATION) COURSES

#### **NXN-78 - Pharmacology in Clinical Nursing Practice** 3 units

*Prerequisite: None.*

*Limitation on enrollment: Completion of or concurrent enrollment in a Vocational or Registered Nursing Program.*

An introduction to the basic principles of pharmacology with a focus on pharmacokinetics, pharmacodynamics, and therapeutic implications for major drug classifications, including complementary alternative therapies and over-the-counter preparations. Emphasis on medication administration guidelines, application to clinical nursing practice, safety, and adverse effects of medications. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 45 contact hours. California BRN provider number 00100. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

#### **NXN-81 - Introduction to Critical Care Nursing** 5 units

*Prerequisite: None. Limitation on enrollment: Completion of a Registered Nursing Program.*

A critical care course designed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. It focuses on the introduction to critical care nursing; theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal and genitourinary, neurological, gastrointestinal, endocrine, hematological, and multiple organ dysfunction; specialized procedures and equipment; and clinical skills training. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 90 hours lecture. (Pass/No Pass only.)

#### **NXN-84 - Preparing for Success in Nursing School** 1.5 units

*Prerequisite: None.*

Provides an introduction to and facilitates success in the Riverside City College School of Nursing programs. Introduces the concept of a program of study, clarifies expectations, and informs students of campus-wide resources. Includes study and test-taking strategies, organizational and time-management skills, and other behaviors of the self-regulated learner. 27 hours lecture. (Pass/No Pass only) Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 22.5 contact hours. California BRN provider number 00100.

## Nursing Assistant Training Program (NATP) - (Certified Nursing Assistant)

### HET - 80 - Nursing Assistant Training Program (NATP)

6 units

*Prerequisite: None.*

*Limitation on enrollment: Must demonstrate a minimum of a sixth grade reading level on the Nelson-Denney Reading Test; required LifeScan fingerprint submission to meet the background clearance standards as per the California Department of Public Health and Safety; a clear drug screen; current American Heart Association BLS certification; required immunizations and titers; and signed medical clearance from healthcare provider, uniform and student ID badge. Must be at least 17 years of age.*

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nursing assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of nursing assistants (NAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory.

## OCEANOGRAPHY

### OCE-1 - Introduction to Oceanography

3 units

UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, Coriolis effect, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. 54 hours lecture.

### OCE-1L - Introduction to Oceanography Laboratory 1 unit

UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

*Corequisite: Concurrent enrollment in or prior completion of OCE-1.*

An optional laboratory science course. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. The laboratory experiments cover the physical, chemical, biological, and geological processes which are found in the oceans. Topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; dynamic topography and waves and tides. 54 hours laboratory.

## OFFICE ADMINISTRATION

See Computer Applications and Office Technology

## PARALEGAL STUDIES

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### **PAL-10 - Introduction to Paralegal Studies** **3 units** CSU

*Prerequisite: None.*

An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.

### **PAL-14 - Legal Ethics** **3 units** CSU

*Prerequisite: None.*

Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture.

### **PAL-64 - Legal Research and Computer Applications** **3 units** CSU

*Prerequisite: None.*

Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture.

### **PAL-68 - Civil Litigation and Procedures I** **3 units** CSU

*Prerequisite: None.*

The first of two courses designed to introduce the student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture.

### **PAL-70 - Law Office Policies, Procedures and Ethics** **1.5 units** CSU

*Prerequisite: None.*

Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture.

### **PAL-71 - Legal Terminology** **1.5 units** CSU

*Prerequisite: None.*

Introduction to legal words, definitions, synonyms, pronunciation and usage. To prepare for the use of legal terms in legal writing, memoranda of law, legal documents and briefs as well as verbal communication with judges, lawyers, paralegals and legal assistants in the legal profession. 27 hours lecture.

### **PAL-72 - Legal Analysis and Writing** **3 units** CSU

*Prerequisite: PAL-10, and 68 and BUS-18A.*

The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture.

### **PAL-78 - Civil Litigation and Procedures II** **3 units** CSU

*Prerequisite: PAL-68.*

Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. 54 hours lecture.

### **PAL-80 - Internship Project** **1.5 units** CSU

*Prerequisite: PAL-64.*

An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. 27 hours lecture.

### **PAL-81 - Bankruptcy Law and Procedures** **3 units** CSU

*Prerequisite: None.*

Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture.

### **PAL-83 - Estate Planning and Probate Procedures** **3 units** CSU

*Prerequisite: None.*

Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture.

### **PAL-85 - Family Law and Procedures** **3 units** CSU

*Prerequisite: None.*

Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. 54 hours lecture.

### **PAL-87 - Trial Practice Preparation and Procedures** **3 units** CSU

*Prerequisite: None.*

Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture.

### **PAL-200 - Paralegal Studies Work Experience** **1-2-3-4 units** CSU\*

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the



number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## PHILOSOPHY

### PHI-10 - Introduction to Philosophy 3 units (C-ID PHIL 100) UC, CSU

*Prerequisite: None. Advisory: ENG-50 or 80.*

A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

### PHI-10H - Honors Introduction to Philosophy 3 units (C-ID PHIL 100) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

### PHI-11 - Critical Thinking 3 units UC, CSU

*Prerequisite: None. Advisory: REA-82.*

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

### PHI-12 - Introduction to Ethics: Contemporary Moral Issues 3 units (C-ID PHIL 120) UC, CSU

*Prerequisite: None.*

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

### PHI-13 - Philosophy of Art 3 units UC, CSU

*Prerequisite: None.*

An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, aesthetic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture.

### PHI-14 - Survey of Black Thought 3 units UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or 80 or REA-83.*

An introduction to the influence of African philosophy and thought in the speeches and writings of influential African American thinkers. The course surveys the core principles of African philosophy and their presence in the modern texts related to significant movements in African American history, culture, and politics. African, African American and Caribbean sources are used to provide a comparative perspective. Total of 54 hours lecture.

### PHI-19 - Native American Thought 3 units UC, CSU

*Prerequisite: None.*

Philosophical and religious beliefs and practices of Native Americans. Explores Native American history and thoughts regarding man and nature. Emphasis placed on Native American thought and its relevance to contemporary problems and conflicts between American society and government and American Indian culture. 54 hours lecture.

### PHI-32 - Introduction to Symbolic Logic 3 units (Same as MAT-32) (C-ID PHIL 210) UC, CSU

*Prerequisite: None.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

### PHI-33 - Introduction to Social and Political Philosophy 3 units UC, CSU

*Prerequisite: None. Advisory: Qualification for ENG-1A.*

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

### PHI-35 - Philosophy of Religion 3 units (Same as HUM-35) UC, CSU

*Prerequisite: None. Advisory: PHI-10 or 10H, or 11 and REA-83 and qualification for ENG-1A.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

## PHOTOGRAPHY

### PHO-8 - Introduction to Photography

**3 units**  
UC, CSU

*Prerequisite:* None.

Theory and practice in the basic techniques of producing black and white photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Acquire competency in the use of photo materials and processes associated with basic darkroom procedures. Students are expected to supply their own 35 mm cameras with aperture and shutter controls, film and enlarging paper for printing. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.)

### PHO-9 - Intermediate Photography

**3 units**  
CSU

*Prerequisite:* PHO-8 or 20.

An intermediate course in photography emphasizing the theory and practice of photographic composition, use of natural and artificial lighting, on-camera filters, exposure techniques, photographic editing in both film and digital environments, data asset management in a digital darkroom and production of fine art prints. Students must provide their own digital camera with aperture and shutter controls or a 35-mm film camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. Material fee: \$15.

### PHO-10 - Advanced Photography

**3 units**  
CSU

*Prerequisite:* PHO-9.

Advanced concepts of digital photography for professionally-oriented photography students. Increases proficiency in the capture of images with both natural and artificial light sources. Professional quality inkjet printing utilizing printing profiles. Students required to provide their own digital camera with aperture and shutter controls. 36 hours of lecture and 54 laboratory hours. Material fee: \$15.

### PHO-12 - Photojournalism (Same as JOU-12) (C-ID JOUR 160)

**3 units**  
CSU

*Prerequisite:* PHO-9.

Introduction to photojournalism and the photo journalistic style of street shooting as a means for communicating visual information in print and digital media. Emphasis on using photographs to tell a story. Discussion of the professional, legal and ethical responsibilities of the photojournalist. Students required to provide a digital camera with manual controls. 36 hours lecture and 54 hours laboratory. (Material fee: \$15).

### PHO-13 - Advanced Darkroom Techniques

**3 units**  
CSU

*Prerequisite:* PHO-9.

Designed to introduce advanced students to manipulation of photosensitive materials for technical and creative enhancement of photographic images. The course presents the principles learned to control contrast and density with the goal of producing images with technical excellence using lighting, exposure, developing and printing techniques. Discuss laboratory processes for ensuring archival permanence of photographic images. 36 hours lecture and 54 hours laboratory.

### PHO-14 - Lighting for Portraiture

**3 units**  
CSU

*Prerequisite:* PHO-9.

Designed to introduce students to the basic theory and principles of studio photography. This course provides hands on experience in creating studio and environmental portraits with an emphasis on lighting and posing techniques. 36 hours lecture and 54 hours laboratory.

### PHO-15 - Wedding and Special Event Photography

**3 units**

*Prerequisite:* None

This course addresses the technical, artistic, legal and interpersonal communication information required by the wedding and special event photographer. The content will include establishing a working relationship with the client, evaluating each event in order to choose the appropriate equipment, developing photographic shot lists based on the type of event and cultural and religious expectations, executing contracts and marketing services. 36 hours lecture and 54 hours laboratory.

### PHO-17 - Introduction to Color Photography

**3 units**  
CSU

*Prerequisite:* PHO-9.

Theory and practice in capture, post-processing and output of color photographs. Includes color theory, analysis of light sources, color spaces, digital workflow, history of color photography and exposure to the work of contemporary color photographers. Students required to provide their own digital camera with aperture and shutter controls. 36 hours of lecture and 54 laboratory hours. Material fee: \$15.

### PHO-18 - Photographic Editing and Printing

**2 units**  
CSU

*Prerequisite:* None

A course in the theory and practice of using software applications, primarily Adobe Lightroom and Adobe Photoshop, to view, organize, edit and print digital photographs and digitally scanned photographs. Students will learn about creating catalogs and using filters for organization, using and controlling output of metadata, destructive and non-destructive editing, integrating the post-processing capabilities of Adobe Lightroom and Adobe Photoshop, creating photobooks, slide shows, geolocation mapping, and creating identity plates for their photographs. 27 hours lecture and 27 hours laboratory.

### PHO-20 - Introduction to Digital Photography

**3 units**  
CSU

*Prerequisite:* None.

Theory and practice in the basic techniques of producing digital photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. Students are required to supply their own digital single lens reflex (SLR) camera with manual controls. 36 hours lecture and 54 hours laboratory.

### PHO-67 - Business Practices for Photographers (Same as BUS-67)

**3 units**  
CSU

*Prerequisite:* None.

This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance,

accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture.

**PHO-200 - Photography Work Experience** 1-2-3-4 units  
CSU\*

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

Also see JOURNALISM

## PHYSICAL EDUCATION

See Kinesiology

## PHYSICAL SCIENCE

**PHS-1 - Introduction to Physical Science** 3 units  
UC\*, CSU

*Prerequisite:* None.

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

**PHS-5 - Weather and Climate** 3 units  
(Same as GEG-5) (C-ID GEOG 130) UC, CSU

*Prerequisite:* None.

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

## PHYSICS

**PHY-2A - General Physics I** 4 units  
(C-ID PHYS 100S = PHY-2A + PHY-2B) (C-ID 105) UC\*, CSU

*Prerequisite:* None.

*Corequisite:* Concurrent enrollment in or prior completion of MAT-1A.

Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of kinetics and mechanics, including Newton's laws, energy, momentum and rotational motion; fluid mechanics; gravitation; study of oscillatory motion; study of wave motion, including sound waves. 54 hours lecture and 54 hours laboratory.

**PHY-2B - General Physics II** 4 units  
(C-ID PHYS 100S = PHY-2A + PHY-2B) UC\*, CSU

*Prerequisite:* PHY-2A.

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss' Law, current, Ohm's Law, capacitance and inductance, Faraday's Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**PHY-4A - Mechanics** 4 units  
(C-ID PHYS 205) UC\*, CSU  
(C-ID PHYS 200S=PHY-4A+PHY-4B+PHY- 4C+PHY-4D)

*Prerequisite:* None.

*Corequisite:* Concurrent enrollment in or prior completion of MAT-1A.

Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory.

**PHY-4B - Electricity and Magnetism** 4 units  
(C-ID PHYS 210) UC\*, CSU  
(C-ID PHY 200S=PHY-4A+PHY-4B+PHY- 4C+PHY-4D)

*Prerequisite:* PHY-4A.

*Corequisite:* Concurrent enrollment in or prior completion of MAT-1B.

Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory.

**PHY-4C - Heat, Light and Waves** 4 units  
(C-ID PHYS 200S=PHY-4A+PHY-4B+PHY- 4C+PHY-4D) UC\*, CSU

*Prerequisite:* PHY-4A. *Corequisite:* MAT-1B.

Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction. 54 hours lecture and 54 hours laboratory.

**PHY-4D - Modern Physics****(C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D)***Prerequisite: PHY-4A.*

The study of special relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to the hydrogen atom. 72 hours lecture.

**4 units****UC, CSU****PHY-10 - Introduction to General Physics****3 units****UC\*, CSU***Prerequisite: MAT-52.*

A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture.

**PHY-11 - Physics Laboratory****1 unit****UC, CSU***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of PHY- 10.*

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

## POLITICAL SCIENCE

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**POL-1 - American Politics****(C-ID POLS 110)****3 units****UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-1H - Honors American Politics****(C-ID POLS 110)****3 units****UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-2 - Comparative Politics****(C-ID POLS 130)****3 units****UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-2H - Honors Comparative Politics****(C-ID POLS 130)****3 units****UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-2 and POL- 2H. 54 hours lecture.

**POL-3 - Introduction to Politics****(C-ID POLS 150)****3 units****UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An introduction to Political Science as a field of study and to the major concepts, theories, methods, and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, Political Theory as well as to methods of political science research. 54 hours lecture.

**POL-4 - Introduction to World Politics****(C-ID POLS 140)****3 units****UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-4H - Honors Introduction to World Politics****(C-ID POLS 140)****3 units****UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-5 - The Law and Politics****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

**POL-6 - Introduction to Political Economy  
(Same as ECO-6)****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

**POL-7ABCD - Current Political Issues****3 units**  
CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

Current political issues are designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

**POL-8 - Introduction to Public Administration and  
Policy Development****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture.

**POL-10ABCD - International Organizations****3 units**  
CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon and understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture.

**POL-11 - Political Theory  
(C-ID POLS 120)****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

**POL-12 - State and Local Politics****3 units**  
CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

The goal of this course is to acquaint students with the history and theories of American state and local politics. This course will examine the history of state and local politics in the U.S., with emphasis on California politics. Current political issues such as urban development, fiscal policies, race, gender and class politics, state and local political leaders, civil rights and civil liberties will be discussed. 54 hours lecture.

**POL-13 - Introduction to American Foreign Policy****3 units**  
UC, CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. 54 hours lecture.

**POL-14 - Internship in Political Science****3 units**  
CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required.

## PORTUGUESE

**POR-1 - Portuguese 1****5 units**  
UC\*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**POR-2 - Portuguese 2****5 units**  
UC, CSU*Prerequisite: POR-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Portuguese at the beginning level. This course includes an expanded discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

## PSYCHOLOGY

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### PSY-1 - General Psychology (C-ID PSY 110)

**3 units**  
UC, CSU

*Prerequisite: None.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.

### PSY-1H - Honors General Psychology (C-ID PSY 110)

**3 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.

### PSY-2 - Biological Psychology (C-ID PSY 150)

**3 units**  
UC, CSU

*Prerequisite: PSY-1 or 1H.*

The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture.

### PSY-8 - Introduction to Social Psychology (C-ID PSY 170)

**3 units**  
UC, CSU

*Prerequisite: None.*

This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

### PSY-9 - Developmental Psychology (C-ID PSY 180)

**3 units**  
UC, CSU

*Prerequisite: None.*

Examines the prevailing theories and research of developmental psychology and the stages of human development from conception to death. 54 hours lecture. (Letter grade only)

### PSY-33 - Theories of Personality

**3 units**  
UC, CSU

*Prerequisite: None.*

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture.

### PSY-35 - Abnormal Psychology

(C-ID PSY 120)

**3 units**  
UC, CSU

*Prerequisite: None.*

Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

### PSY-48 Statistics for the Behavioral Sciences

(Same as SOC-48)

**3 units**  
UC, CSU

(C-ID MATH 110) (C-ID SOCI 125)

*Prerequisite: MAT-35*

This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

### PSY-50 - Research Methods in Psychology

(C-ID PSY 205B)

**4 units**  
UC, CSU

*Prerequisite: PSY-1/1H and PSY/SOC-48 or MAT-12 or MAT-12H.*

This course introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

## READING

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### REA-2 - Strategic Reading

**2 units**  
CSU

*Prerequisite: None.*

Intended for readers who are interested in enhancing flexibility and effectiveness in comprehension, vocabulary, and study skills. Students practice utilizing a variety of comprehension strategies, including computer assisted instruction. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

### REA-3 - Reading for Academic and Lifelong Literacy

**3 units**  
CSU

*Prerequisite: None. Advisory: Qualification for ENG-1A.*

Review and study of reading strategies for success in various college disciplines and for lifelong literacy. Students will receive instruction in academic, discipline-specific and practical lifelong reading skills. This course meets the graduation reading competency requirement. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**REA-4 - Critical Reading as Critical Thinking** **3 units**

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading. 54 hours lecture.

**REA-81 - Foundations for College Reading** **3.5 units***Prerequisite: None.*

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-82 - College Reading and Strategies** **3.5 units***Prerequisite: REA-81 or qualifying placement level.*

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-83 - College Reading and Thinking** **3 units***Prerequisite: REA-82 or ESL-73 or qualifying placement level.*

Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-86 - Reading Strategies for Textbooks** **1 unit***Prerequisite: None.*

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**REA-90 - Accelerated College Reading** **5 units***Prerequisite: None.*

This course offers accelerated, intensive instruction in the academic reading expected in transfer and associate-degree courses. This course meets the graduation reading competency requirement. 90 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

**REAL ESTATE****RLE-80 - Real Estate Principles** **3 units**

CSU

*Prerequisite: None.*

The fundamental real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker license examination. 54 hours lecture.

**RLE-81 - Real Estate Practices** **3 units**

CSU

*Prerequisite: None.*

Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

**RLE-82 - Legal Aspects of Real Estate** **3 units**

CSU

*Prerequisite: None.*

California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

**RLE-83 - Real Estate Finance** **3 units**

CSU

*Prerequisite: None.*

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

**RLE-84 - Real Estate Appraisal** **3 units**

CSU

*Prerequisite: None.*

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

**RLE-85 - Real Estate Economics** **3 units**

CSU

*Prerequisite: None.*

Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

**RLE-86 - Escrow Procedures I** **3 units**

CSU

*Prerequisite: None.*

Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

**RLE-200 - Real Estate Work Experience****1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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## RUSSIAN

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**RUS-1 - Russian 1****5 units**  
UC\*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**RUS-2 - Russian 2****5 units**  
UC, CSU*Prerequisite: RUS-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. This course includes expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**RUS-3 - Russian 3****5 units**  
UC, CSU*Prerequisite: RUS-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the intermediate level. This course includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**RUS-11 - Culture and Civilization****3 units**  
UC, CSU*Prerequisite: None.*

Introductory survey of Russian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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## SOCIOLOGY

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**SOC-1 - Introduction to Sociology**  
(C-ID SOCI 110)**3 units**  
UC, CSU*Prerequisite: None. Advisory: ENG-50.*

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture.

**SOC-1H - Honors Introduction to Sociology**  
(C-ID SOCI 110)**3 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture.

**SOC-2 - American Social Problems**  
(C-ID SOCI 115)**3 units**  
UC, CSU*Prerequisite: None.*

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

**SOC-3 - Social Inequality****3 units**  
UC, CSU*Prerequisite: None.*

This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture.



**SOC-10 - Race and Ethnic Relations****3 units****(C-ID SOCI 150)****UC, CSU***Prerequisite: None.*

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethnics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

**SOC-12 - Marriage and Family Relations****3 units****(C-ID SOCI 130)****UC, CSU***Prerequisite: None.**Advisory: SOC-1 and ENG-50.*

Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

**SOC-15 - Introduction to Women's Studies****3 units****UC, CSU***Prerequisite: None.*

An introduction to the origins, purpose, subject matter, and methods of Women's Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of gender and its intersections with race, class, sexuality, disability, age, religion, and other systems of difference. 54 hours lecture. (Letter grade only)

**SOC-17 - Introduction to Public Mental Health****3 units****(Same as HMS-17)****CSU***Prerequisite: None.*

Introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

**SOC-20 - Introduction to Criminology****3 units****(C-ID SOCI 160)****UC, CSU***Prerequisite: None.*

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

**SOC-23 - Special Studies in Culture****1 unit****CSU***Prerequisite: None.*

This course is designed to introduce students to the scientific study of the elements of society by comparing American society with other societies and cultures. There will be a focus on developing a sociological

imagination by comparing and contrasting distinctly different cultures by examining their values, norms, and behaviors during an RCC study abroad program. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SOC-25 - Introduction to the Sociology of Sex and Gender****3 units****(C-ID SOCI 140)****UC, CSU***Prerequisite: None.*

The social scientific study of sex and gender as it applies to human group behavior and social structures. Both a macro and micro level of analysis will be used to examine the effects of sex and gender in, but not limited to, the family, economic structures, politics, education, legal systems, and religion. 54 hours lecture.

**SOC-48 Statistics for the Behavioral Sciences****3 units****(Same as PSY-48) (C-ID SOCI 125) (C-ID MATH 110)****UC, CSU***Prerequisite: MAT-35*

This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

**SOC-50 - Introduction to Social Research Methods****3 units****(C-ID SOCI 120)****UC, CSU***Prerequisite: SOC-1.*

Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture. (Letter grade only)

**SPANISH****SPA-1 - Spanish 1****5 units****(C-ID SPAN100)****UC\*, CSU***Prerequisite: None.**Advisory: Completion of placement test to assess level of proficiency in Spanish.*

Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. Includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-1H - Honors Spanish I****(C-ID SPAN 100)***Prerequisite: None.**Advisory: Completion of placement test to assess level of proficiency in Spanish.**Limitation on enrollment: Enrollment in the Honors Program.*

Develops basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. Includes discussion of Hispanic culture and daily life. This Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and SPA-1B. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**5 units****UC, CSU****SPA-2 - Spanish 2****(C-ID SPAN 110)***Prerequisite: SPA-1, 1H, or 1B or qualifying placement level on the Spanish assessment test or the equivalent.*

Further development of basic skills in listening, reading, speaking, and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**5 units****UC, CSU****SPA-3 - Spanish****(C-ID SPAN 200)***Prerequisite: SPA-2 or 2H or qualifying placement level on the Spanish assessment test or the equivalent.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**5 units****UC\*, CSU****SPA-3N - Spanish for Spanish Speakers****(C-ID SPAN 220)***Prerequisite: SPA-2, 2H or qualifying placement level on the Spanish assessment test or the equivalent.*

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**5 units****UC\*, CSU****SPA-4 - Spanish 4****(C-ID SPAN 210)***Prerequisite: SPA-3 or 3N or qualifying placement level on the Spanish assessment test or the equivalent.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**5 units****UC, CSU****SPA-8 - Intermediate Conversation****3 units****UC, CSU***Prerequisite: SPA-2, 2H, 3, 3N or 4.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-11 - Spanish Culture and Civilization****3 units****UC, CSU***Prerequisite: None.*

Introduction to Spain's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-12 - Latin American Culture and Civilization****3 units****UC, CSU***Prerequisite: None.*

Introduction to Latin America's complex and unique history, as reflected in language, literature, art, history, customs, religions, and its political and social institutions. Class conducted in English. 54 hours lecture (Letter grade, or Pass/No Pass option)

**SPA-13 - Spanish for Health Care Professionals****5 units****CSU***Prerequisite: None.*

This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-51 - Introductory Listening Comprehension I****2 units***Prerequisite: None.*

Development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis on acquisition of strategies for coping with imperfect comprehension. Includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. May be taken independently or as a supplement to Spanish 1, 2, and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPEECH COMMUNICATION**

See Communication Studies

## SUPERVISION

See Management

## TELECOMMUNICATIONS

See Film, Television and Video

## THEATER ARTS

### THE-2 - Play Practicum - Special Projects Laboratory I 1 unit UC\*, CSU

*Prerequisite: None. Advisory: Acting and production skills desirable based on a successful audition.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

### THE-3 - Introduction to the Theater 3 units (C-ID THTR 111) UC, CSU

*Prerequisite: None.*

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, play writing and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

### THE-4 - Play Practicum-Special Projects Laboratory II 2 units UC\*, CSU

*Prerequisite: None. Advisory: Acting and production skills desirable based on a successful audition.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

### THE-5 - Theater Practicum 3 units (C-ID THTR 191) UC, CSU

*Prerequisite: None. Advisory: Acting and production skills desirable based on a successful audition.*

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

### THE-6 - Advanced Theater Practicum 3 units UC\*, CSU

*Prerequisite: THE-5.*

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

### THE-9 - Dramatic Literature-Script Analysis 3 units (CID THTR 114) UC, CSU

*Prerequisite: None.*

A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture.

### THE-25 - Makeup for the Stage 3 units (C-ID THTR 175) UC, CSU

*Prerequisite: None.*

This course is an exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. 18 hours lecture and 108 hours laboratory.

### THE-26 - Directing for Stage 3 units UC, CSU

*Prerequisite: None. Advisory: THE-32 or 33 or 37.*

An introduction to the role of the director in modern theatrical production. This course is a study of the director's interpretation of dramatic literature, with emphasis on the communication of intellectual and emotional concepts through composition, visualization, picturization, movement and rhythm. Trains potential theatre directors in script analysis, book preparation, production management and working with actors, with an emphasis on practical experience in directing through class projects and public performance. 45 hours lecture and 27 hours laboratory.

### THE-29 - Musical Theater Appreciation 3 units UC, CSU

*Prerequisite: None.*

A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis will be placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture.

### THE-30 - Voice and Movement for the Stage 2 units UC, CSU

*Prerequisite: None.*

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

- THE-32 - Acting Fundamentals-Theater Games and Exercises** **3 units**  
(C-ID THTR 151) UC, CSU  
*Prerequisite: None.*  
Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.
- THE-33 - Scene Acting: Creating a Role** **3 units**  
(C-ID THTR 152) UC, CSU  
*Prerequisite: THE-32.*  
Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor's body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory.
- THE-34 - Scene Study in Various Theatrical Styles** **3 units**  
UC, CSU  
*Prerequisite: THE-32.*  
Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor's artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.
- THE-35 - Classical Acting with Emphasis in Shakespearean Verse** **3 units**  
UC, CSU  
*Prerequisite: THE-32.*  
Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. 36 hours lecture and 54 hours laboratory.
- THE-36 - Improvisational Acting** **3 units**  
UC, CSU  
*Prerequisite: THE-32.*  
Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long and form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.
- THE-37 - Musical Theater Techniques** **3 units**  
UC, CSU  
*Prerequisite: None.*  
*Limitation on enrollment: Audition on or before the first class meeting.*  
Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing and acting. Culminates in public performance. 36 hours lecture and 54 hours laboratory. (TBA option)
- THE-38 - Auditioning for the Stage** **1 unit**  
CSU  
*Prerequisite: None.*  
Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.
- THE-39 - Acting for the Camera** **3 units**  
UC, CSU  
*Prerequisite: None. Advisory: THE-32.*  
Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. 45 hours lecture and 27 hours laboratory.
- THE-41 - Elementary Stagecraft** **3 units**  
(C-ID THTR 171) UC, CSU  
*Prerequisite: None.*  
*Advisory: THE-2, 4, 5 and 6.*  
Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory.
- THE-44 - Theatrical Set Design** **3 units**  
(C-ID THTR 172) UC, CSU  
*Prerequisite: None. Advisory: THE-5 or 6 or 41.*  
The study of the principals, techniques and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory. (TBA option)
- THE-46 - Theatrical Costume Design** **3 units**  
(C-ID THTR 174) UC, CSU  
*Prerequisite: None. Advisory: ART-17 or 40.*  
The study of the principles, techniques and practices of theatrical costume design for stage, television and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

**THE-48 - Theatrical Lighting Design  
(C-ID THTR 173)****3 units**  
UC, CSU*Prerequisite: None. Advisory: THE-5 or 6 or ART-23.*

The study and implementation of the principles, techniques and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

**THE-49 - Scenic Painting for the Theater****3 units**  
UC, CSU*Prerequisite: None. Advisory: THE-41 or ART-17 or 26.*

The study of the principles, techniques and practices of scenic painting for the stage, including historical and present-day methods. This course will include use of brush, roller, spray gun, texturing, rock background, wood graining, wallpaper, masonry, scenic drops and other scene painting techniques. Study of the principles of color and color mixing in paint techniques, as well as the various types of paints used in the theater. 36 hours lecture and 54 hours laboratory.

**THE-54 - Introduction to Stage Management****3 units**  
UC, CSU*Prerequisite: None. Advisory: THE-5 or 6.*

A comprehensive study of the role of the stage manager in theatrical productions, including the duties, obligations and responsibilities of the stage manager, and the unique role of the stage manager in production coordination. Students will be given stage management responsibilities for a theater department production with concurrent enrollment in either THE-5 or 6. 54 hours lecture.

**THE-55 - Beginning Musical Theatre I****3 units**  
UC, CSU*Prerequisite: None**Limitation on Enrollment: Audition on or before first class meeting.*

An introductory exploration of Beginning Musical Theatre Techniques with an emphasis on contemporary musical theatre from 1964 to present day. Individual exercises in acting, movement and voice as related to contemporary musical theatre are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory.

**THE-56 - Beginning Musical Theatre II****3 units**  
UC, CSU*Prerequisite: None Advisory: THE-55**Limitation on Enrollment: Audition on or before first class meeting.*

Beginning Musical Theatre II is a continuation of Beginning Musical Theatre Techniques with emphasis on the applications of stylistic techniques for musical theatre ranging from 1895 to 1964. Individual exercises in acting, movement and voice as related to Early Broadway, Jazz Age, Golden Age, and Sondheim are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory.

**THE-57 - Intermediate Musical Theatre I****3 units**  
UC, CSU*Prerequisite: None. Advisory: THE-56**Limitation on Enrollment (e.g. Performance tryout or audition):**Audition on or before first class meeting.*

An in-depth study of Intermediate Musical Theatre Techniques with emphasis on the applications of the Pop/Rock genre of musical theatre performance. Individual exercises in acting, movement and voice as related to pop/rock in the 50's, 60's, 70's, 80's, Contemporary Pop/Rock, Country, Bluegrass, and Hip Hop genres are explored. 36 hours lecture and 54 hours laboratory.

**THE-58 - Intermediate Musical Theatre II****3 units**  
UC*Prerequisite: None. Advisory: THE-57**Limitation on Enrollment: Audition on or before first class meeting.*

A continuation of Intermediate Musical Theatre Techniques with emphasis on script analysis and the business of musical theatre. Emphasis on scene study, callback technique, resume, head shot, demo reel, and website development are utilized. 36 hours lecture and 54 hours laboratory.

**THE-200 - Theater Arts Work Experience****1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## WELDING

Some Welding courses have changed course numbers. The chart below reflects those changes.

Current Course Number	Former Course Number	Course Name
WEL-20	WEL-62	Blueprint Reading for Welders Trades
WEL-65A	WEL-15	Beginning Shielded Metal Arc Welding
WEL-65B	WEL-16	Advanced Shielded Metal Arc Welding
WEL-85A	WEL-61A	American Welding Society/Los Angeles City Welding I
WEL-85B	WEL-61B	American Welding Society/Los Angeles City Welding II
WEL-95A	WEL-55A	Introduction to Gas Tungsten Arc Welding
WEL-95B	WEL-55B	Advanced Gas Tungsten Arc Welding

### WEL-20 - Blueprint Reading for Welders 2 units (Formerly WEL-62)

*Prerequisite: None.*

An introductory course in the study of welding and fabrication blueprints and their interpretation of line types, symbols, abbreviations, and integral parts, the course is designed for students interested in blueprint reading for the welding and fabrication trades. 27 hours of lecture and 27 hours of laboratory.

### WEL-22 - Plate and Structural Layout 2 units CSU

*Prerequisite: WEL-65A.*

This is a course designed to develop the necessary skills and structural fabrication techniques on real or simulated metal construction projects. Emphasis will be on the safe operation of fabricating equipment as applied to structural steel components. 27 hours lecture and 27 hours laboratory

### WEL-25 - Introduction to Oxyacetylene Welding 3 units CSU

*Prerequisite: None.*

An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. 27 hours lecture and 81 hours laboratory.

### WEL-34 - Metal Joining Processes 2 units CSU

*Prerequisite: None.*

An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 27 hours lecture and 27 hours laboratory.

### WEL-35 - Semi-Automatic Welding 3 units CSU

*Prerequisite: None.*

A course in semi-automatic welding processes, with emphasis on Gas-metal-arc-welding, and Flux-cored-arc-welding. Highlighting the differences and similarities in use and equipment. 27 hours lecture and 81 hours laboratory.

### WEL-60 - Advanced Pipe and Plate Laboratory 2 units

*Prerequisite: None.*

*Limitation on enrollment: Six units of welding or one year of professional welding experience required.*

A course designed to advance the competent welder's knowledge of welding pipe and plate. Research is performed with respect to destructive and nondestructive testing, effects of variable factors on weldments, the weldability of ferrous and nonferrous alloys. 108 hours laboratory.

### WEL-65A - Beginning Shielded Metal Arc Welding 3 units (Formerly WEL-15) CSU

*Prerequisite: None.*

An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. 27 hours lecture and 81 hours laboratory.

### WEL-65B - Advanced Shielded Metal Arc Welding 3 units (Formerly WEL-16) CSU

*Prerequisite: WEL-65A.*

An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.

### WEL-75A - Gas Metal Arc Welding 3 units CSU

*Prerequisite: None*

A course in Gas Metal Arc Welding (GMAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory.

### WEL-75B - Flux Cored Arc Welding (FCAW) 3 units CSU

*Prerequisite: WEL-75A*

A course in Flux Cored Arc Welding (FCAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory.

**WEL-85A - American Welding Society/  
Los Angeles City Welding I** **3 units**  
(Formerly WEL-61A)

*Prerequisite:* WEL-65B or WEL-75B.

This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the students knowledge in code related subject matter as it pertains to the scope, design, prequalification, and qualification as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory.

**WEL-85B - American Welding Society/  
Los Angeles City Welding II** **3 units**  
(Formerly WEL-61B)

*Prerequisite:* WEL-65B or WEL-75B.

This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the student's knowledge in code related subject matter as it pertains to the fabrication, inspection, stud welding, strengthening and repairing of existing structures as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory.

**WEL-95A - Introduction to Gas Tungsten Arc Welding** **3 units**  
(Formerly WEL-55A)

*Prerequisite:* None.

Introduction to the theory, practical application and joining techniques used in Gas Tungsten Arc Welding (TIG) processes. Emphasis is placed on welding and joining of plate materials. 27 hours lecture and 81 hours laboratory.

**WEL-95B - Advanced Gas Tungsten  
Arc Welding (GTAW)** **3 units**  
(Formerly WEL-55B)

*Prerequisite:* WEL-95A.

Advanced theory, practical application and joining techniques used in Gas Tungsten Arc Welding. 27 hours lecture and 81 hours laboratory.

**WEL-115A - SMAW/GMAW Pipe Welding  
Fundamentals** **3 units**

*Prerequisite:* WEL-65B and WEL-75A and WEL-85A or WEL-85B

This advanced welding course is designed to utilize previously acquired welding skills and techniques on ferrous pipe in the rotated and fixed positions. Emphasis is placed on the welding of open groove pipe joints using the Shielded Metal Arc Welding (SMAW) and the Gas Metal Arc Welding (GMAW) processes. 27 hours lecture and 81 hours laboratory.

**WEL-200 - Welding Work Experience** **1-2-3-4 units**  
CSU\*

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the

number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## WORK EXPERIENCE

**WKX-200 - Work Experience**

**1-2-3-4 units**  
CSU\*

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

**WKX-201 - General Work Experience**

**1-2-3 units**  
CSU\*

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours orientation and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

## ZOOLOGY

See Biology

## NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an “educational gateway” for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor’s Office.

## BUSINESS ADMINISTRATION

### **BUS-111 - Entrepreneurial Mindset** 0 units

*Prerequisite: None*

An exploration of social and business entrepreneurs, the traits that enable these individuals to thrive in vastly different cultures, and the important contributions made by these innovators. 18 hours lecture. (Pass/No Pass only.)

### **BUS-112 - Business Success Seminar** 0 units

*Prerequisite: None*

A comprehensive course designed to guide and empower Business Administration Cohort students with the skills and resources necessary to succeed academically and professionally. This course offers learning strategies for success in and out of the classroom and in business such as improved communication skills, confidence building, engaging with the local business community, and utilizing networking opportunities. 27 hours lecture. (Pass/No Pass only.)

### **BUS-113 - Solopreneurs: Personal Finance and Quickbooks Quickstart** 0 units

*Prerequisite: None*

Learn the basics of personal finance and QuickBooks for the self-employed. Key concepts will be addressed in attaining personal wealth, focusing on decision-making and establishing a plan. Additionally, the course will focus on business finance for the self-employed with an emphasis on how to invoice and accept payments, maximize tax deductions, and track income and expenses, miles, and reports. 9 hours lecture. (Pass/No Pass only.)

### **BUS-114 - Business Skills: Professional Communication Basics** 0 units

**(Same as CAT-114)**

*Prerequisite: None*

This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Pass/No Pass only.)

### **BUS-115-Business Skills: Professional Online Presence** 0 units

*Prerequisite: None*

This short course is designed to assist students with the development of a professional online persona/brand. Includes personal brand and reputation management for web and social media for business and professional networking with clients and customers. 9 hours lecture. (Pass/No Pass only.)

### **BUS-116-Business Skills: Managing the Customer Experience** 0 units

*Prerequisite: None*

This short course is designed to assist students with the development of the customer experience for business. Includes identification of elements, and planning designing the customer experience for business. 9 hours lecture. (Pass/No Pass only.)

### **BUS-117 - Business Skills: Professional Self-Management** 0 units

**(Same as CAT-117)**

*Prerequisite: None*

This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Pass/No Pass only.)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

### **CAT-114 - Business Skills: Professional Communication Basics** 0 units

**(Same as BUS-114)**

*Prerequisite: None*

This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Pass/No Pass only.)

### **CAT-117 - Business Skills: Professional Self-Management** 0 units

**(Same as BUS-117)**

*Prerequisite: None*

This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Pass/No Pass only.)

## COSMETOLOGY

### **COS-801 - Level VI Cosmetology Concepts** 0 units

*Corequisite: COS-60E or 60E2.*

This class is designed for the student who has not acquired all the skills and/or accrued the required total of 1600 hours to sit for the state licensing exam. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as chemical hair treatments, manicuring, and facials and/or receive instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (Pass/No Pass only.)

### **COS-811 - Cosmetology Teacher Training** 0 units

*Prerequisite: None.*

*Limitation on enrollment: Completion of COS-61B.*

This course is designed for the experienced cosmetologist to become a qualified instructor. When a student has not acquired all the skills and/or accrued the required total of 600 hours to qualify for the local teacher-



training certificate, they may enroll in COS-811. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as assisting the instructor with laboratory work for student demo haircutting, chemical relaxing, press and curl manicuring and/or receive instruction in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory. (Pass/No Pass only.)

### **COS-812 - Level II Esthetician Concepts** **0 units**

*Prerequisite: None.*

*Limitation on enrollment: Completion of COS-62B.*

This course is designed to prepare the student for a career in skin care and make-up. When a student has not completed all the skills and/or accrued the required total of 600 hours to sit for the state licensing exam, they may enroll in COS-812. Students work solely under the supervision of a qualified instructor. In this course, students may review application and techniques and improve subject matter knowledge. Students may perform operations and applications such as eyebrow arching and hair removal (wax, tweezer and depilatories), corrective make-up, application of artificial eyelashes (strip and individual), facials and/or receive instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (Pass/No Pass only.)

## **ENGLISH**

### **ENG-885 - Writing Clinic** **0 units**

*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (TBA option) (Non-Credit Course) (Pass/No Pass only.)

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL-801 - ESL Support for Career and Technical Programs** **0 units**

*Prerequisite: None. Advisory: ESL-53.*

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.)

## **INTERDISCIPLINARY STUDIES**

### **ILA-800 - Supervised Tutoring** **0 units**

*Prerequisite: None. Corequisite: Student must be enrolled in at least one other non- tutoring course.*

This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course.) (Pass/No Pass only.)

## **READING**

### **REA-887 - Reading Clinic** **0 units**

*Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option) (Non-Credit Course) (Pass/No Pass only.)

## **SENIOR CITIZEN EDUCATION**

For information about Senior Citizen Education courses, contact the Young @Heart Program . The telephone number is (951) 328- 3811.

### **SCE-804 - Senior Topics** **0 units**

*Prerequisite: None.*

This course will encourage students 55 years and older to develop a sense of personal empowerment through continued learning and self-awareness of the knowledge, experience, understanding and wisdom attained in later adulthood. Students will learn communication and listening skills as they participate in various discussions of special interest and have an opportunity to review and discuss books, biographies, film, theatre, music and news items while experiencing intellectual excitement and the pleasure of camaraderie during class sessions. Students would provide their own entrance fees to any events planned. 24 hours lecture; Positive Attendance.

### **SCE-805 - Creative Writing for Older Adults** **0 units**

*Prerequisite: None.*

This course for adults 55 years and older teaches students how to create and shape autobiographies, fiction and non-fiction writing and poetry into readable and publishable form. The course will provide an encouraging and welcoming social environment as well as a means of capturing the well-written works from an older generation. 24 hours laboratory; Positive Attendance.

### **SCE-809 - Computer Basics for Older Adults** **0 units**

*Prerequisite: None.*

This course is designed to teach students 55 years and older the basics of home computer use, including terminology, components, basic windows functions, accessory programs, simple word processing and spreadsheet programs as well as skills in accessing and using the Internet. 16 hours laboratory; Positive Attendance.

**SCE-810 - Photography for Older Adults****0 units***Prerequisite: None.*

In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance. (Non-Credit Course)

**SCE-811 - Drawing and Painting for Older Adults****0 units***Prerequisite: None.*

Designed for students 55 years and older. Will include drawing, illustration, painting, mixed media and basic design components. Individual classes will have one or more emphases and will focus on the development and/or enhancement of mental acuity, fine motor skills, creativity and art appreciation in a welcoming social environment. Classes may include creative interpretation of subjects from life, landscape and imagination, basic exploration of design elements and principles, composition, observation skills, perspective on art appreciation and history and methods of conserving and displaying completed works. Socialization and interaction will be an important part of this class. Taught in a progressive systematic manner. Students will provide their own materials and supplies. 24 hours laboratory; Positive Attendance.

**SCE-813 - Healthy Aging for Older Adults****0 units***Prerequisite: None.*

Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and application of principles focusing on maintaining good health as they age. Course is designed to make the tasks of daily living positive. 13 hours lecture and 11 hours laboratory; Positive Attendance.

**SCE-820 - Music for Active Seniors****0 units***Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to older adults. Includes live instrumental and vocal presentations; instruction on composers, song stories; and backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who are able to be active, mobile participants. 30 hours laboratory; Positive Attendance.

**SCE-821 - Music Therapy for Frail Seniors****0 units***Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to seniors. Course includes live piano or other instruments and vocal presentations and instruction on composers, song stories, backgrounds and musical styles from approximately 1900 forward. This course is designed for students 55 years and older who might live in assisted living environments. 30 hours laboratory; Positive Attendance.

**SCE-824 - Successful Money Management****0 units***Prerequisite: None.*

This course will introduce students to the key concepts and practices of wise money management, including how to minimize taxes, maximize your investment returns and plan for your future. Students will develop a personal money management plan suitable to their individual income and financial objectives. 10 hours laboratory; Positive Attendance.

**SCE-830 - Mature Driver Improvement****0 units***Prerequisite: None.*

*Advisory: Students must possess a valid California Driver's License and be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate.*

Designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. 8 hours laboratory. Positive Attendance. (Non-Credit Course)

**SCE-833 - Health Wellness and Nutrition for Older Adults****0 units***Prerequisite: None.*

Adults 55 years and older will learn practical information about nutrition and dietary need. Topics can include general health, nutrition, consumer awareness, market trends/dietary fads, healthy food preparation and safety. Emphasis placed on nutrition and the role it plays throughout the aging process. 24 hours laboratory; Positive Attendance.

**SCE-834 - Weight Management****0 units***Prerequisite: None.*

Designed for older adults who desire to lose between 5 and 40 pounds. Emphasis on developing nutritionally sound eating habits to reduce weight by 1-2 pounds per week. Examines a variety of issues involved with successful weight management including: exercise, stress management, strategies for restaurant dining, evaluation of fad diets, building confidence and changing habits. 36 hours lecture; Positive Attendance.

**SCE-840 - Craft Design for Older Adults****0 units***Prerequisite: None.*

Offers students 55 years and older the opportunity to create and construct various crafts in an interactive and stimulating environment. Will feature crafts which offer an opportunity to use creative talents while retaining and continuing to develop fine motor skills and improve memory skills. Crafts featured may include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrap book design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. 24 hours laboratory; Positive Attendance. (Non-Credit Course)

**SCE-842 - Needle Arts for Seniors****0 units***Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. Features a wide variety of needle arts instruction offering an opportunity to use creative talents while retaining and continuing to develop fine motor skills memory improvement and an opportunity to share backgrounds and family history through the various projects in a socially interactive environment. Needle arts may include: needlepoint, cross stitch, needle beading, embroidery, ribbon embroidery, Japanese bunka and other ethnic needle arts, fabric embellishment, appliqué, quilting, crochet and knitting. Students will provide their own needle art supplies. 24 hours laboratory; Positive Attendance.

**Section VII**  
**FACULTY**

**FACULTY**

## RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY LECTURE



### 59<sup>th</sup> Distinguished Faculty Lecturer

#### Quinton P. Bemiller, M.F.A.

Associate Professor, Art  
Norco College

The Faculty Lecture series began in 1961, and each year Academic Senate members select the Distinguished Faculty Lecturer. It is the highest honor faculty bestow on a colleague.

Quinton P. Bemiller, associate professor, Art at Norco College, was selected as the 59th lecturer. His presentation, *Art Is Hope*, centered on the positive impact art has on the lives of people.

“I often say that nobody chooses art as a career—it chooses them,” Bemiller said. “Many times, artists are simply people who turn to art out of necessity. In some cases, it is a matter of personal survival. Other times, it is the only thing that makes them whole. In turn, the art they make can significantly impact the lives of others, too. In a world incessantly focused on money, power, and status, it is through the poignant stories of artists that we most deeply understand our humanity.”

Bemiller spoke about his own art and the role it has played in shaping his life. He shared personal family stories about how art has provided a foundation for healing in the worst of situations. He also looked into the lives of disenfranchised individuals whose spirits were uplifted by the grace of art.

“Art saves lives,” he said. “I showed how art has brought consolation in times of death and despair. I highlighted artists working towards social justice while providing a deeper appreciation for the noble work that artists do.”

Bemiller began teaching at Norco College in August of 2012 and in April of 2017, he became a tenured faculty member. He is scheduled to complete his doctorate in May, 2019 from California State University, San Bernardino in Educational Leadership.

Bemiller is a community college graduate. His educational journey began at Pasadena City College and took him to the Art Institute of Boston at Lesley College where he earned his bachelor’s degree in Fine Art. He returned to Southern California to attend Claremont Graduate University, earning a Master of Fine Art.

He has taught at Chaffey College and in 2011 became the director of the W. Keith & Janet Kellogg University Art Gallery at Cal Poly Pomona before joining the faculty at Norco College. He is also a well-recognized artist. His artworks can be found at the Boston Public Library, Lesley University and in over 50 private collections. He is also an art writer, jurist and lecturer.

His lecture, *Art is Hope*, focused on the positive impact of art in the lives of diverse people.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

## RIVERSIDE CITY COLLEGE FACULTY

<b>ABBATE, NICOLE</b>	<b>Associate Professor, Counseling</b>	<b>APODACA, AUBREY</b>	<b>Visiting Assistant Professor, Nursing</b>
B.A., California State University, Chico; M.S.W., California State University, Stanislaus. At Riverside Community College District since 2011.		A.D.N., Riverside City College; B.S.N. & M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2016.	
<b>ACHARYA, SUREKHA</b>	<b>Associate Professor, English</b>	<b>ARGUELLES, RUDOLPH</b>	<b>Associate Professor, Kinesiology</b>
B.A., M.A., Osmania University, India; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 1991.		A.A., Riverside Community College; B.A., Arizona State University; M.Ed., Azusa Pacific University. At Riverside Community College District since 2005.	
<b>ALANIS, ISABEL</b>	<b>Assistant Professor, Counseling</b>	<b>ASHBY, HAYLEY</b>	<b>Professor, Library Services, Network/ Multimedia Specialist</b>
B.A., University of California, Riverside; M.A., Loyola Marymount University. At Riverside Community College District since 2016.		B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College District since 2001.	
<b>ALCANTAR, ANGELINA</b>	<b>Instructor, Automotive Technology</b>	<b>AVALOS, DAVID</b>	<b>Associate Professor, Culinary Arts</b>
A.S., Riverside City College. At Riverside Community College District since 2018.		B.V.E., California State University, San Bernardino, M.A., Florida International University. At Riverside Community College District since 2004.	
<b>ALEXANDER, SHARON</b>	<b>Associate Professor, Nursing</b>	<b>AVILA, PATRICIA</b>	<b>Associate Professor, Counseling</b>
A.S., Riverside Community College; B.S.N., M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2007.		B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College District since 1997.	
<b>ALJORD, HUDA</b>	<b>Associate Professor, Arabic</b>	<b>BAIR, ASATAR</b>	<b>Assistant Professor Economics</b>
B.A., M.A., Damascus University. At Riverside Community College District since 2005.		B.A. & Ph.D., University of Massachusetts, Amherst. At Riverside Community College District since 2016.	
<b>AMAYA, JENNIFER</b>	<b>Assistant Professor, Music, Performing Arts</b>	<b>BARADARAN, ROBERT</b>	<b>Associate Professor, Culinary Arts</b>
B.M., California State University, Fullerton; M.M., California State University, Los Angeles. At Riverside Community College District since 2017.		B.S., M.A., California State University, Long Beach. At Riverside Community College District since 2004.	
<b>AMIDON, TUCKER</b>	<b>Associate Professor, English</b>	<b>BARNES, MICHEAL E.</b>	<b>Associate Professor, Counseling</b>
B.A., University of California, Irvine; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.		A.A., Riverside Community College; B.A., University of California, Irvine; M.A., California State College, San Bernardino. At Riverside Community College District since 1981.	
<b>ANDERSON, KIMBERLY</b>	<b>Associate Professor, Nursing</b>	<b>BERBER, ALICIA</b>	<b>Assistant Professor, Kinesiology</b>
B.S.N., Baylor University; M.S.N. and F.N.P., University of California at Los Angeles. At Riverside Community College District since 2006.		A.A., Riverside City College; B.A., Washington State University, Pullman; M.Ed., California State University, San Bernardino. At Riverside Community College District since 2016.	
<b>ANDRES, JAN</b>	<b>Associate Professor, English &amp; Media Studies</b>	<b>BERRY, JOHN</b>	<b>Assistant Professor, Computer Information Systems</b>
B.A., University of California, Berkeley; M.A. & Ph.D., Claremont Graduate University. At Riverside Community College District since 2014.		B.S., California Baptist University; M.S., Western Governors University. At Riverside Community College District since 1993.	
<b>ANGUIANO, JOE W.</b>	<b>Associate Professor, English</b>		
B.A., California State University, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College District since 1999.			

- BETTENCOURT, MADELINE** Assistant Professor,  
Cosmetology  
B.A., California State University, San Bernardino; M.S., Colorado State University. At Riverside Community College District since 2015.
- BLACK, MICHELLE** Assistant Professor, Mathematics  
B.S., M.S., University of California, Riverside. At Riverside Community College District since 2018
- BONZOMET, NIKKI P.** Associate Professor,  
Kinesiology  
A.S., Riverside Community College; B.G.S., Northern Arizona University; M.S., California State University, San Bernardino; M.S., Azusa Pacific University. At Riverside Community College District since 2001.
- BORSES, DANIEL** Assistant Professor,  
History  
B.A., University of California, Santa Barbara; M.A., California State University, Fullerton; Ph.D., University of California, Irvine. At Riverside Community College District since 2016.
- BOSHARA, JOSEPH** Assistant Professor,  
Geography  
B.S., B.A. & M.A., Ohio University. At Riverside Community College District since 2015. At Riverside Community College District since 2016.
- BOTTOMS, MEGAN** Coordinator,  
Student Activities  
B.A., Marian University; M.Ed., University of Louisville. At Riverside Community College District since 2017.
- BRAIMAN, LINDA** Associate Professor,  
Library Services  
B.S., University of California at Riverside; M.L.S., University of California at Los Angeles. At Riverside Community College District since 1990.
- BRAUTIGAM, KELLY** Associate Professor,  
Counseling  
B.A., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 1999.
- BREWSTER, STEVEN** Associate Professor,  
Library Services  
B.A., Pomona College; M.Div., American Baptist Seminary of the West (Berkeley); M.S.L.S., University of Southern California. At Riverside Community College District since 2003.
- BROOKS, KATHRYN S.** Associate Professor,  
Biology and Health Science  
B.S. (with highest honors), M.A., University of California, Riverside. At Riverside Community College District since 1991.
- BROWN, AMANDA** Associate Professor,  
Mathematics  
B.A., M.A., Utah State University. At Riverside Community College District since 2005.
- BROWN, ELLEN** Associate Professor,  
Counseling  
B.A., Saint Mary's College, Notre Dame, Indiana; M.A., California State University, San Bernardino. At Riverside Community College District since 2002.
- BROWN, JAMI** Professor,  
Sociology  
B.A., M.A., California State University, Dominguez Hills; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.
- BROWN, LESLIE** Gallery Director/  
Assistant Professor,  
Art  
B.F.A., Carnegie Mellon University; M.A., University of New Mexico, Albuquerque. At Riverside Community College District since 2017.
- BROWN, SCOTT A.** Professor,  
Counseling/Learning Disabilities  
B.A., University of California, Riverside; M.A., California State University, Fullerton; Ed.D., University of California, Los Angeles. At Riverside Community College District since 2001.
- BROWN, TIMOTHY** Professor,  
Reading  
B.A., Arizona State University; M.Ed., Pan American University; M.S., California State University, Fullerton, Ed.D., Pepperdine. At Riverside Community College District since 1984.
- BURCHETT, GREGORY E.** Professor,  
Biology  
B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 2000.
- BYUN, JOHN** Associate Professor,  
Music  
B.M., University of California, Irvine; M.M., California State University, Long Beach. At Riverside Community College District since 2005.
- CANFIELD, STEPHANIE** Assistant Professor,  
Nursing  
B.S.N., California State University, Dominguez Hills; M.S.N., Grand Canyon University. At Riverside Community College District since 2011.
- CARRERAS, SOFIA** Associate Professor,  
Dance  
B.A., California State University, Sacramento; M.F.A., University of California, Irvine. At Riverside Community College District since 2002.
- CARTER, THATCHER** Associate Professor,  
English  
B.A., Occidental College; M.A., Claremont Graduate University; Ph.D., University of California, Riverside. At Riverside Community College District since 2004.
- CASOLARI, AMBER** Professor,  
Economics  
B.A., University of Redlands; M.A., Ph.D., University of California. At Riverside Community College District since 2005.
- CASTRO, CLAUDIA** Associate Professor,  
Counseling  
A.A., Riverside City College; B.A., California State University, San Bernardino; M.A., University of Redlands. At Riverside Community College District since 2014.

**CAZARES, DEBORAH A.****Professor,  
Early Childhood Education**

B.A., University of California, Los Angeles; M.A., Teachers College Columbia University; Ph.D., Capella University. At Riverside Community College District since 1999.

**CERWIN-BATES, STACEY****Associate Professor,  
Reading**

B.A., St. Mary's College of California; M.A., San Francisco State University. At Riverside Community College District since 2002.

**CHACON, ROSINA (Zina)****Professor,  
Counseling**

A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.A., University of Redlands; Ed.D., University of Southern California. At Riverside Community College District since 2003.

**CHENEY, JAMES R.****Associate Professor,  
Physics**

B.S., California State University, San Bernardino; M.S., University of California, Riverside. At Riverside Community College District since 2001.

**CHENOWETH, RITA P.****Professor,  
Dance**

B.A., University of California at Los Angeles; M.F.A., University of California at Irvine. At Riverside Community College District since 1992.

**CHIEK, VEASNA****Associate Professor,  
Mathematics**

B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2007.

**CONRAD, PAUL****Assistant Professor,  
Computer Science/CIS**

B.S., M.A., California State University, San Bernardino. At Riverside Community College District since 2015.

**CONTRERAS, LISA****Visiting Assistant Professor, Counseling**

B.A., La Sierra University; M.A., University of Redlands. At Riverside Community College District since 2018

**COWART, AMY****Assistant Professor,  
Nursing (CNA)**

A.D.N., Riverside City College; B.S.N. &amp; M.S.N., University of Phoenix. At Riverside Community College District since 2016.

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A.A., Imperial Valley College; B.A., M.S., University of California, San Diego; Ph.D., Walden University. At Riverside Community College District since 1996.		B.A., University of Southern California; M.A., California State Polytechnic University, Pomona; M.F.A., University of California, Riverside. At Riverside Community College District since 2008.	
<b>RUSSELL, BROCK</b>	<b>Assistant Professor, Physics</b>	<b>SCULLIN, PATRICK</b>	<b>Associate Professor, Applied Digital Media</b>
B.S., Gettysburg College; M.S. & Ph.D., University of Maryland, College Park. At Riverside Community College District since 2017.		B.A., Brigham Young University; M.F.A., California State University, Fullerton. At Riverside Community College District since 2013.	
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B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2008.		B.A., University of California, Riverside; M.A., Ph.D., Claremont Graduate University. At Riverside Community College District since 1996.	
<b>SANCHEZ, MARC</b>	<b>Associate Professor, Mathematics</b>	<b>SELLICK, MARK</b>	<b>Professor, Political Science</b>
B.S., University of Puerto Rico, Mayaguez; M. Phil., State University of New York, Stony Brook. At Riverside Community College District since 2005.		A.A., Glendale Community College; B.A., University of California, Berkeley; M.A., Ph.D., University of California, Irvine. At Riverside Community College District since 2006.	
<b>SANDOVAL, CHRISTINE</b>	<b>Associate Professor, English</b>	<b>SHIPWAY, STACY</b>	<b>Assistant Professor, Nursing</b>
B.A., University of California, Riverside; M.A., University of California, Riverside. At Riverside Community College District from 1998-2007 and since 2011.		A.D.N., Fayetteville Technical Community College; B.S.N., California State University, Fullerton; M.S.N., California State University, San Bernardino. At Riverside Community College District since 2015.	
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**SUMRALL, DAVID****Assistant Professor,  
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A.D.N., Riverside City College; B.S.N., California Baptist University; M.S.N., Western Governors University. At Riverside Community College District since 2016.

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B.A., Sophia University; M.Ed., Arkansas Tech University; Ph.D., The University of Texas at Austin. At Riverside Community College District since 1996.

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**TAYLOR, STAR****Assistant Professor,  
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B.S., the University of London, Bedford College; Ph.D., the University Of Leeds, Leeds United Kingdom. At Riverside Community College District since 1990.

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Career and Technical Education,  
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**WHITE, VIRGINIA** Professor, Biology  
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**WHITTON, JUDE** Associate Professor, Communications Studies  
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 A.S., Riverside Community College; B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.

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 A.A., Riverside Community College; B.A., California State University, San Bernardino; M.B.A., California Baptist University. At Riverside Community College District since 1998.

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 B.A., State University of New York at Albany; M.A., Northern Illinois University. At Riverside Community College District since 2018.

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 B.S., California State University, Fresno; M.S., Ph.D., University of California, Los Angeles. At Riverside Community College District since 2008.

**WOLPOFF, MARC** Associate Professor, Psychology  
 B.A., American Jewish University; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2009.

**WONG, CHAU** Associate Professor, Mathematics  
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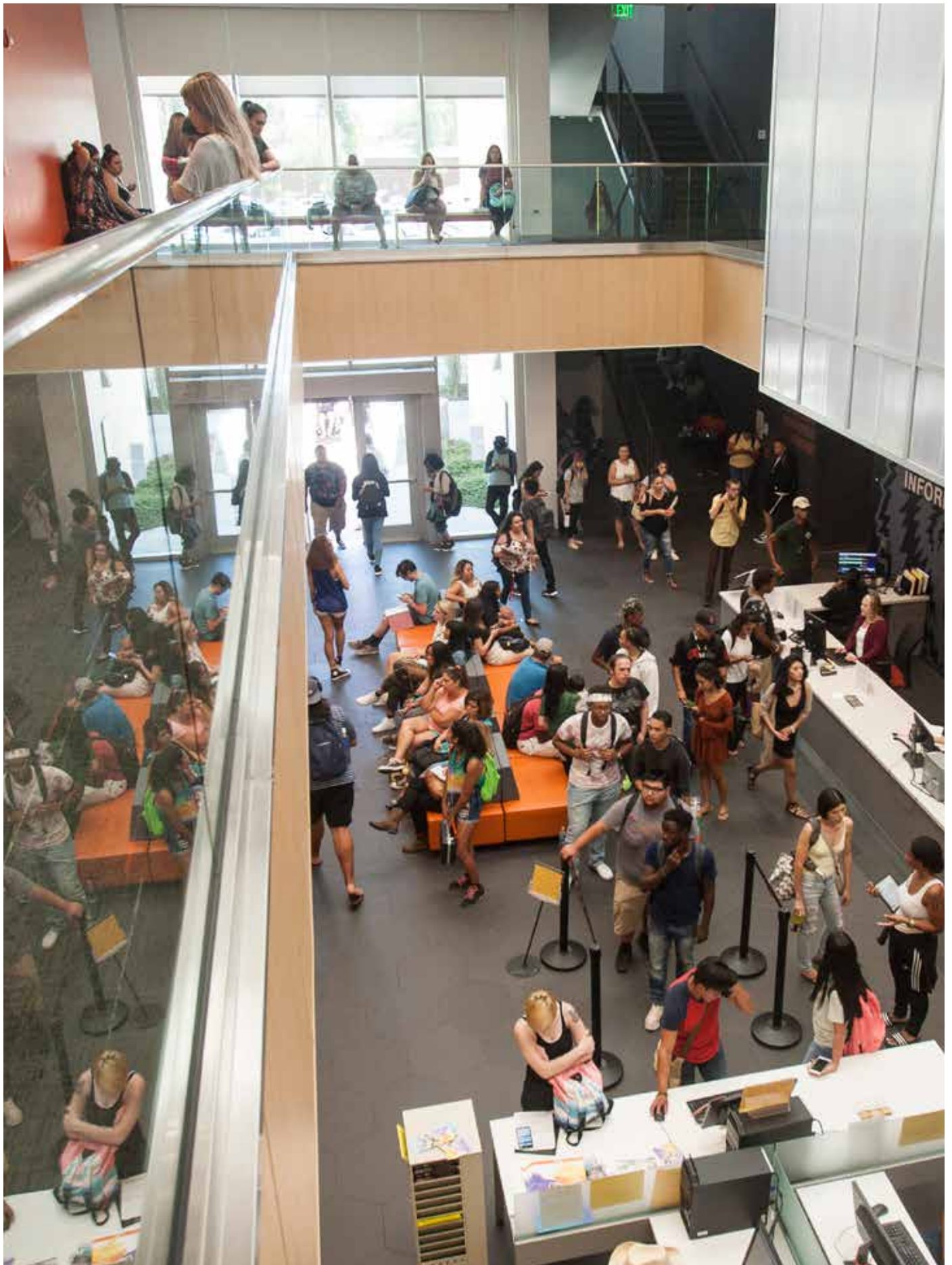
**YATES, SHARON** Professor, Early Childhood Education  
 B.S., Brigham Young University; M.A., California State Long Beach; Ed.D., Brandman University. At Riverside Community College District since 2000.

**YGLECIAS, ELIZABETH N.** Associate Professor, Counseling  
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**YOUNT, GWENDOLYN** Professor, Spanish  
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**Section VIII**  
**DISTRICT**

**DISTRICT**

**RCCD****RIVERSIDE COMMUNITY  
COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

**Moreno Valley College**16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100 • [www.mvc.edu](http://www.mvc.edu)

Academic Affairs .....	571-6351	Employment Placement .....	571-6907
Academic Departments:		Extended Opportunity Programs and Services (EOPS) .....	571-6253
Business, and Information Technology Systems .....	571-6125	Facilities Office .....	571-6113
Communications .....	571-6325	Fire Technology .....	571-6197
Health, Human, and Public Services .....	571-6284	Grants & College Support Services .....	571-6261
Humanities and Social Sciences .....	571-6134	Guardian Scholars/Foster Youth Support Services .....	571-6110
Mathematics .....	571-6125	Health and Psychological Services .....	571-6103
Natural Sciences and Kinesiology .....	571-6125	Honors Center .....	571-6319
Public Safety Education and Training .....	571-6300	Institutional Research and Assessment .....	571-6303
Academic Counseling and Educational Services (ACES) .....	571-6275	Law Enforcement Programs .....	571-6192
Academic Support .....	571-6309	Learning Center .....	571-6944
Admissions & Records .....	571-6101	Library .....	571-6356
Assessment and Placement Testing .....	571-6427	Mailroom .....	571-6145
Bookstore .....	571-6107	Matriculation (Student Success and Support Programs) .....	571-6131
Business Services .....	571-6342	Middle College High School .....	571-6463
Career and Transfer Center .....	571-6914	Outreach .....	571-6273
College Police .....	571-6190	Police Dispatch .....	222-8171
Computer and Study Center .....	571-6483	President's Office .....	571-6161
Counseling .....	571-6104	Puente Program .....	571-6240
Dean of Career & Technical Education .....	571-6292	STEM Counseling .....	571-6175
Dean of Institutional Effectiveness .....	571-6421	Student Activities .....	671-6105
Dean of Instruction .....	571-6163	Student Government .....	571-6268
Dean of Public Safety Education and Training .....	571-6314	Student Financial Services .....	571-6139
Dean of Student Services .....	571-6159	Technology Support Services .....	571-6200
Dean of Student Services (Counseling) .....	571-6335	Tutorial Services .....	571-6167
Dental Hygiene/Assisting Program .....	571-6433	Upward Bound Math and Science Program .....	571-6382
Disability Support Services .....	571-6138	Veterans Services .....	571-6427
Early Childhood Education Center .....	571-6214	Web Development .....	571-6380
Emergency Medical Services .....	571-6395	Workforce Preparation .....	571-6154

**Norco College**2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • [www.norcollege.edu](http://www.norcollege.edu)

Academic Departments		Disability Resource Center .....	372-7070
Art, Humanities and World Languages .....	372-7076	Extended Opportunity Programs and Services .....	372-7128
Business .....	372-7067 or 372-7079	Health Services .....	372-7046
Communications .....	372-7067	Honors Program .....	739-7846
Engineering and Information Technologies .....	372-7067	Library/Resource Center .....	739-7896
Mathematics and Sciences .....	372-7079	Outreach .....	739-7856
Social and Behavioral Sciences .....	372-7076	Parking .....	739-7895
Admissions & Records .....	372-7003	Puente Program .....	372-7146
Assessment Center .....	372-7176	STEM .....	739-7806
Bookstore .....	372-7085	Student Activities .....	372-7007
CalWORKs .....	372-7052	Student Employment .....	372-7190
College Police .....	372-7088	Student Financial Services .....	372-7009
24-Hour Dispatch Center .....	222-8171	The Talented Tenth Program (T3p) .....	372-7148
College Receptionist .....	372-7044	Transfer Center .....	372-7043
Counseling .....	372-7101	Student Support Services .....	372-7163
Dean of Instruction .....	372-7018	Upward Bound Programs .....	739-7819
Dean of Instruction, Career and Technical Education .....	372-7000	Tutorial .....	372-7143
Dean of Student Services .....	372-7081	Veterans Services .....	372-7142

## Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • [www.rcc.edu](http://www.rcc.edu)

Academic Affairs .....	222-8053	Diversity and Equity Compliance .....	328-3874
Academic Departments:		Division Deans	
Applied Technology .....	222-8491	Career and Technical Education .....	222-8131
Art .....	222-8339	Fine and Performing Arts .....	222-8399
Behavioral Sciences .....	222-8519	Languages, Humanities & Social Sciences .....	222-8057
Business and Info Tech Services .....	222-8551	Math, Science & Kinesiology .....	222-8729
Chemistry .....	222-8533	Nursing .....	222-8818
Communication Studies .....	328-3755	Extended Opportunity Programs and Services (EOPS) .....	222-8045
Cosmetology .....	222-8491	Foster and Kinship Care Education .....	222-8937
Counseling .....	328-3755	Foster Youth Support Services .....	222-8251
Early Childhood Education .....	222-8491	Gateway College and Career Academy .....	222-8934
Economics, Geography, Political Science .....	328-3755	Human Resources .....	222-8588
English & Media Studies .....	222-8519	International Student Center .....	222-8160
History, Humanities, Philosophy .....	222-8519	Math Learning Center .....	222-8000 Ext. 4100
Kinesiology .....	222-8421	Outreach .....	222-8574
Library and Learning Resources .....	328-3755	Performance Riverside .....	222-8100
Life Sciences .....	222-8533	Student Activities .....	222-8570
Math .....	222-8533	Student Financial Services .....	222-8710
Performing Arts .....	222-8339	Student Health and Psychological Services .....	222-8151
Physical Science .....	222-8533	Student Success .....	328-3881
School of Nursing .....	222-8760	Transcript Office .....	222-8603
World Languages .....	222-8519	Transfer Center .....	222-8446
Admissions & Records .....	222-8600	Tutorial .....	222-8169
Art Gallery .....	222-8358	Veterans Office .....	222-8607
Bookstore .....	222-8140	Welcome Center .....	222-8574
Calworks .....	222-8964	Writing and Reading Center .....	222-8632
College Police 24-Hour Dispatch .....	222-8171		
College Police Parking Services .....	222-8520		
Counseling .....	222-8440		
Disability Resource Center .....	222-8060		



## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



Wolde-Ab Isaac

### OFFICE OF THE CHANCELLOR

**Wolde-Ab Isaac, Ph.D.**

Chancellor

**Margaret Cartwright**

Associate Vice Chancellor, Strategic Communications  
and Institutional Advancement

**Patrick Pyle, J.D.**

General Counsel

### OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES AND STRATEGIC PLANNING

**Susan Mills, Ph.D.**

Vice Chancellor, Educational Services and Strategic Planning

**Liuan Zhai, Ph.D.**

Associate Vice Chancellor, Educational Services  
and Institutional Effectiveness

**Christopher Blackmore**

Associate Vice Chancellor,  
Information Technology and Learning Services

**Raj Bajaj**

Dean, Educational Services

**David Torres**

Dean, Institutional Research and Strategic Planning

**Sheila Pisa, Ed.D.**

Interim Dean, Distance Education

**Thea Quigley**

Executive Director, Adult Education and Community Initiatives

### OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

**Aaron Brown**

Vice Chancellor, Business and Financial Services

**Hussain Ayah**

Associate Vice Chancellor, Facilities Development

**Michael Simmons**

Director, Risk Management, Safety & Police

**Madj Askar**

Director, Business Services

**Melissa Elwood**

Controller, Accounting Services

**Colleen Walker**

Interim Chief of Police

### OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

**Terri Hampton**

Vice Chancellor, Human Resources and Employee Relations

**Diana Torres**

Director, Human Resources and Employee Relations

**Lorraine Jones**

District Compliance Officer

### OFFICE OF THE VICE CHANCELLOR, INSTITUTIONAL ADVANCEMENT AND ECONOMIC DEVELOPMENT

**Vacant**

Vice Chancellor,

Institutional Advancement and Economic Development

**Jeannie Kim, Ph.D.**

Associate Vice Chancellor, Grants and Economic Development

**Launa Wilson**

Executive Director, District Foundation

### DISTRICT CURRICULUM COMMITTEE

**Greg Burchett**

Committee Member

Riverside Curriculum Committee Chair

**Brian Johnson**

Committee Member

Norco Curriculum Committee Chair

**Ann Pfeifle**

Committee Chair

Moreno Valley Curriculum Committee Chair

**Steven Schmidt**

Committee Member\*

Tech Review Committee Chair

CurricUNET Liaison

**Heather Edberg**

Committee Secretary\*

\*Non-voting member

*The Riverside Community College District Strategic Plan is under review/revision. Updates will be posted at <https://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/StrategicPlanning.aspx> as they become available.*

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**Mission Statement**

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the colleges with leadership in the areas of advocacy, resource stewardship, and planning.

**RCCD Vision and Values**

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted goals by affirming its vision and values:

**Vision**

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

**Values**

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

**Legacy**

- Heritage
- Standards
- Foundation of future

**Inclusiveness**

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

**Service**

- To students
- To community
- To the colleges
- Education/service learning

**Stewardship**

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

**Enrichment**

- Economic development
- Lifetime learning
- Professional development
- Community advancement

**Excellence**

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

**Shareholders**

- Economic partner
- Community mindedness
- Community responsibility

**Strategic Themes and Goals**

**Student Success**

As open access institutions of higher education, Riverside Community College District and its colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- Goal 1: Remove barriers to access for students, while making the process of accessing new student information and applying to colleges more user-friendly.
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
- Goal 3: Provide programs and services that address community educational needs and priorities.
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to colleges and educational programs.

**Student Learning and Success**

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
- Goal 2: Increase rates of transfer, degree, and certificate completion.
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
- Goal 4: Reduce the gap in both student achievement and outcomes.
- Goal 5: Support and increase student engagement in and out of the classroom.

**Resource Stewardship**

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority.
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.



### Community Collaboration and Partnership

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

- Goal 1: Refine and promote programs in Career & Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.
- Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.
- Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.
- Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.
- Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives.

### Creativity and Innovation

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its colleges, District and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

- Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.
- Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment.
- Goal 3: Support the colleges' innovative ideas in entrepreneurial

initiatives and resource development.

- Goal 4: Develop and implement a plan to keep current with technology advancement.
- Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

### System Effectiveness

Riverside Community College District, like all of the state's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

- Goal 1: Develop efficient and effective processes and procedures that:
  - Reduce red tape
  - Eliminate redundancies
  - Encourage collaboration
  - Increase interdepartmental communication
  - Reduce the number of meetings
  - Promote on-going assessment in order to continually refine our educational technology capability to address future needs
- Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and colleges' strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.
- Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between colleges and centers to best serve students.
- Goal 4: Refine the District functional map to better define responsibilities of various departments.

### History and Development

Founded in 1916 in response to a general petition of the electors, Riverside City College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside and the Val Verde unified school districts.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more

acres were added to the site.

The Moreno Valley and Norco Campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

### **District Memberships**

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce.

### **Strategic Communications and Institutional Advancement**

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the District and its colleges and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications & Institutional Advancement office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

### **Academic Year**

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

### **RCCD Foundation**

The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends, and the business community to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and College Presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities District-wide.

**Mission Statement.** The Riverside Community College District Foundation enhances the intellectual, cultural, and educational needs

of District and College students, faculty, staff and our communities. We pursue resource development and philanthropic activities in support of continued excellence and improved access. As stewards, we collaborate with business and community stakeholders to fuel the region's workforce development, innovation, and economic growth.

**Scholarships.** Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly \$500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Century Circle.** Century Circle is an annual giving program managed by the RCCD Foundation. Its purpose is to provide funding for special projects identified by the RCCD Foundation Board of Directors in alignment with the priorities of the Chancellor and the leadership of Moreno Valley, Norco, and Riverside City colleges. Donors who contribute at least \$1,000 per year to the Century Circle fund play an integral role in the RCCD Foundation's endeavor to help the District and Colleges respond to their most pressing needs. Donors to the Century Circle fund receive unique opportunities to learn about the impacts of their contributions throughout the academic year. The RCCD Foundation Board of Directors distributes Century Circle funds through a process that ensures alignment with identified priority areas of the Chancellor and College Presidents. Department heads, College Presidents, the Chancellor, or any member of the RCCD Foundation Board of Directors may initiate requests for Century Circle funds. Information about Century Circle can be found on the RCCD Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Heritage Circle.** Heritage Circle is a recognition program that honors visionary individuals who, by naming the RCCD Foundation in their estate plans or through other planned gift arrangements, contribute to the long-term success of the students, faculty and programs at Moreno Valley, Norco, and Riverside City colleges. Generous donors who join the Heritage Circle belong to an exclusive group of individuals who care deeply about the future of the Riverside Community College District. The RCCD Foundation invites donors to partner with us by becoming a Heritage Circle member to help the RCCD Colleges continue to meet the educational and workforce needs of our region for many years to come. In appreciation for their generosity, Heritage Circle members receive unique opportunities for recognition and participation, including special invitations throughout the year from the Chancellor and College Presidents. More information about Heritage Circle and planned giving through the RCCD Foundation can be obtained by contacting the Foundation office at (951) 222-8626.

### **Distance Education**

The mission of Distance Education is to extend access to students through web-based learning formats such as online and hybrid courses. The Distance Education unit is responsible for distributing online courses and providing online platform-based technology training for faculty. The goal is to make learning available anytime, anywhere for students who need the flexible scheduling

of a remote learning program. Distance Education is based on a learning management system (LMS) which uses online-based technologies including the internet and streaming media. Distance Education courses are academically equivalent to their on-campus counterparts and fulfill RCCD general education, elective, and/or major requirements, with many classes transferable to four-year institutions.\* Some certificate programs can be completed fully online. For further information about Open Campus and distance education options, visit [opencampus.com](http://opencampus.com).

\*Always consult a counselor to review your Student Education Plan before taking any class in order to ensure it meets your particular goals.

## Special Supportive Services

### Disability Support Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a document(s). Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information, contact (951) 571-6138.

### Family Educational Rights and Privacy Act (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at RCCD may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to [www.rccd.edu/Pages/ferpa.aspx](http://www.rccd.edu/Pages/ferpa.aspx) for more information.)

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a

charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions & Records, along with a photo I.D.

It is the responsibility of the student to update MyPortal to advise the Admissions & Records Office of any change in address or telephone number and change of information forms are also available at [www.rccd.edu](http://www.rccd.edu).



rcc.edu.

## Graduation Requirements for Degrees and Certificates

Board Policy 4100

Education Code Section 70902(b)(3);

Title 5 Sections 55060, et seq.

The colleges grant the degrees of Associate in Arts, Associate in Science and degrees for college transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement and participate in a graduation ceremony upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

For the Associate in Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a +/- grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges. Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree. Board Policies

and Administrative Procedures regarding general education and degree requirements must be published in the Colleges' catalogs and must be filed with the California Community College Chancellor's Office.

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion or Certificate of Competency.

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce Development and Planning

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

## Instructional Materials Fees

Board Policy 5031

Education Code Section 76365;

Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this open door policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost of instructional materials.

### Definitions

Required instructional materials means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

Solely or exclusively available from the District means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Required instructional and other materials which are of continuing value outside of the classroom setting are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

### I. Announcement of Fees

Course material fees shall be printed in the class schedule and available on the District's website. Courses with fees will be properly flagged on materials used in the Office of Admissions and Records. A fee statement, including the amounts of the fees, will be included in the College Catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

### II. Collection of Fees

Course material fees will be collected with enrollment fees. Registration in subsequent terms will be blocked until fees are paid.

### III. Refunds

Students who withdraw from a class with a materials fee will receive a 100 percent refund through the first two weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two weeks of class.

### IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

### Course Repetition

References: Title 5 Sections 55000, 55045, 56029

Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

- A. Students may repeat courses under the following circumstances:
1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
    - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
    - b. A student is limited to a maximum of three allowable attempts per course including any combination of withdrawals ("W's") or substandard grades. Withdrawals due to military orders ("MW's") are not included in the number of allowable attempts.
    - c. A Request for Course Repetition\* is required for any exceptions to B above.
  2. The student's previous grade is, at least in part, the result of extenuating circumstances.
    - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.\*
  3. There has been a lapse of time (at least 36 months) since the student last took the course. (See Administrative Procedure 4228)
    - a. The course outline of record has been officially changed and demonstrates significant curricular changes.\*
    - b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.
  4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.
  5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.
    - a. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work

was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

- B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.
- C. The following conditions apply:
1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
  2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
  3. Procedures for course repetition shall be listed in the current official college catalogs.
  4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
  5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with 55045, justify such repetition.

\*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

### Course Repetition—Significant Lapse of Time

Reference: Title 5, Section 55043, 55000, 55040,

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program;
- or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

### Course Repetition — Variable Units

Reference: Title 5, Section 55044, 55040(b)

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.



# COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

**Board Policy 7100 Commitment to Diversity**

**Board Policy 3410 Nondiscrimination**

**Board Policy 3430 Prohibition of Harassment and Retaliation**

A complete copy of the Board Policies cited can be found at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board) or [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources), or by calling (951) 222-8039.

## Commitment to Diversity

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

## Nondiscrimination

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

## Prohibition of Harassment and Retaliation

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

## COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

## NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica o definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal.

## PROHIBICIÓN DE ACOSO Y VENGANZAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percpción percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica es definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

### **Filing a Complaint**

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

### **Informal/Formal Complaint Procedure**

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

### **Purpose of the Informal Resolution Process**

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

### **PRESENTAR UNA QUEJA**

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

### **PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL**

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

### **EL PROPOSITO DE LA RESOLUCIÓN INFORMAL**

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que la conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

### How to File a Formal Complaint

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx), [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources) from the Diversity and Human Resources Department, or on the State Chancellor's Web page at [www.cccco.edu](http://www.cccco.edu).
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

or with the:

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

### COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx), [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources) en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en [www.cccco.edu](http://www.cccco.edu).
- La queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- La queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
- En situaciones en que la queja confirme discriminación en el empleo, la queja deberá ser presentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
- Usted puede presentar una queja con el:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

## What Happens When a Formal Complaint is Filed

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

## Complainant's Appeal Rights

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

### Appeals Must be in Writing

(E-mail is not a satisfactory method.)

**First Level of Appeal:** You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

**Second Level of Appeal:** You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

## ¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

## DERECHOS DE PETICIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

## TODAS LAS PETICIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

**Primer Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

**Segundo Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días. La apelación debe ser acompañada de una



In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

**CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)**

Diversity, Equity and Compliance  
 Riverside Community College District  
 3801 Market Street  
 Riverside, CA 92501  
 (951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

U.S. Department of Education Office for Civil Rights (OCR)  
 50 Beale Street, Suite 7200  
 San Francisco, CA 94105  
 (415) 486-5555  
 TDD (877) 521-2172  
[www.ed.gov](http://www.ed.gov)

Department of Fair Employment and Housing (DFEH)  
 Los Angeles District Office  
 1055 West 7<sup>th</sup> Street  
 Suite 1400  
 Los Angeles, CA 90017  
 (800) 884-1684  
 TTY (800) 700-2320  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

State Chancellor's Office  
 California Community Colleges (CCCCO)  
 1102 Q Street  
 Sacramento, CA 95811-6549  
 (916) 445-4826  
[www.cccco.edu](http://www.cccco.edu)

Equal Employment Opportunity Commission (EEOC)  
 Los Angeles District Office  
 Roybal Federal Building  
 255 East Temple Street, 4<sup>th</sup> Floor  
 Los Angeles, CA 90012  
 (800) 669-4000  
 TTY (800) 669-6820  
[www.eeoc.gov](http://www.eeoc.gov)

## DISTRICT ACADEMIC ADMINISTRATION

**BAJAJ, PANKAJ**

B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

**ISAAC, WOLDE-AB**

B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006.

**KIM, JEANNIE**

B.A., University of California, Los Angeles; M.A., California State University, Fullerton; Ph.D., Claremont Graduate University. At Riverside Community College District since 2019.

**Dean,  
Educational Services**

**Chancellor**

**Associate Vice Chancellor,  
Grants and Economic Development**

**MILLS, SUSAN**

B.S., University of North Carolina, Chapel Hill; M.S., University of California, Riverside; Ph.D., Claremont Graduate University. At Riverside Community College District since 1991.

**PISA, SHEILA**

B.S., M.S., California Polytechnic State University, San Luis Obispo; Ed.D., Pepperdine University. At Riverside Community College District since 1991.

**TORRES, DAVID**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.

**Vice Chancellor,**

**Educational Services and Strategic Planning**

**Interim Dean,  
Distance Education**

**Dean,  
Institutional Research and Strategic Planning**



**FACULTY EMERITI****A**

Thomas Allen, Associate Professor Emeritus, English  
 David Almquist, Associate Professor Emeritus, Kinesiology  
 Michael Amrich, Professor Emeritus, Chemistry  
 Lorraine Anderson, Dean Emerita  
 Sally Armstrong, Professor Emerita, Art  
 Hilda Attride, Professor Emerita, English

**B**

Jo Ann Bailey, Professor Emerita, Library Services  
 David V. Baker, Associate Professor Emeritus, Sociology  
 Theodore Banks, Professor Emeritus, Physical Education  
 James Baylor, Professor Emeritus, Business Administration  
 Doug Beckstrom, Professor Emeritus, Dental Technology  
 Henry Z. Benedict, Professor Emeritus, Counseling  
 Joe Bennett, Professor Emeritus, Automotive Technology  
 Shailesh D. Bhatia, Associate Professor Emeritus, Computer Information Systems  
 Richard Bevan, Professor Emeritus, Dental Technology  
 John S. Biehl, Professor Emeritus, Biology and Health Services  
 Elizabeth Bigbee, Dean Emerita, Learning Resources  
 Janis Binam, Professor Emerita, Anthropology  
 Donald Birren, Professor Emeritus, Physical Education  
 Douglas Bond, Professor Emeritus, Chemistry  
 Douglas Bowen, Associate Professor Emeritus, English as a Second Language  
 Glen Brady, Director Emeritus, Distance Education  
 Friedrich Brose, Professor Emeritus, Library Services  
 C. Kenneth Brown, Professor Emeritus, Instructional Media  
 Marsha Brown, Assistant Professor of CTE Emerita, Cosmetology  
 William Brown, Professor Emeritus, Physical Education/Counseling  
 Vern Browne, Professor Emeritus, Computer Information Systems  
 Patricia Bufalino, Dean Emerita  
 Daria Burnett, Dean Emerita  
 Robert Burris, Assistant Professor of CTE Emeritus, Air Conditioning  
 Ronald Burton, Professor Emeritus, English  
 James Buysse, Vice Chancellor Emeritus, Administration and Finance

**C**

Shelagh Camak, Vice President Emerita, Workforce Development  
 Michael Chaks, Professor Emeritus, Accounting  
 Joy Chambers, Dean Emerita, Enrollment Services  
 Linda Chang, Professor Emerita, Library Services  
 JoAnn Chasteen, Professor Emerita, Nursing  
 Achinta Chatterjee, Professor Emeritus, English  
 Jill M. Christiansen, Associate Professor Emerita, Nursing  
 Mike Churchill, Professor Emeritus, Physical Education  
 Eileen Colapinto, Professor Emerita, Counseling  
 Marie Colucci, Professor Emerita, Nursing  
 Diane Conrad, Associate Professor Emerita, Communication Studies  
 George Conrad, Professor Emeritus, Machine Shop Technology  
 Lisa A. Conyers, Associate Professor Emerita, Spanish  
 Janet Cordery, Associate Professor Emerita, Counseling  
 Gerald Cordier, Assistant Professor of CTE Emeritus, Drafting  
 Frank Corona, Professor Emeritus, Spanish  
 Sharon L. Crasnow, Distinguished Professor Emerita, Philosophy  
 Lois O. Cresgy, Professor Emerita, Physical Education

**D**

Arthur Dassow, Professor Emeritus, Counseling  
 Foster Davidoff, Superintendent/President, Emeritus  
 Richard Davin, Professor Emeritus, Sociology  
 Brenda Davis, President Emerita  
 Betty Day, Professor Emerita, English  
 Leslie Dean, Professor Emeritus, Geography  
 Philip Denham, Professor Emeritus, English/Mathematics  
 Jo Dierdorff, Professor Emerita, Dance and Theatre Arts  
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology  
 Deborah DiThomas, Vice President Emerita, Student Services  
 JoEllen Dooley, Professor Emerita, Library Services  
 Roger Duffer, Professor Emeritus, Music  
 Olga Dumer, Associate Professor Emerita, English as a Second Language  
 Jose Duran, Professor Emeritus, Business Administration

**E**

Joseph G. Eckstein, Associate Professor Emeritus, Geography  
 John Elliott, Professor Emeritus, Physics

**F**

Kathryn Farris, Professor Emerita, Physical Education  
 Brenda Farrington, Professor Emerita, Counseling  
 Richard Finner, Professor Emeritus, Applied Digital Media/Printing  
 Arend Flick, Professor Emeritus, English  
 Mary Flyr, Professor Emerita, Early Childhood Education  
 Bernard Fradkin, Dean of Instruction Emeritus

**G**

Annette Gaines, Professor Emerita, Nursing  
 Carlos Garcia, Associate Professor Emeritus, Drafting  
 Robert L. Garvin, Professor Emeritus, Automotive Technology  
 John Georgakakos, Professor Emeritus, Chemistry  
 Sharon Gillins, Professor Emerita, Film, Television & Video  
 Garnett Lee Gladden, Professor Emeritus, Psychology  
 Grace Goodrich, Professor Emerita, Accounting/Business/CIS  
 Pauline Goss, Professor Emerita, Nursing  
 Douglas E. Graham, Associate Professor Emeritus, Student Activities  
 Lyn Greene, Associate Professor Emerita, Political Science  
 Dayna Gregg, Professor Emerita, Art

**H**

Helen Hadden, Professor Emerita, Business  
 Michael Hain, Professor Emeritus, Biology  
 Lewis Hall, Associate Professor Emeritus, Computer Information Systems  
 Allen E. Hansen, Professor Emeritus, Mathematics  
 Wihelmina Hathaway, Professor Emerita, Chemistry  
 Judy Haugh, Professor Emerita, Counseling  
 Raphael C. Hawley, Professor Emeritus, Physics/Astronomy  
 Lauris Hazlett, Professor Emeritus, Mathematics  
 Carol Hensel, Professor Emerita, Home Economics  
 Paul (Chip) Herzig, Professor Emeritus, Computer Information Systems  
 Alta Hester, Professor Emerita, Counseling  
 Jimmie Hill, Professor Emeritus, Counseling  
 Patricia Hora, Professor Emerita, Nursing  
 Lin Duan Howard, Associate Professor Emerita, English  
 Lisa Howard, Professor Emerita, Nursing

**I**

Susan Ingham, Professor Emerita, English  
Ali Y. Issa, Associate Professor Emeritus, Health Sciences

**J**

Bruce Jackson, Professor Emeritus, Counseling  
Charles Jackson, Professor Emeritus, Anthropology/Sociology  
Henry Jackson, Professor Emeritus, Welding  
Charlene Jeter, Professor Emerita, Counseling  
George Jiang, Professor Emeritus, English/Speech  
Gilbert Jimenez, Professor Emeritus, History  
Cecil Johnson, Professor Emeritus, Biology

**K**

Kristina Kauffman, Associate Vice Chancellor Emerita  
Renee Kimberling, Director Emerita, Health Services  
Theodore Knipe, Professor Emeritus, Psychology  
LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities  
Janice Kollitz, Professor Emerita, English  
Lee Kraus, Professor Emeritus, English  
Carolyn Sue Kross, Professor Emerita, Nursing Education

**L**

Wilma LaCava, Professor Emerita, Nursing  
Taiko Lacey, Professor Emerita, Office Administration  
Mary Lange, Professor Emerita, Nursing  
Louis Larson, Professor Emeritus, Geography  
Susan Lawrence, Professor Emerita, Counseling  
Jim Leatherwood, Dean Emeritus, Occupational Education  
Edward Ledford, Professor Emeritus, English  
Eva Leech, Professor Emerita, Nursing  
Gloria Leifer Hartston, Professor Emerita, Nursing  
Lipkin, Ellen, Associate Professor Emerita, Microbiology  
Ruby (Strahan) Lockard, Professor Emerita, Cosmetology  
Gary Locke, Associate Professor Emeritus, Music  
John Locker, Professor Emeritus, Criminal Justice  
Dwight Lomayeva, Professor Emeritus, History  
George Londos, Professor Emeritus, Biology  
Ann Marie Lyons, Professor Emerita, Mathematics

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Ray Maghroori, Provost/Vice Chancellor Emeritus, Educational Services  
Anita Maradiaga, Professor Emerita, Nursing  
Diane Marsh, Professor Emerita, Chemistry  
Jean Marsh, Professor Emerita, Cosmetology  
W. Paul Matthews, Professor Emeritus, Engineering  
Paula McCroskey, Dean Emerita  
Virginia McKee-Leone, Dean of Instruction Emerita  
Leighton McLaughlin, Professor Emeritus, Journalism  
Ron McPherson, Professor Emeritus, Computer Information Systems  
Rosario Mercado, Associate Professor Emerita, Spanish  
Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services  
Kim Metcalfe, Associate Professor Emerita, Early Childhood Education  
Michael Meyer, Professor Emeritus, English  
Delores Middleton, Professor Emerita, Physician Assistant  
Joseph B. Miller, Professor Emeritus, Health Science  
V. Eva Molnar, Professor Emerita, Business Administration  
Michael Montano, Professor Emeritus, Mathematics  
David Moody, Professor Emeritus, Mathematics  
Paul Moores, Associate Professor Emeritus, Library Services  
Gloria Jean Morgan, Professor Emerita, Cosmetology  
James Morrison, Professor Emeritus, Biology  
Donald Myers, Professor Emeritus, Biology

**O**

Lorraine Ogata, Professor Emerita, Reading

**P**

May R. Paquette, Professor Emerita, Office Administration  
Al Parker, Professor Emeritus, History and Political Science  
John Partida, Professor Emeritus, Cosmetology  
Bonnie Pavlis, Professor Emerita, Humanities  
Patricia Peters, Professor Emerita, Physical Education  
Louise Peterson, Professor Emerita, Home Economics  
Gail Piestrup, Professor Emerita, English  
Joan Pleasants, Professor Emerita, Chemistry

**Q**

Carolyn L. Quin, Professor Emerita, Music  
Bonavita Quinto-MacCallum, Professor Emerita, Spanish

**R**

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Cheryl Roberts, Professor Emerita, Early Childhood Studies  
John A. Rosario, Associate Professor Emeritus, Anatomy/Physiology  
Nancy Rose, Professor Emerita, Library Science  
Salvatore Rotella, Chancellor Emeritus  
Phyllis Rowe, Professor Emerita, Nursing  
Joan Royce, Professor Emerita, Psychology  
Mary Ryder, Professor Emerita, Counseling

**S**

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Carol Salgado, Professor Emerita, Early Childhood Studies  
June Saunders, Professor Emerita, Nursing  
Darrell Sausser, Professor Emeritus, Music  
Janice Schall, Professor Emerita, Sociology

Robert Schermerhorn, Professor Emeritus, Physical Education/Athletics  
 Richard Schneider, Professor Emeritus, Psychology  
 Donna K. Schutte, Professor Emerita, Nursing  
 Joan Semonella, Professor Emerita, Speech Communication  
 Kenneth Shabell, Professor Emeritus, Mathematics  
 Selby Sharp, Professor Emeritus, Chemistry/Engineering/Mathematics  
 Terrance Shaw, Professor Emeritus, Anatomy/Physiology  
 Kathy R. Slicer, Associate Professor Emerita, Nursing  
 David Slocum, Assistant Professor of CTE Emeritus, Automotive  
 Technology  
 Roger Sliva, Professor Emeritus, Automotive Body Technology  
 Karin Skiba, Professor Emerita, Art  
 Deborah Smith, Associate Professor Emerita, Mathematics  
 Katie Smith, Professor Emerita, Reading  
 Diane Solorzano, Professor Emerita, English  
 Paula Stafford, Assistant Professor of CTE Emerita, Physician Assistant  
 Dorothy Steck, Professor Emerita, Nursing  
 Rachel Stone, Professor Emerita, World Languages  
 Sylvia Stone, Visiting Assistant Professor Emerita, Nursing  
 Linda Stonebreaker, Professor Emerita, Reading  
 Letha Strain, Professor Emerita, Office Administration

**T**

August (Bud) Tedesco, Professor Emeritus, Film, Television/Video  
 Cynthia Tenpas, Professor Emerita, Library Services  
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Riverside City College

Name of School

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Address

March 2019

Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Gregory Anderson, Ed.D.

.....  
President