



# 2013-2014 Catalog

# **RIVERSIDE COMMUNITY COLLEGE DISTRICT RIVERSIDE CITY COLLEGE**

**Dr. Cynthia Azari, Interim Chancellor  
Riverside Community College District**

**Dr. Wolde-Ab Isaac, Interim President,  
Riverside City College**

## **BOARD OF TRUSTEES**

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Janet Green . . . . . Vice President  
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All information contained in the 2013-14 Catalog is current as of February 2013. 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 Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator, Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039.

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

## TABLE OF CONTENTS

<p><b>BOARD OF TRUSTEES</b> ..... <b>Inside Front Cover</b></p> <p><b>COLLEGE ADMINISTRATION</b> ..... <b>v</b></p> <p><b>ACADEMIC CALENDAR</b> ..... <b>vi</b></p> <p><b>GENERAL INFORMATION</b> ..... <b>1</b></p> <p>Mission Statement ..... 2</p> <p>Vision, Values and Goals ..... 2</p> <p>Academic Freedom ..... 2</p> <p>Accreditation ..... 3</p> <p>Academic Year ..... 3</p> <p>Who May Attend ..... 3</p> <p>Admission and Registration of Students ..... 3</p> <p>Limitations on Enrollment ..... 4</p> <p>Matriculation ..... 5</p> <p>Fees/Residency Requirements ..... 7</p> <p>Transcripts ..... 8</p> <p>Refunds ..... 8</p> <p><b>STUDENT INFORMATION</b> ..... <b>11</b></p> <p>Academic Appeals by Students ..... 12</p> <p>Academic Honesty ..... 12</p> <p>Academic Renewal ..... 12</p> <p>The Arts ..... 12</p> <p>Athletics ..... 13</p> <p>Bookstore ..... 13</p> <p>Career Center ..... 13</p> <p>Community for Academic Progress (CAP) ..... 13</p> <p>Counseling Center ..... 14</p> <p>Disabled Student Services ..... 14</p> <p>Discipline ..... 14</p> <p>Extended Opportunity Program and Services ..... 15</p> <p>Student Financial Services ..... 15</p> <p>Food Services ..... 19</p> <p>Student Health and Psychological Services ..... 19</p> <p>Honors Program ..... 19</p> <p>International Education/Study Abroad ..... 20</p> <p>International Student Center ..... 20</p> <p>Job Placement Services ..... 20</p> <p>Library/Learning Resources ..... 20</p> <p>Publications ..... 20</p> <p>Student Services/Clubs and Organizations ..... 20</p> <p>Student Employment Services ..... 22</p> <p>Standards of Scholarship: Probation and Dismissal ..... 22</p> <p>Standards of Student Conduct ..... 23</p> <p>Transfer Center ..... 29</p> <p>Tutorial Services ..... 30</p> <p>Veterans Assistance ..... 30</p> <p>Workforce Preparation ..... 31</p> <p>Academic Success Guide ..... 32</p>	<p><b>GRADUATION REQUIREMENTS</b> ..... <b>35</b></p> <p>Associate Degree ..... 36</p> <p>General Education Student Learning Outcomes ..... 36</p> <p>Graduation Requirements for the Associate Degree ..... 36</p> <p>Scholastic Honors at Commencement ..... 43</p> <p>Dean’s List ..... 43</p> <p>Grading System ..... 43</p> <p>Advanced Placement ..... 44</p> <p>Credit by Examination ..... 47</p> <p><b>REQUIREMENTS FOR COLLEGE TRANSFER</b> ..... <b>49</b></p> <p>Requirements for Transfer ..... 51</p> <p>California State University ..... 51</p> <p>University of California ..... 51</p> <p>Associate Degrees for Transfer ..... 52</p> <p>California State University General Education (CSUGE) ... 58</p> <p>Intersegmental General Education Transfer Curriculum (IGETC) ..... 60</p> <p><b>CURRICULAR PATTERNS</b> ..... <b>63</b></p> <p>Workshop Courses ..... 64</p> <p>Work Experience Education ..... 64</p> <p>High School Articulated Courses ..... 64</p> <p>Associate of Science Degrees/College Certificates ..... 66</p> <p>Associate Degree and Certificate Patterns ..... 72</p> <p><b>COURSE DESCRIPTIONS</b> ..... <b>109</b></p> <p>Credit Courses ..... 111</p> <p>Non-Credit Courses ..... 247</p> <p><b>FACULTY</b> ..... <b>251</b></p> <p>Riverside City College ..... 253</p> <p><b>DISTRICT</b> ..... <b>263</b></p> <p>Phone Listing ..... 264</p> <p>Administration ..... 265</p> <p>Mission Statement ..... 266</p> <p>Vision and Values ..... 266</p> <p>Strategic Themes and Goals ..... 266</p> <p>History and Development ..... 267</p> <p>District Memberships ..... 268</p> <p>Strategic Communications and Relations ..... 268</p> <p>RCCD Foundation ..... 268</p> <p>Open Campus ..... 268</p> <p>Reserve Officer Training Corps ..... 269</p> <p>Family Educational Rights and Privacy Act ..... 269</p> <p>Instructional Materials Fees ..... 270</p> <p>Repetition and Repeatable Policy ..... 271</p> <p>Commitment to Diversity, Non-Discrimination and Prohibition of Harassment and Retaliation Policies ..... 273</p> <p>Academic Administration ..... 278</p> <p>Faculty Emeriti ..... 279</p> <p><b>INDEX</b> ..... <b>281</b></p>
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## PRESIDENT'S MESSAGE



Riverside City College which opened in 1916 is one of California's oldest and finest Community Colleges. The college is a landmark in downtown Riverside and is the most dynamic and diverse college in the Inland Empire. Serving more than 19,000 students each semester, Riverside City College is home to strong programs in Liberal Arts, Sciences, Performing Arts, Nursing, Cosmetology, Culinary Arts and numerous programs in Applied Technology.

You have selected an excellent institution of higher education. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at Riverside City College want your educational experience to be extraordinary. Consider this catalog as a reference document; it provides a comprehensive overview of our institution and includes essential information for your work at RCC.

Along with programs of study and individual courses, you will find information about graduation, certificate completion and transfer requirements, the range of services available to students, and academic policies. As you work to achieve your goals, remember that while you are the architect of your future, a college education is a product of the effort of many people. Should you need any assistance with locating or understanding the contents of the catalog, the members of RCC are ready to help. Best wishes for continued success in your educational pursuits.

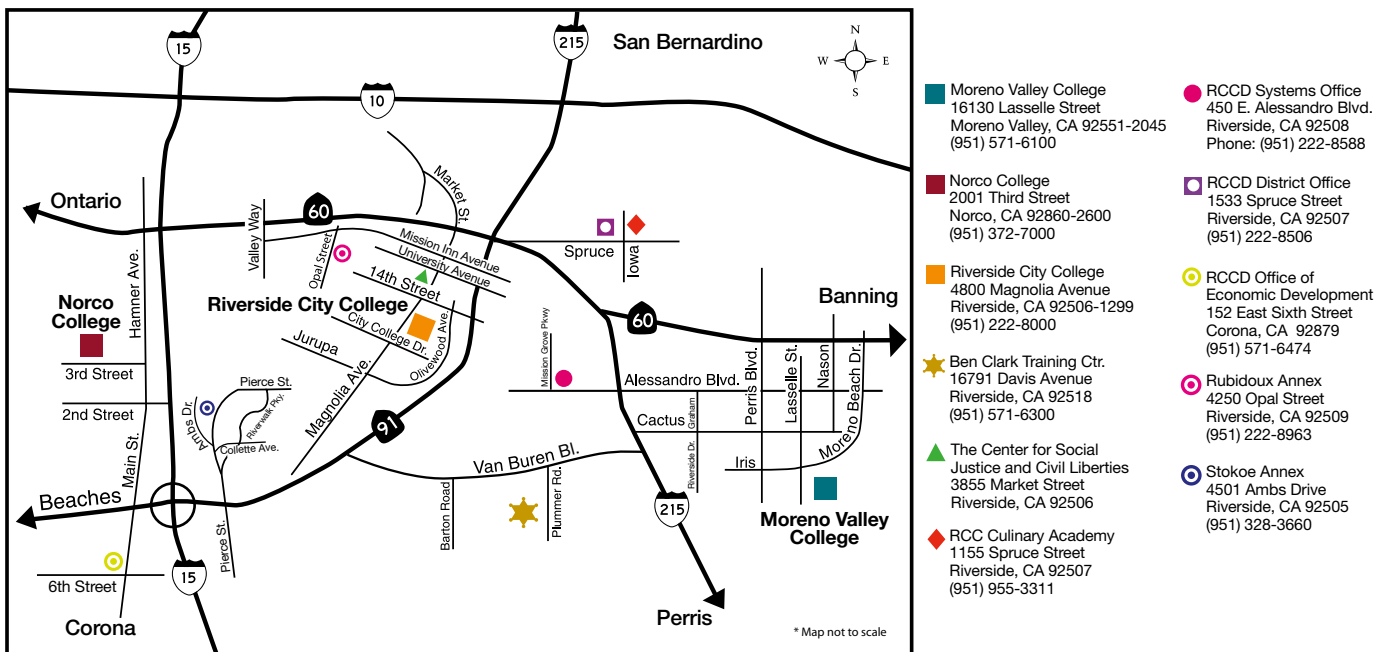
Wolde-Ab Isaac, Ph.D.  
Interim President



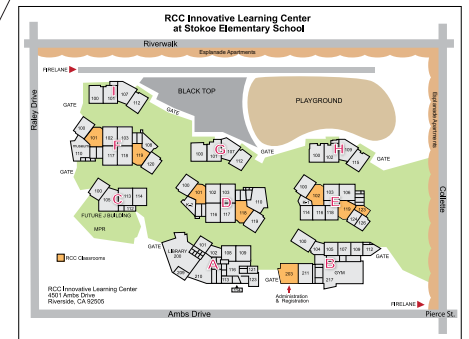
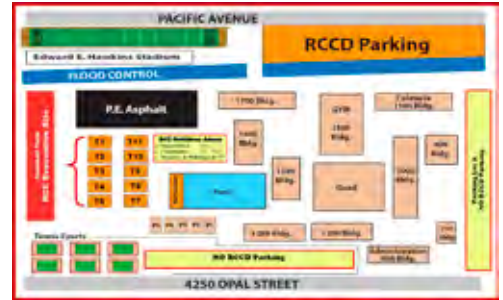
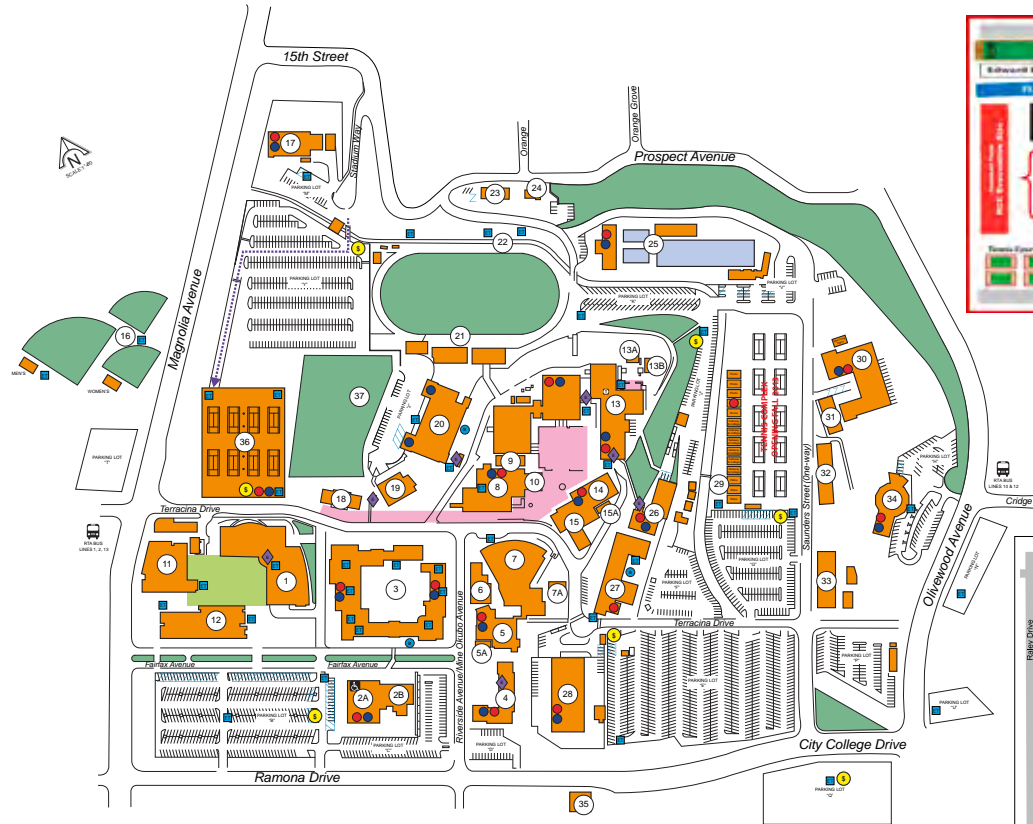


## RIVERSIDE CITY COLLEGE

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



# RIVERSIDE CITY COLLEGE



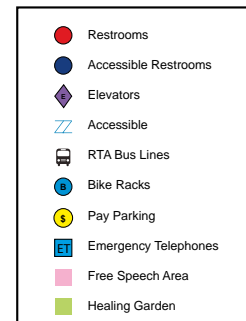
**UPPER CAMPUS**

- 1. Digital Library & Learning Resource Center
  - Academic Senate/CTA
  - Auditorium
  - Glenn Hunt Center for Teaching Excellence
  - Instructional Media Center
  - Tutorial Services
- 2. Administration (O.W. Noble)
  - Section A
    - Board Room
    - Disabled Services
    - H.O.M.E. Room (The Ujima Project)
    - Learning Disabilities Center
    - Mailroom/Admin Service Center
    - Veterans' Resource Center
    - Veterans' Services
  - Section B
    - Academic Affairs
    - Athletics
    - Business Services
    - Community Learning in Partnership (CLIP)
    - President's Office
    - Workforce Resource and Development
- 3. Quadrangle (Arthur G. Paul)
  - Art Gallery
  - Community for Academic Progress (CAP)
- 4. Business Education (Alan D. Pauw)
  - CalWORKs/Resource Center
  - Independent Living Program (ILP)
  - Micro Support Services
  - Workforce Preparation (WFP)
- 5. Music
- 5A. Music Annex
- 6. Music Hall (Richard M. Stover)
- 7. Landis Performing Arts Center
- 7A. Landis Annex

- 8. Martin Luther King, Jr. High Tech Center
  - Academic Labs
  - Center for Communication Excellence
  - Stern Center
- 9. Assessment Center
  - Viewpoints
- 10. Planetarium (Robert T. Dixon)
- 11. School of Nursing
  - Healing Garden
- 12. Math and Science Building
- 13. Student Center (Ralph H. Bradshaw)
  - Aguilar Patio
  - Auxiliary Business Services/ Cashier
  - Bookstore
  - Cafeteria/Food Services
  - Citrus Room
  - Extended Opportunities Programs & Services (E.O.P.S.)
  - Hall of Fame
  - Health Services
  - Heritage Room
  - Matriculation
  - Student Services/Student Activities
  - TRIO
  - Upward Bound
- 13A. ASRCC Student Government
- 13B. Information Services Telecom Annex
- 14. Student Financial Services
  - Financial Aid
  - Network Services
  - Outreach Completion Counts
  - Welcome Center
  - Student Employment Services
- 15. Admissions & Counseling (Cesar E. Chavez)
  - Admissions & Records
  - Career/Transfer
  - Counseling
  - Transcripts
- 15A. Annex/Wells Fargo

- LOWER CAMPUS**
- 16. Sports Complex (Samuel C. Evans)
    - Baseball Field
    - Pony League Field (Nate DeFrancisco)
    - Softball Field (Ab Brown)
  - 17. Early Childhood Studies
  - 18. Ceramics
  - 19. Art
  - 20. Gymnasium (Arthur N. Wheelock)
    - Athletics/Coaches' Office
    - Fitness Room
  - 21. Stadium (Arthur N. Wheelock Field)
    - Weight Room
  - 22. Nature Trail (Arlene & Robert F. Richard)
  - 23. North Hall
    - Finance & Accounting Services
    - Purchasing & Accounts Payable
  - 24. College House
    - Administration & Finance
    - Risk Management
  - 25. Riverside Aquatics Complex
  - 26. Technology B
    - Information Services
    - International Students Center
    - Printing & Graphics Center
  - 27. Technology A
    - Air Conditioning & Refrigeration
    - Career/Technical Education
    - Welding
  - 28. Automotive Technology
  - 29. Lovekin Complex
    - College Safety and Police
    - Gateway to College (GTC)
    - Marching Tigers
    - Photo Lab & Studio
    - Tennis
  - 30. Gymnasium (Catherine S. Huntley)
    - Band
    - Dance
  - 31. Pilates Studio (Eleanor H. Crabtree)
  - 32. Warehouse

- 33. Maintenance & Operations
- 34. Cosmetology
- 35. Alumni House - 3564 Ramona Drive
- 36. Parking Structure/Tennis Courts (Frank Bushman)
- 37. Practice Field



**RIVERSIDE CITY COLLEGE ADMINISTRATION**

Dr. Wolde-Ab Isaac  
Interim President

Dr. Edward Bush  
Vice President, Student Services

Dr. Shelagh Camak  
Vice President, Workforce and Resource Development

Dr. Susan Mills  
Interim Vice President, Academic Affairs

Mr. Charles Wyckoff  
Interim Vice President, Business Services

Ms. Cecilia Alvarado  
Dean, Student Services

Ms. Patricia Avila  
Dean of Instruction, Career and Technical

Dr. Sandra Baker  
Dean, School of Nursing

Ms. Joy Chambers  
Dean, Enrollment Services

Dr. Bernard Fradkin  
Dean of Instruction, Art, Humanities, Social and Behavioral  
Studies and Technology and Learning Resources

Ms. Virginia McKee-Leone  
Dean of Instruction

Dr. Daniel Martinez  
Associate Dean, Institutional Research

Ms. Debbie Whitaker  
Associate Dean, Academic Support and Early Childhood  
Education

Mr. Mohammad Moghaddam  
Executive Director, Hospitality and Culinary Arts Programs

Mr. Thomas Craft  
Director, Football Operations

Ms. Deborah Croan  
Director, Health Services

Mr. Jose Diaz  
Interim Director, Upward Bound Program

Mr. Gregory Ferrer  
Director, Disabled Student Programs and Services

Mr. Steve Gomez  
Director, Pathways to Excellence

Ms. Elizabeth Hilton  
Director, Student Financial Aid

Mr. Derrick Johnson  
Director, Athletics

Ms. Jill Marks  
Director/Principal, Gateway to College

Ms. Whitney Ortega  
Director, Foster & Kinship Care Ed. Program

Ms. Julie Pehkonen  
Director, Career and Technical Education Programs

Ms. Cheryl Ruzak  
Director, Food Services

Dr. Michael Wright  
Director, Workforce Preparation Grant and Contracts

Vacant  
Director, Maintenance and Operations

Mr. Scott Zwart  
Assistant Director, Maintenance and Operations

Mr. Henry Bravo  
Instructional Media Center Manager

Mr. David Cooper  
Manager, Grounds and Utilization

Mrs. Clara Garibay  
Health Services Supervisor

Mr. Juan Lopez  
Campus Administrative Support Center Supervisor

Ms. Reyna Philp  
Accounting Services Manager

Mr. Ralph Velasquez  
Custodial Manager

Ms. Terry Welker  
Library/Learning Resources Administrative Manager

Mr. Robert Morris  
Assistant Custodial Manager

Mr. Lee Nelson  
Faculty Senate President

Dr. Richard Mahon  
Riverside Curriculum Committee Chair

# Riverside Community College District 2013-2014 ACADEMIC CALENDAR

June 2013						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
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July 2013						
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August 2013						
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September 2013						
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October 2013						
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November 2013						
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December 2013						
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January 2014						
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April 2014						
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May 2014						
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June 2014						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Required Day for New Faculty - August 20
- Summer Session 2013  
June 17 - July 28 (6 weeks)  
Weekend Classes: June 22 - July 28
- FLEX Day  
Fall: August 21, 22 & 23  
Spring: February 7
- Fall 2013  
August 26 - December 14  
Weekend Classes: August 31 - December 14
- Part-time Faculty Orientation  
to be arranged by college
- Winter Intercession 2014  
January 6 - February 13 (6 weeks)  
Weekend Classes: January 11 - February 9
- Legal Holiday/Day of Observance
- Commencement (June 12)
- Classes not in Session
- Spring 2014  
February 18 - June 12  
Weekend Classes: February 22 - June 8
- Final Exams

*For final exam schedule, please refer to the Class Schedule.  
Graduation: June 12, 2014  
The application deadline to walk in the Commencement Ceremony is April 1, 2014*





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

## MISSION STATEMENT

### RIVERSIDE CITY COLLEGE

Riverside City College provides a high-quality, affordable education to a diverse community of learners by offering career-technical, transferable, and pre-college courses leading to certificates, associate degrees, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness. To help students achieve their goals, the College offers comprehensive learning and student support services, student activities, and community programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning.

### VISION

RCC actively continues to maintain its status as a premier learning institution nationally 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.

#### 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.

#### 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.

#### 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 ACCESS AND SUPPORT

Our college is an open-access institution inviting our diverse community to the benefits of higher education. We are committed to providing the support necessary for student success. We strive to reduce barriers to services and programs.

### II. RESPONSIVENESS TO COMMUNITY

Riverside City College is deeply committed to its role as a community resource and to meeting community expectations. The College actively pursues partnerships between our educational and business partners. We also play an important role in promoting community service and civic responsibilities.

### III. CULTURE OF INNOVATION

RCC is committed to being an innovative institution working to improve teaching and learning, and student support services through the effective delivery and use of technology and by expansion and modernization of our learning environments.

### IV. RESOURCE DEVELOPMENT

As a learning organization, we recognize the importance of seeking new and alternative funding to advance the College and to add value to what we do, while improving our cost effectiveness.

### V. ORGANIZATIONAL EFFECTIVENESS

Effective organizations employ effective practices. We are a learner-centered organization and are committed to RCC's mission and values, to the strategic planning process, to meeting the unique needs of our students and a diverse workforce, to maximizing the development and utilization of resources and to continuous improvement.

## 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.”

## 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), 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 terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2013-2014 academic year appears in the front of the catalog. Courses offered during the various sessions 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 who are admitted to the district's middle or early high school college programs or
- Are international students who have satisfied specific international student admissions requirements

Admission to the colleges of Riverside Community College District are 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

Due to the heavy demand for classes by college students, high school concurrent enrollment has been temporarily suspended with the exception of high school students who are part of RCCD's recognized Early College or Middle College High School programs. Those students should follow the guidelines outlined by their program. Please check the website [www.rccd.edu](http://www.rccd.edu) for updates.

## 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.
- They have not been in attendance at any RCCD college for at least one major term (fall or spring only).
- They submitted an application for a future term and wish to attend a current one.

**Beginning in the fall 2012 term, students will not 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 (weekends and holidays excepted). The application period for a term closes two weeks prior to the start of that term, for example, the deadline to submit an application for the fall term is two weeks before the first day of the fall term. Computers and assistance are available in the Admissions lobby.

### Home College

Each applicant will be required to apply to one of the three District colleges: Moreno Valley, Norco, or Riverside City College 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. By selecting Nursing, Dental Hygiene, Vocational Nursing, and Physician Assistant as your major will not automatically admit you into the program.

### Schedule of Classes

The Schedule of Classes is available online at [www.rcc.edu/schedules](http://www.rcc.edu/schedules). Open classes can be viewed on WebAdvisor at [www.rcc.edu](http://www.rcc.edu).

### Registration

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 WebAdvisor at [www.rcc.edu](http://www.rcc.edu) approximately 6-8 weeks before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Before registering, students must complete any necessary requirements; i.e., Assessment, On-line Orientation/Counseling. Refer to the section on Matriculation: "Are You Exempt From Matriculation?" 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 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 <http://www.rcc.edu/services/admissions/fees.cfm> for payment and refund deadlines. My Account Summary can be viewed or printed on 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 student is automatically added and his/her account 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 WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Students moved in from the Waitlist must drop themselves from the class by the drop and refund deadlines if they do not intend to remain in the class.

### Procedure for Adding and Dropping Classes

Once a class has begun, a student may only add a class with the instructor's permission. Students can then add classes through WebAdvisor at [www.rcc.edu](http://www.rcc.edu) with an authorization code obtained from the instructor. Authorization codes are active on the first day of the class until the add deadline. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor prior to the drop deadlines. If there is a hold restricting use of the web, the student may bring a completed ADD/DROP card to the Admissions counter at any college and drop classes there. Deadlines to add, drop, and receive a refund are available on WebAdvisor. It is the student's responsibility to drop a class he/she no longer attends.

### 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 terms and 6 units of credit for the winter/summer terms. 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 amount 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. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

### 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.

Work 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 check with the instructor about the completion of missed assignments.

**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 Admissions and Records Office 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 college 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

The matriculation program at Riverside City College is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete assessment, Orientation and Counseling prior to registering for classes.

It is the student's responsibility to a) complete placement testing and orientation 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.

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

### Student Educational Plan

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. 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 sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters 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.

### Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disabled Students Programs and Services. To request this service, call: Riverside, (951) 222-8060; or TDD, (951) 222-8061.

Most new students are required to take an assessment test upon initial entry into RCCD and before Counseling appointments can be made or enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses, and 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 test as well (consult a counselor).

An appointment is required for all tests administered by the Riverside Assessment Center. To book an appointment, please visit <http://www.rcc.edu/services/assessment/appointments.cfm>. During most times of the year, appointments fill one to two weeks in advance. Hours of operation are posted outside each Assessment Center and are available at <http://www.rcc.edu/services/assessment/dates.cfm>.

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.

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at RCCD. The student's Accuplacer test print-out (not a student records program print-out) showing the test raw scores must be submitted in person at one of the Assessment Centers along with a special Matriculation Appeal. Evaluations and processing takes from one to five working days.

Assessment tests are meant to be a one-time only assessment of your skills and abilities upon your initial entry into the college. Retesting is available under certain circumstances – consult a Counselor or visit the Assessment website (below).

Extensive information on assessment testing, test preparation, details of all tests available, sample questions, hours of operation and more is available at <http://www.rcc.edu/services/assessment/index.cfm>

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 80, 60A or 60B) during their first or second semester of enrollment. Students who do not meet Riverside Community College District's reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken at the college. Development of competent reading and writing skills is necessary for the student's success as more and more college courses put increasing emphasis on the student's ability to read at a college level and to write clear, correct English.

### **Orientation/Counseling**

All first-time college students must complete a freshman on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Riverside City College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Students will be able to access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session they can log on to their WebAdvisor account and click on the on-line orientation link under the academic planning header. Students should make sure to develop a one semester student educational plan after completing the orientation presentation. The first semester educational plan link will appear shortly after on-line orientation is completed. For any further questions please call (951) 222-8440 or stop by the Counseling department.

### **Counseling for Continuing Students**

Continuing matriculated students are entitled to see a counselor

who can recommend appropriate coursework based on assessment 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 a Student Educational Plan.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their "Student Educational Plans" (S.E.P.).

### **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: Academic Progress**

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.

### **Student's Rights and Responsibilities: Prerequisites**

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 as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

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.

Students may appeal to retake the placement test:

- After 12 months has passed from previous tests  
or
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student's abilities  
or
- After proof of appropriate academic intervention has occurred.

**Please Note: Once the student has begun the course sequence, retesting is not an option.**

## **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. All documents needed to prove residency must be submitted prior to that date.

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 also pay a processing fee and a non-refundable per unit surcharge; they are also required to buy health insurance.

### **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 shall be exempt from paying non-resident tuition at Riverside Community College District if he/she signs an affidavit verifying:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is 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.

### **Health Fee**

Every student 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 Admission and Records office. Students who qualify for a Board of Governor's Waiver (BOGW) must pay the health fee.

**Parking**

Parking permits can be purchased on WebAdvisor at [www.rcc.edu](http://www.rcc.edu). Permits can also be ordered on a campus computer and paid for at the cashier's office. There is an additional shipping and handling fee for permits paid online, and an additional service fee for permits paid for at the cashier's office. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

**Transportation Fee**

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.

**ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR 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 \$1.00 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 \$25.00 for out-of-print materials; 2.) A processing fee of \$10.00; and 3.) Any overdue fines (the maximum overdue fine is \$20.00).

Refunds:

If the item is returned after the bill is issued (within 1 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 \$5.00 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, 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 Barnes and Noble 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.

**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 WebAdvisor at [www.rcc.edu](http://www.rcc.edu), and in the Transcript office at the Admissions and Records office.

The first two official transcripts requested at RCCD are free. There is a fee for each additional official transcript requested. For faster service there is an additional fee for each official transcript. Transcripts are mailed with first class postage. Unofficial transcripts are available free on 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/3 months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have course work 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 needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. 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 nonresident tuition as set by the Board of Trustees.

**REFUND DEADLINES FOR FEES**

RCCD shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for a full-term 16 week course and the 10 percent point of the length of the course for a short-term course. See “My Class Schedule” on WebAdvisor at [www.rcc.edu](http://www.rcc.edu) for refund deadlines.



**Holds on Records**

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay a proper financial obligation due 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 is also exempt from non-resident tuition. Documentation is required.

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.

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







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

**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 course work 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 as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

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 César E. Chávez Admissions and Counseling Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco Colleges. For information on challenge procedures, see page 6.

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 the Riverside 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 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, Cross Country, Softball, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

Both Soccer teams practice and play at the Norco College. Both Cross Country teams practice and play at the Moreno Valley College.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest.

## COLLEGE BOOKSTORE

Students are able to order their textbooks when registering thru WebAdvisor. A list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers many choices for textbooks which may also be ordered at [www.rcc.edu/bookstore](http://www.rcc.edu/bookstore) such as:

- Rentals - Over 50% (and growing) of our titles are available to rent which means the students will save 50% off the new textbook price. Students can highlight and take notes in the book. The books are due back when the student has completed finals. Students will need a valid debit card or credit card to secure the rental.
- Used - Save 25% of the new textbook price.
- E-textbooks - Save up to 60% by buying or renting a digital book. This is an instant download from our website [www.rcc.edu/bookstore](http://www.rcc.edu/bookstore). Download the free etextbooks application for PC and MAC at [www.nookstudy.com/college](http://www.nookstudy.com/college).
- New - A fresh new start to the new semester - prices will vary. Remember to sell your new textbooks back to the bookstore and get up to 50% cash back.

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 store also has a laptop program and carries all Nook devices.

### Return policy

The bookstore accepts cash, credit cards and Barnes and Noble 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. Visit the website [www.rcc.bncollege](http://www.rcc.bncollege) for the complete return policy.

## CAREER CENTER

Students interested in career information should make a counseling appointment or enroll in Guidance 47 a career exploration and life planning course.

## COMMUNITY FOR ACADEMIC PROGRESS (CAP)

Community for Academic Progress (CAP) 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 CAP offers include:

- A convenient class schedule
- Guaranteed registration in CAP classes
- Personal CAP/college orientation
- Assigned counselor
- Access to technology
- Supplemental Instructional Leaders (SI Leaders)
- Field trips
- Guest speakers and activities

To enroll in CAP or for more information, call the CAP office, (951) 328-3820.

## COUNSELING CENTER

The Counseling department is committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

### How to Use the Counseling Center

Students may make appointments with the clerk in the Counseling Center. Counseling hours vary by term. Appointments can be made by calling the Counseling department at (951) 222-8440. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

## DISABLED STUDENT SERVICES

The Office of Disabled Student Programs and Services (DSP&S), on each of RCCD's three colleges, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities). The Riverside office is located in Administration 121.

### Services are available to students with:

#### Physical Disabilities:

- Acquired Brain Injury
- Amputations
- Arthritis
- Cerebral Palsy
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic Disabilities
- Post-Polio Disabilities

#### Learning Disabilities:

Average to above average intellectual ability with a verifiable learning disability.

#### Other Health Impairments:

- Cardiac Disease
- Diabetes
- Epilepsy
- Psychological Disabilities

#### Communicative Disabilities:

- Deaf
- Hearing Impaired
- Speech Impaired
- Respiratory Disease

#### Temporary Disabilities:

- Broken Bones
- Post Operative Recovery
- Other

#### Support Services Available Include:

- Adaptive Physical Education
- Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)
- Counseling
- High Tech Center (Adaptive computer equipment) and assistive devices
- Interpreters/RTC for the Deaf
- Individual tutoring
- Liaison with other agencies
- Mobility assistance
- Note-taking services
- Priority registration
- Test facilitation

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: Riverside (951) 222-8060 and TDD 951) 222-8061.

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. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance.

## 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.

## EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers early and middle college programs on each of its three colleges. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD college in their region.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

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

### Cooperative Agencies Resources for Education (CARE)

The aim of CARE is to assist single parents receiving AFDC (Aid to Families with Dependent Children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success, and move from welfare to **INDEPENDENCE**.

To be eligible a student must:

1. Be an eligible full-time EOPS student with 2.0 GPA (good standing)
2. Be a single parent/head of household
3. Student must be 18 years of age or older
4. Must be an AFDC/CalWORKs recipient
5. Have a child under the age of fourteen years of age
6. Have the desire to continue their education and become self-sufficient.

CARE services are supplemental to EOPS services and MAY include:

- Personal, academic and career counseling
- Support group
- Personal counseling
- Child care stipend
- Tutorial assistance
- Bus pass or parking pass
- Meal tickets
- Special topic workshops

For services available at Riverside (951) 222-8045.

## 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. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling, and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department 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.

### The Free Application for Federal Student Aid (FAFSA)

The initial 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) and workshops are

available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices), under workshops. The FAFSA application must be completed for each academic year. The RCC Title IV code of 001270 must be listed on your FAFSA record(s) in order for our department to receive your application.

If you are a Moreno Valley College or Norco College student, please make sure to list the school code for your home college on the FAFSA application.

Riverside City College	School Code #001270
Moreno Valley College	School Code #041735
Norco College	School Code #041761

The FAFSA is available January 1<sup>st</sup> of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2<sup>nd</sup> to ensure priority processing and to maximize your funding.

When completing the FAFSA application, you will need to apply for a **P**ersonal **I**dentification **N**umber (PIN) at [www.pin.gov](http://www.pin.gov) so you can electronically sign the online FAFSA. If you are a dependent student, have a parent apply for their own PIN. Parents will need to sign the FAFSA until you are 24 years of age or no longer considered a dependent student.

Once you have completed your FAFSA, the results will be sent to RCC. You must have an RCC Admissions application on file in order for your FAFSA to be received. Once you have completed your RCC Admissions application online at [www.rcc.edu](http://www.rcc.edu), you will be issued your RCCD email account. You can find directions on how to activate and access your RCCD email account online at [www.rcc.edu](http://www.rcc.edu), under the Admissions and Records webpage. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on WebAdvisor under “required documents by year” once you have received your email. Forms are available on our website at <http://www.rcc.edu/studentfinancialservices> under forms and can be turned in at the SFS office at your home college.

**\*New:** If you are considered a dependent student and cannot provide your parents’ information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application you are still required to provide your parents’ information and are not able to, please visit the SFS office at your home college regarding a Petition for Independent Status (Dependency Override).

Effective Summer 2011 all Financial Aid disbursements will be deposited onto a debit card. The card will be a My Flex Sallie Mae debit card and your disbursements for financial aid will be placed on that card (except for a few fund types.) To receive your disbursements, if eligible; you **MUST** sign up for a Sallie Mae Debit Card. Go to [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) to sign up! The Sallie Mae debit card is used like a regular debit card. This card can be used to make a transaction, to withdraw cash, and more.

Students who qualify for under AB 540, may now apply for state financial aid by completing the California Dream Application online at <https://dream.csac.ca.gov>. This application must be completed every academic year in order to continue applying for aid. Students completing this application can apply for the BOGW and the Cal

Grant. For more information on the California Dream Application, please visit their website at [www.csac.ca.gov](http://www.csac.ca.gov).

Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$30.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). For California residents, to apply, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list your home college school code (Riverside City College #001270, Moreno Valley College #041735, Norco College #041761) and you will be automatically awarded the BOGW if eligible. For AB 540 students to apply, complete the California Dream Application online at <https://dream.csac.ca.gov>, listing your home college school code listed above. You will receive an email at your RCCD student email account notifying you when your BOG waiver eligibility is available on WebAdvisor under your award letter. No separate application is required.
  - If you are determined to be a Non-resident, you may be eligible to apply for:
    - a non-resident tuition deferment if you are 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/studentfinancialservices](http://www.rcc.edu/studentfinancialservices).
- **Federal Pell Grant** (up to \$5550 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 you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year as well as meeting your college satisfactory Academic Progress. Students enrolled less than half-time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you 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 \$1000 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 you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2<sup>nd</sup> deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1473 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents 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, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must meet the RCC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at <https://mygrantinfo.csac.ca.gov/logon.asp>.
- **CHAFEE Grant Program** provides grants of up to \$5,000 to eligible foster youth. 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 (6 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 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). Paper applications can be picked up in the SFS office and after completion, mailed to CSAC. 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).



- **Child Development Grant Program** (\$1000 per academic year) is for participants who intend to teach or supervise in the field of childcare and development in a licensed children's center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at [www.csac.ca.gov](http://www.csac.ca.gov) for printing. It must be completed and submitted to the Early Childhood Education office. (Please check their website for hours and locations.) The deadline to submit this application is June 15<sup>th</sup>. A FAFSA application is required for RCCD to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development 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 Child Development 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 \$3000 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 (3 units for summer and winter, 6 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 (Moreno Valley College #041735, Norco College #041761). To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/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). To view your complete loan history go to: National Student Loan Data System <http://www.nslds.ed.gov>. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at [www.pin.ed.gov](http://www.pin.ed.gov).**

- Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. 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 must also 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/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) for a full list of requirements for applying for a student loan at RCC.
- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year they apply for a loan at RCC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. 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.

## SCHOLARSHIPS

Riverside City 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 December. Information and instructions on how to apply is available on our website early in the fall semester at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices). Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. 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, onto the student's Sallie Mae debit card. Please sign up for the Sallie Mae debit card on our website by clicking on the "debit card" link. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.
- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early 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/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) in January and February of each year and also at each high school within the RCC District.

- **The Community Scholars** scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the RCCD high school zone and also at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) in January and February 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/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) or in the SFS office.
- 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.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.scholarships.com](http://www.scholarships.com), [www.scholarsite.com](http://www.scholarsite.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. All outside scholarship funds are disbursed to students on their Sallie Mae debit card. 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 onto their debit card based on our posted disbursement schedule.

### STUDENT FINANCIAL SERVICES COUNSELING

SFS counseling services appointments can be made in the Student Financial Services office. The academic counselors are located in the Cesar Chavez building Counseling Center.

Academic counselors are available to work with students receiving financial assistance in the following areas:

- Developing educational goals and Student Educational Plans (SEP)
- Maintaining financial aid eligibility by meeting satisfactory academic progress standards
- Recommendations for improved progress
- Processing financial aid appeals

### 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/studentfinancialservices](http://www.rcc.edu/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 Student Financial Service office or via phone at (951) 328-3690.

- **Return of Title IV Funds**

If you receive federal or state financial assistance and you drop or fail to successfully complete your courses, you may need to REPAY a portion of your financial assistance. (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 Board of Governors (BOG) Fee Waiver). 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 your home college, if eligible.

- **Satisfactory Academic Progress**

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard, you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to 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/studentfinancialservices](http://www.rcc.edu/studentfinancialservices).

- **Contact Information**

Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor 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 your RCCD email account.

- **Social Security Number**

Be sure that your Social Security number is on file with RCC 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 your 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 FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) or pick

up a disbursement schedule at the RCC office.

- **Veterans**

Applying for financial assistance through the FAFSA application does not affect your 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/studentfinancialservices](http://www.rcc.edu/studentfinancialservices). If you have any questions, please contact us by e-mail at [studentfinancialservices@rcc.edu](mailto:studentfinancialservices@rcc.edu).

Riverside City College  
Student Financial Services Office  
"Helping to Build Dreams"

## FOOD SERVICES

When school is in session, Food Services offers a variety of services. On the Riverside campus, full service meals including baked goods are available in the Bradshaw Center Cafeteria, as well as cold sandwiches, coffee, cold drinks and a variety of grab-and-go foods in the Concession trailer, located on the east side of the Quadrangle.

In addition, vending machines are conveniently located in the Bradshaw Center Cafeteria and several other buildings on the Riverside campus.

## 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 Thursday, 8:00 a.m. to 4:30 p.m., Fridays 8:00 a.m. to 12 noon.

Services include medical care and psychological counseling; care for common health problems; evaluation and treatment by physicians, nurse practitioners, registered nurses, psychological counselors; referrals to a higher level of medical care and/or appropriate professionals in the community; health education; 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. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in 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.

## 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 9 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 1st 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) 222-8991

## 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 ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

## INTERNATIONAL EDUCATION / STUDY ABROAD

Riverside Community College District is dedicated to the concept of an internationally based education. The District supports a curriculum that includes the infusion of a global dimension throughout all subject disciplines to better prepare our students for success in the global community.

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy; spring semester in London, the political, economic and cultural capital of England; as well as opportunities for two week tours during the summer session in such countries as the Czech Republic, Hungary, Greece, Turkey, Morocco, and Kenya.

## INTERNATIONAL STUDENT CENTER

The Riverside City College Center for International Students and Programs administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Center also organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 400 students from 60 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges.

## 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 a.m. - 4:30 p.m.

Jobs on campus may be accessed through the Internet at <http://jobs.rcc.edu>. Jobview Kiosk machines are available on all three colleges for on-line 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, On-line Job Search, and Annual Career/Fairs and Recruitment. For additional information, you may contact the office by calling (951) 222-8480.

## 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 a.m. – 7:00 p.m.

Friday: 7:30 a.m. – 4:00 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 \$5.00 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.

## 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.

## SOCIAL EVENTS

An extensive program of activities is provided by the ASRCC. A calendar of these events is maintained in the Riverside Bradshaw Center. 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/asrcc/index.cfm](http://www.rcc.edu/asrcc/index.cfm)

## 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. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities/Government offices.

### Athletics

Karate

Student Athletic Training

### Career

Mock Trial

### Departmental

Women in Science and Engineering (WISE)

Business Leaders of Tomorrow

Philosophy Club  
 Puente  
 Student Nurses Organization  
 Future Teachers in Action

#### **Honor/Service**

Amnesty International  
 Alpha Gamma Sigma

#### **Religious**

Students for Christ  
 LDSSA

#### **Multicultural/Ethnic**

African American Student Alliance  
 Gospel Singers  
 MEChA (Movimiento Estudiantil Chicanos de Aztlan)

#### **Special Interest**

Art Club  
 Clay Club  
 RCC Dancers  
 Graphix Club  
 International Students  
 L.G.B.T.S.A  
 Marching Tigers  
 Model United Nations  
 Muse  
 Phi Rho Pi  
 Photo Club

## **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, films) is provided by the ASRCC. A master calendar of these events is maintained in the Student Activities Office.

## **DEAN OF STUDENT SERVICES**

Many student services and student government activities are the responsibility of the College Dean of Student Services. The Student Activities Coordinator is located in the Student Activities office.

## **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 269.

## **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 ACTIVITIES OFFICE**

The Student Activities office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

## **Programs and Services**

- Support for the Associated Students of Riverside Community College District
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

## **STUDENT GOVERNMENT**

Riverside Community College District 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.

Riverside City College strongly encourages student participation. Students who wish to become involved should visit the Student Activities office located in the Bradshaw Center.

### 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 (currently \$8.00 per hour); 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.ed.gov](http://www.fafsa.ed.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 \$3,000 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
  1. America Reads
  2. America Counts
  3. Community Service
  4. 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 CGPA.

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 an FWS or District position. For more information please refer to our website [www.rcc.edu/services/workforce](http://www.rcc.edu/services/workforce).

Federal Work Study and District positions may be viewed at <https://jobs.rcc.edu/applicants> 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, call (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 (7) units during intersessions. Dismissal students will be limited to 5 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

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, or threatening to cause physical injury to another person.
2. Possession, sale 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. Unlawful possession, use, sale, offer 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 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. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation 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, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of 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. 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. 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. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
  - A. Forms of Dishonesty include, but are not limited to:
    1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
    2. Cheating: Use of information not authorized by the instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
    3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. 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.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, 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.
19. Use, possession, distribution 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.
20. Violation of 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. The full text of the policy can be found at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board).
  21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
  22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
  23. Gambling, of any type, on District property.
  24. Bringing pets (with the exception of service animals) on District property.
  25. Distribution of 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.
  26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
  27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

#### Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer 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.
- C. The Chief Instructional Officer 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 5520.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

## STUDENT DISCIPLINE PROCEDURES

References: 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. 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:

1. 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.
2. 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.
3. 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.

### IV. Process Preceding Suspensions or Expulsions

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

1. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. 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.
3. 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:
  - o the facts leading to, and in support of, the accusation
  - o the specific section of the Standards of Student Conduct that the student is accused of violating
  - o the nature of the discipline that is being considered
  - o an opportunity to respond verbally or in writing to the accusation
4. Potential Disciplinary Actions
  - a. 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.
  - b. 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.
  - c. 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.

### V. Hearing Procedures

1. 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.

2. 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.
3. 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.

4. 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.
5. 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:
  - a. 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.
  - b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
  - c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  - d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  - e. 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.
  - f. 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.

- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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.

## VI. President's Decision

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

1. 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.
2. 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.

### VII. 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.

### VIII. 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: AP5522  
Education Code Section 76224  
Title 5 Section 55024

### I. General Provisions

1. 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.

2. 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.

3. 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.

4. 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.
5. 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

1. District - The Riverside Community College District
2. Student - Any person currently enrolled as a student at any college or in any program offered by the District.
3. 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.
4. Day - Days during which the District is in session and regular classes are held, excluding weekends and holidays.
5. 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 (1) 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.

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
2. 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.
3. 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 (30) 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.

1. Upon receipt of a written request for a 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 of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  - a. Two (2) students appointed by the College Student Body President.
  - b. Two (2) faculty members appointed by the College Academic Senate President.
  - c. One (1) 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.
  - d. 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.
4. The College Grievance Committee Chair will:
  - a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
  - b. 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 Vice President has the discretion of extending the time period,

with notification to the parties.

- c. Arrange for a disability accommodation if requested pursuant to the above.
- d. 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.

- e. 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.
- f. 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 in accordance with IV.3 above.
- g. 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.
- h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
- i. 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.

- j. Ensure that the formal hearing will be closed to the public.
5. The Grievance Committee will:
  - a. 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.
  - b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

#### V. Appeals

1. Either party, within five (5) 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:
  - a. Concur with the decision of the Committee, or
  - b. Modify the Committee's decision.

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

2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:
  - a. Concur with the decision of the Vice President, or
  - b. Modify the Vice President's decision.

The President will submit his/her decision to each party within ten (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.

#### TRANSFER CENTER

##### **Mission:**

The mission of Riverside Community College District Transfer Centers is dedicated to increasing the transfer function and to increase the number of students prepared 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, 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 and retention.
2. Identify and 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 collaboratively with campus governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students throughout RCCD.
4. Develop a continuous cycle of monitoring and evaluating District transfer services by compiling data in collaboration with the RCCD Research Department.

##### **Transfer Center Services:**

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

- Information on transfer requirements and major preparation
- 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.
- Visits to four-year colleges and universities (UC's, CSU's, and Private/independent schools) that are sponsored and coordinated by the Transfer Center.
- Resource library that includes university and college catalogs
- 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, the UC Personal Statement (Essay), Financial Aid for transfer students, and Steps to Becoming a Teacher (K-12)
- 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 transferred to a four-year college/university.

##### **Resources:**

- Resource library that includes college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computer programs to conduct career, major and college/university exploration
- Collection of paper-based and on-line resources that assist

students in understanding how course credits at Riverside Community College District can be applied when transferred to a four-year college/university, or vice versa.

- Guides and handbooks providing information on financial aid and scholarships
- Internet access for online admissions applications
- Transfer major sheets that explain what courses must be completed for certain majors and colleges/universities
- Monthly calendar of events/workshops/university representatives in the Transfer Center

#### **Internet Access:**

#### **RCC Transfer Website:**

<http://www.rcc.edu/services/counseling/transfer.cfm>

**ASSIST:** <http://www.assist.org/web-assist/welcome.html>

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

### **TUTORIAL SERVICES**

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.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

#### **How To Obtain Tutoring Services**

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

- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

#### **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 2.0 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
- VRAP - Veterans Retraining 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* veterans should continue with the College’s policies and procedures in order to enroll and be certified for payment. Veterans apply online to Riverside City College and complete any required assessment testing and/or online orientation. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Before a VA Student Education 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.

After registering, veterans must turn in the *Veteran's Statement of Responsibility* (Blue Sheet) to the RCC Veterans Services office. This "Blue Sheet" is required in order for enrollment certification to be submitted to the VA; the process may take 2-3 weeks. This form must be submitted to the College every term in order to request benefits and to avoid being dropped for non-payment.

Veterans' assistance is available in the Administration Building, Room 124.

Contact the RCC Veterans' office at (951) 222-8607, [veterans@rcc.edu](mailto:veterans@rcc.edu), or [www.rcc.edu](http://www.rcc.edu) for more information.

## WORKFORCE PREPARATION

Workforce Preparation at Riverside Community College District (RCCD) offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care to prepare for academic achievement, employment, and attaining self-sufficiency. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, College Connection, Completion Counts, Title V - Pathways to Excellence, and the Independent Living Program (ILP@RCC). The following programs outlined are some of the ways in which Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

### CalWORKs Program

Workforce Preparation offers the CalWORKs Program 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 five-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 Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 6,300 students have received 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
- Job placement
- Skill-building courses

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

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) 328-3532.

### Completion Counts

Riverside City College (RCC), the City of Riverside, Alford Unified School District (AUSD), Riverside Unified School District (RUSD), and the Greater Riverside Chambers of Commerce (GRCC), are partners in a concerted effort to improve college going and college completion rates. Funded by the Bill and Melinda Gates Foundation, this partnership is committed to building a college-minded culture and creating systemic change to improve college-readiness, college going rates, degrees and certificates with value in the marketplace and employment outcomes for ages 16-26. Additionally, the goal is to raise the number of college graduates in Riverside.

Graduating seniors from AUSD or RUSD high schools have an opportunity to "opt-in" to the 2 Year Guarantee Contract offered by RCC. In order to be eligible, students must place into English 50 (or higher) and Math 35 (or higher), complete a Free Application for Federal Student Aid (FAFSA), enroll in 15.0 units each semester, maintain a 2.0 GPA, and take English and math their first semester at RCC. Students will meet with a counselor each semester. Students unable to complete the FAFSA may speak with the Welcome Center to find an alternative way to fulfill that requirement. PLEASE NOTE: Various deadlines will be in place to ensure students have completed all of the necessary steps so they can take advantage of the early registration this program offers.

Additionally, students can find helpful information on the [www.College311.org](http://www.College311.org) website. This is a free website designed to help students and families navigate their way through the K12 system as well as college.

New or returning students can get assistance with the steps to enrolling at RCC at the Completion Counts' Welcome Center. Types of services include assistance with: RCC application, WebAdvisor, RCC email, financial aid questions, and career information. For more information please contact the Welcome Center at 951-222-8574.

### **Foster/Kinship Care Education (FKCE) Program**

The Foster and Kinship Care Education Program (FKCE) provides the continuing training/education hours that foster parents are mandated to receive each year in order to retain their license with the County of Riverside. Family caregivers are not required to attend training, but are strongly encouraged to do so. 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) 222-8198.

### **Gateway to College Early College High School**

Located at Riverside City College, Gateway to College Early College High School is a California public charter school that serves at-risk youth, 16 to 20 years old, who have dropped out or are near dropping out of high school. The school program gives students the opportunity to earn a high school diploma while earning college credits and achieving college success. Students simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward college transfer, an associate degree, and/or occupational certificate.

Gateway to College students learn how to succeed in an educational setting, under the guidance of a caring team of instructors and student support specialists with experience and interest in at-risk youth. In their first term, students take foundational courses as part of a learning community. This experience builds their academic and personal skills, preparing them for college courses with the general student population. During the foundation term, students take reading, writing, and math, plus a college survival and success class where 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 career development class to help them focus their academic goals and select a major. They also begin taking classes on the comprehensive campus. For more information please call (951) 222-8934.

### **Independent Living Program**

The Workforce Preparation Department's Independent Living Program (ILP) is a partnership between Riverside City College and Riverside County Department of Public Social Service. The Independent Living Program provides training, advocacy, mentoring and support services to assist foster youth, age 16-21, in developing pathways to success in areas including education, employment & career development, health & safety, and housing. Our primary mission is to assist current and former foster youth transition from full support to independence. Utilizing an individualized approach with training workshops and linkage to community resources youths are provided with a wide range of services designed to provide youth with the tools to be successful. For more information, call (951) 222-8648.

### **Skills Classes**

The Skills Classes are open to all students. Workforce Preparation offers open-entry Skills Classes to students in reading, writing, math and computer applications technologies, to enhance success in the workplace and in further college courses. The Skills Classes are presented in a student paced, instructor-led format with multiple entry dates every week throughout most of the semester. Depending upon the class, there are multiple course offerings per day. Instructors

are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills through occupational training, degree, or transfer programs. The Skills Classes are offered only at Riverside City College. For more information, please see the schedule of classes or call (951) 222-8648.

### **Title V Pathways to Excellence**

RCC's Title V-funded Pathways to Excellence is a five-year initiative designed to 1) engage RCC students, 2) engage RCC faculty, and 3) provide physical and virtual engagement centers where RCC students, faculty and staff can work together to achieve success. Enrolled Pathways to Excellence students will explore their skills, interests, and abilities; then, match these to career pathways in Business/Career-Technical, STEM, and Liberal Arts/Humanities. Pathways students will have access to intensive academic planning and student support services. Pathways faculty and staff actively participate in specialized professional development and strategies to support college students who may be the first in their family to attend college and would like further assistance in navigating the college completion process. Going to college, let alone successfully completing a college certificate or degree, is a challenge. The goal of the Pathways to Excellence program at RCC is to develop a streamlined college completion process and structure of student support that will enable students to narrow their focus, define their goals, and achieve those goals. For more information about Pathways to Excellence, please contact the Project Director at (951) 222-8214.

## **ACADEMIC SUCCESS GUIDE**

### **Academic Counseling (951-222-8440 / Cesar Chavez 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.

### **CAP Program (951-328-3820 / QD 15)**

The Community for Academic Progress (CAP) Program allows students to enroll in a "learning community" which includes group/paired courses that share common themes, activities, and assignments, resulting in a rewarding academic experience.

### **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, 2<sup>nd</sup> 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, 1<sup>st</sup> 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.

**Library/Research Workshops (951-222-8652 / 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor)**

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

**Puente Program (951-222-8459 / Cesar Chavez Building, Office 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/WebAdvisor Assistance (951-222-8574 / LVKN D6)**

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

**Tutorial Services (951-222-8169 / DL 112)**

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 / AD 124)**

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

**Writing and Reading Center (951-222-8632 / MLK, 1<sup>st</sup> 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 its 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 & 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 & 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 degree for a 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 eight 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 15 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/3 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. Honors for graduation will be calculated in the same manner.

### 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.

### 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 a minimum of 22 semester units (see section VI. General Education Requirements) in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), and Language and Rationality (10 units). While students wishing to transfer to a four-year university can fulfill the transfer requirements by completing the California State University General Education (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC), they are encouraged to complete an associate degree.

## ASSOCIATE IN ARTS

### ADMINISTRATION AND INFORMATION SYSTEMS

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): 10, \*\*18A  
 Computer Information Systems (CIS): 1A  
 Economics (ECO): 7, 7H, 8  
 Political Science (POL): 8

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

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

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, 30 and 31

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

American Sign Language (AML) 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, 30, 31, 34

Humanities (HUM) 9, 11, 16

Military Science (MIL) 1, 2

Music (MUS) 25, 26, 89, 89H

Philosophy (PHI) 19

Political Science (POL) 1/1H, 5, 12, 13

Sociology (SOC) 2, 3, 15, 22

**A course may only be counted once in the major area. Courses may be double counted for GE/GETC/CSUGE**

**COMMUNICATION, MEDIA, 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, Speech Communication, 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

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, 23, 25, 26, 30, 35, 38, 39, 40, 41, 44, 45, 48, 49

Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8

Film, Television and Video (FTV): 12, 44, 45, 65

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D

Library (LIB): 1

Photography (PHO): 12

World Languages includes:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

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

**FINE AND APPLIED ARTS**

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 in 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.
4. 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, 30, 64, 67, 68, 70, 71, 72, 74, 76, 77A, 77B, 80, 88, 89, 200  
 Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44A, 44B, 44C, 45, 46, 47, 48, 49, 200  
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19  
 Dance (DAN): 3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 13, 17, 38, 39, 49  
 Film, Television, and Video (FTV): 38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72  
 Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 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, 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, speech communication 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:

1. 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.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. 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.
4. Evaluate the role of individual human agency in history.
5. 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:

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

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

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 44A, 44B, 44C, 45, 46, 47, 48, 49, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60-67  
 English (ENG): 11, 12, 17, 38  
 Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 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

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate 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. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. 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. Demonstrate understanding of 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. Recognize and understand 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):**

Health Science (HES): 1

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

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

Anatomy and Physiology (AMY): 2A, 2B, 10

Biology (BIO): 17, 30, 34

Early Childhood Education (EAR): 26

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

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Kinesiology/activity courses (KIN): A03, A04, A07, A09, A11, A12, A13, A20, A21, A28, A29, A30, A31, A40, A41, A43, A44, A46, A47, A54, A55, A57, A62A, A64, A67, A68, A69, A74, A75, A77, A80, A81, A82, A83, A86, A87, A88, A89, A90, A92

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, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V94, V95

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

## SOCIAL AND BEHAVIORAL STUDIES

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/Justice Studies (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, 2, 3, 4, 5, 6, 7, 8, 10, 21

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

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

Guidance (GUI): 47

History (HIS): 1, 2, 4, 5, 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, 2, 8, 9, 33, 35

Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 22, 25, 45



## ASSOCIATE IN SCIENCE

### CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate in 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 72-107 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 SCIENCE

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 hypothesis.
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, 4, 5, 10, 11, 12, 12H, 25

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

Life Sciences: Anatomy (AMY) 2A, Biology (BIO) 1, 1H, 2A, 5, 7, 8, 9, 11, 11H, 34, 36, Microbiology (MIC) 1

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

Anatomy and Physiology (AMY): 2A, 2B, 10

Anthropology (ANT): 1

Astronomy (AST): 1A, 1B

Biology (BIO): 1, 1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 11H, 12, 17, 30, 34, 36

Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17

Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C

Electronics (ELE): 21, 22, 23, 24, 25

Engineering (ENE): 1A, 1B, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35

Geography (GEG): 1, 1L, 1H, 5

Geology (GEO): 1, 1L, 1B, 3

Health Science (HES): 1

Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36.

Microbiology (MIC): 1

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 math and English competency requirements for the associate degree will be changing beginning in fall 2009. All new students and all other students who are returning after a break in their continuous enrollment will be required to get a “C” or better in English 1A and Math 35 to complete the associate degree. Students who maintain continuous enrollment as defined in “Catalog Rights” will be able to fulfill this requirement by completing the previous requirements of Eng 50 and Math 52.

### V. BASIC SKILLS COMPETENCY REQUIREMENT

#### (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination (recommended by the math department and approved by the curriculum committee) or 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 the equivalent.
- B. Students must demonstrate reading competency by obtaining:
  1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading;  
OR
  2. completion of Reading 83 with a “C” or higher;  
OR
  3. a minimum grade of “C” in each general education course;  
OR
  4. 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.
  5. 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. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

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

### A. NATURAL SCIENCES (3 UNITS)

Any course for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 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 Electronics 21 or 22.

### B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

- American Institutions (3 units)  
History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53  
or  
Political Science 1 or 1H, 5  
AND
- Social and Behavioral Sciences (3 units)  
Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except geography 1 and 5), history (except as listed in “1” above), human services, military science, political science (except as listed), 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 3, 4, 5, 6, 7, 8, 9, English, foreign languages, History 1, 2, 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)

- 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.

- 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  
English 1B or 1BH  
Mathematics 1-36  
Philosophy 11, Philosophy/Math 32

## VII. ADDITIONAL DEGREE REQUIREMENTS

- Health Education (3 units)  
Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.
- Self Development (2 or 3 units)
  - Physical Education (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 and Practice
KIN-42	Lifeguarding/Title22FirstAid/WaterSafety Instructor
KIN-47	Hiking and Backpacking
DAN-3	World Dance Survey
DAN-5	Movement Education for Pre-School and Elementary Children
MUS-45	Marching Band Woodwind Methods
MUS-46	Marching Band Brass Methods
MUS-47	Marching Band Percussion Methods
MUS-48	Marching Band
MUS-59	Winter Marching Band Clinic
MUS-60	Summer Marching Band Clinic
MUS-61	Auxiliary Marching Units
OR	
  - Fitness and Wellness (3 units)
 

KIN-4	Nutrition
KIN-30	First Aid and CPR
KIN-35	Foundations for Fitness and Wellness
KIN-36	Wellness: Lifestyle Choices

**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, the EMS Program, or the Physician Assistant program.

## VIII. 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.

## IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

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

Summer – First day of summer term through July 15 to apply for summer 2013, fall 2013, winter 2014, spring 2014

Fall – First day of fall term through October 15 to apply for fall 2013, winter 2014, spring 2014

Winter – First day of winter term through February 1 to apply for winter 2014, spring 2014

Spring – First day of spring term through April 1 to apply for spring 2014

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>. Students applying for a degree must pay a \$5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

## X. 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.

## XI. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog - summer 2013 through spring 2014. 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.

## 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; "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 WebAdvisor 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 WebAdvisor. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor. 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”, 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.

### 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 WebAdvisor 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 (AP) and International Baccalaureate (IB) Credit

Students who have successfully completed exams in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A .3, see page 58 in the catalog.) Official Placement Scores should be sent to the Admissions and Records office for official evaluation.

### Duplication of AP 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.

The IB chart below is an indication of how the IB Exams may be used to satisfy IGETC and CSU Area requirements. RCCD does not offer credit for equivalent coursework, at this time.

IB Exam	IGETC Area	CSU-GE Area
IB Biology	5B (without lab)	B2
IB Chemistry HL	5A (without lab)	B1
IB Economics HL	4B	D2
IB Geography HL	4E	D5
IB History (any region) HL	3B or 4F	C2 or D6
IB Language A1 (any language except English) HL	3B and 6A	C2
IB Language A2 (any language except English) HL	3B and 6A	C2
IB Language A1 (any language) HL	3B	C2
IB Language A2 (any language) HL	3B	C2
IB Language B (any language) HL	6A	n/a
IB Mathematics HL	2A	B4
IB Physics HL	5A (without lab)	B1
IB Psychology HL	4I	D9
IB Theater HL	3A	C1

AP Exam	GE Area	IGETC Area	CSU-GE AREA
Art History	Humanities	3A or 3B	C1 or C2
Biology	Natural Sciences	5B and 5C	B2+B3
Calculus AB	Language and Rationality	2A	B4
Calculus BC	Language and Rationality	2A	B4
Chemistry	Natural Sciences	5A and 5C	B1+B3
Chinese Language & Culture	Humanities	3B and 6A	C2
Macroeconomics	Social/Behavioral Sciences	4B	D2
Microeconomics	Social/Behavioral Sciences	4B	D2
English Language	Language and Rationality	1A	A2
English Literature	Language and Rationality	1A or 3B	A2+C2
Environmental Science	Natural Sciences	5A and 5C	B1+B3
European History	Social/Behavioral Sciences	3B or 4F	C2 or D6
French Language	Humanities	3B and 6A	C2
French Literature	None	3B and 6A	C2
German Language	Humanities	3B and 6A	C2
Comparative Government & Politics	Social/Behavioral Sciences	4H	D8
U.S. Government and Politics	Social/Behavioral Sciences	4H and US 2	D8+US-2
Human Geography	Social/Behavioral Sciences	4E	D5
Italian Language and Culture	Humanities	3B and 6A	C2
Japanese Language and Culture	Humanities	3B and 6A	C2
Latin Literature	None	3B and 6A	C2
Latin: Vergil	None	3B and 6A	C2
Physics B	Natural Sciences	5A and 5C	B1+B3
Physics C mechanics	Natural Sciences	5A and 5C	B1+B3
Physics C electricity/magnetism	Natural Sciences	5A and 5C	B1+B3
Psychology	None	4I	D9
Spanish Language	Humanities	3B and 6A	C2
Spanish Literature	None	3B and 6A	C2
Statistics	Language and Rationality	2A	B4
U.S. History	Social/Behavioral Sciences	(3B or 4F) US-1	(C2 or D6)+ US-1
World History	Social/Behavioral Sciences	3B or 4F	C2 or D6



AP Exam	RCCD Equivalent	Units
Art History	Art 1 and 2	3 + 3
Biology	Biology 1	4
Calculus AB	Math 1A	4
Calculus BC	Math 1A and 1B	4 + 4
Chemistry	Chemistry 1A and 1B	5 + 5
Chinese Language and Culture	Chinese 1-2	5 + 5
Macroeconomics	Economics 7	3
Microeconomics	Economics 8	3
English Language	English 1A	4
English Literature	English 1A and 1B	4 + 4
Environmental Science	Biology 36	3
European History	History 5	3
French Language	French 1-2	5 + 5
French Literature	None	0
German Language	German 1 and 2	5 + 5
Comparative Government & Politics	Political Science 2	3
U.S. Government and Politics	Political Science 1	3
Human Geography	Geography 2	3
Italian Language and Culture	Italian 1-2	5 + 5
Japanese Language and Culture	Japanese 1-2	5 + 5
Latin Literature	Latin 1-2	5 + 5
Latin: Vergil	None	0
Physics B	Physics 2A and Physics 2B	4 + 4
Physics C mechanics	Physics 4A	4
Physics C electricity/magnetism	Physics 4B	4
Psychology	None	0
Spanish Language	Spanish 1 and 2	5 + 5
Spanish Literature	None	0
Statistics	Math 12	3
U.S. History	History 6 and 7	3 + 3
World History	History 1 and 2	3 + 3



**Course credit and units granted at Riverside City, Norco and Moreno Valley colleges may differ from course credit and units granted by a transfer institution.**

**Please see a counselor to review the applicability of AP and IB credit to different academic requirements.**

### 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, 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.** Credit granted for CLEP will not be posted on the student's RCCD transcript. 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). CCAF, 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.



<b>CLEP EXAM</b>	<b>GE RCCD</b>	<b>Credit (Units) Granted</b>	<b>Minimum CLEP SCORE</b>	<b>Semester Credits Toward CSU-GE Breadth Certification</b>	<b>CSU American Institutions and/or GE Breadth Area</b>
American Government	Political Science 1	3	50	3	D8
American Literature	English Literature Elective	3	50	3	C2
Biology	Biology 10 (no lab)	3	50	3	B2
Calculus	Math 1A	4	50	3	B4
Chemistry	Chemistry 10 (no lab)	3	50	3	B1
College Algebra	Math 11	4	50	3	B4
College Composition	English 1A and Elective	4 + 4	50	0	N/A
College Composition Modular	None	0	50	0	N/A
College Mathematics	Math 25 and Elective	3 + 3	50	0	N/A
English Literature	English Literature Elective	3	50	3	C2
Financial Accounting	None	0	50	0	N/A
French Language Level I	French 1 and French 2	5 + 5	50	0	N/A
French Language Level II	French 1, French 2, French 3 and French 4	5+5+5+5	59	3	C2
German Language Level I	German 1 and German 2	5 + 5	50	0	N/A
German Language Level II	German 1, German 2, and German 3	5+5+5	60	3	C2
History of the United States I: Early Colonization to 1877	History 6	3	50	3	D6 + US-1
History of the United States II: 1865 to the Present	History 7	3	50	3	D6 + US-1
Human Growth and Development	None	0	50	3	E
Humanities	Humanities Elective	3	50	3	C2
Information Systems and Computer Applications	CIS 1A	3	50	0	N/A
Introduction to Educational Psychology	None	3	50	0	N/A
Introductory Business Law	Business Elective	3	50	0	N/A
Introductory Psychology	None	0	50	3	D9
Introductory Sociology	Sociology 1	3	50	3	D0
Natural Sciences	Life Science and Physical Science Elective	3 + 3	50	3	B1 or B2
Precalculus	None	0	50	3	B4
Principles of Macroeconomics	Economics 7	3	50	3	D2
Principles of Management	Management 44	3	50	0	N/A
Principles of Marketing	Marketing 20	3	50	0	N/A
Principles of Microeconomics	Economics 8	3	50	3	D2
Social Sciences and History	Social Sciences and History (does not meet American History and Institutions requirements)	3 + 3	50	0	N/A
Spanish Language I	Spanish 1 and Spanish 2	5 + 5	50	0	N/A
Spanish Language II	Spanish 1, Spanish 2, Spanish 3 and Spanish 4	5+5+5+5	63	3	C2
Western Civilization I: Ancient Near East to 1648	History 4	3	50	3	C2 or D6
Western Civilization II: 1648 to the Present	History 5	3	50	3	D6





**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 (CSU)

CSU Website: [www.csu.mentor.edu](http://www.csu.mentor.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 (2.4 for California non-residents). 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. 9 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. Coursework completed at foreign institutions may not be used for CSU GE certification.

### 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 (3 semester units or 4-5 quarter units each).
  - Complete one transferable course in mathematical concepts and quantitative reasoning (3 semester or 4-5 quarter units).
  - Complete four transferable college courses (3 semester or 4-5 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 3 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 3 semester or 4-5 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 2013 must follow the 2013-2014 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. Coursework completed at foreign institutions may not be used for IGETC certification.

### 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 WebAdvisor 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.org](http://www.aiccu.org).



Associate Degree  
for Transfer™

## ASSOCIATE DEGREES FOR TRANSFER

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://californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx>.

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.

## ADMINISTRATION OF JUSTICE

**AS643 (IGETC)**

**AS642 (CSUGE)**

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/JUS-12	Introduction to Criminalistics	3
ADJ-13	Criminal Investigation	3
ADJ-20	Introduction to Corrections	3

Electives List B (6 units)		Units
PSY-1	General Psychology	3
SOC-1/1H	Introduction to Sociology	3
SOC-20	Introduction To Criminology	3
SOC-50	Introduction to Social Research Methods	3

### 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. (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 AA588 (IGETC) AA587 (CSUGE)

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	3
COM-9/9H	Interpersonal Communication	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 taken in group A		
COM-7	Oral Interpretation of Literature	3
COM-12	Intercultural Communication	3

Electives Group C (3-4 units)		Units
Any COM course not taken in group A or B above		1-3
COM-5	Parliamentary Procedure	1
COM-11	Storytelling	3
COM-13	Gender and Communication	3
COM-19	Reader’s Theater	3
ANT-2	Cultural Anthropology	3
JOU-7	Mass Communications	3
PSY-1	General Psychology	3
SOC-1/1H	Introduction to Sociology	3

### 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. (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).

### EARLY CHILDHOOD EDUCATION AS530 (IGETC) AS529 (CSUGE)

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.

<u>Required Courses (25 units)</u>		<u>Units</u>
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 Children of Teaching Young	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3

### 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. (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

**AA649 (IGETC)**  
**AA648 (CSUGE)**

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.

<u>Required Courses (19 units)</u>		<u>Units</u>
ENG-1B/1BH*	Critical Thinking and Writing	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

<u>List A Choose two courses from the following (6 units):</u>		<u>Units</u>
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

<u>List B Choose two courses from the following (6 units)</u>		<u>Units</u>
Any course from List A not already used		
ENG/HUM-8*	Introduction to Mythology	3
ENG-11*	Creative Writing	3
ENG-16*	Introduction to Language	3
ENG-44*	Poetry from the Twentieth Century to the Present	3

<u>List C Choose one course from the following (3 units)</u>		<u>Units</u>
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-13	Introduction to Playwriting	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-26*	The Literature of Mysticism, Meditation, and Madness	3
ENG-30*	Children's Literature	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
ENG-49	Introduction to the One-Hour Teleplay	3

\*Courses may be double counted within CSUGE/IGETC.

### 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. (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).

**JOURNALISM**

**AA671 (IGETC)**

**AA670 (CSUGE)**

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	News Writing	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	4
ENG-11*	Creative Writing	3
PHI-11*	Critical Thinking	3
or one from the following:		
PHO-8	Introduction to Photography	3
PHO-20	Digital Photography	3

\*Courses may be double counted within CSUGE/IGETC.

**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. (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).

**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 in 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. Careers for music graduates typically include performing, teaching, conducting, music production (recording) and composing/arranging.

**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.

Required Courses (24 units)		Units
Theory: (16 units)		
MUS-3*	Fundamentals of Music	4
MUS-4*	Music Theory I (includes Musicianship)	4
MUS-5	Music Theory II (includes Musicianship)	4
MUS-6	Music Theory III (includes Musicianship)	4
Applied Music: 1 unit per semester:		4
MUS 87	Applied Music Training, 1 unit per semester	4

Ensemble: 1 unit per semester:		4
MUS-27	Amadeus Chamber Ensemble	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-85	Summer Chamber Ensembles	1
MUS-86	Summer Instrumental Ensembles	1
MUS-95	Community Symphony Band	1
MUS-P36	Piano Ensemble	1
MUS-P44	Jazz Lab Band	1
MUS-P84	Jazz Lab Orchestra	1

\*Courses may be double counted within CSUGE/IGETC.

Notes: Students in the Associate in Arts in Music for Transfer degree should be encouraged to study the courses below as additional preparation for upper-division music study:

(1) Music History/Literature: Many 4-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 4-year institutions require that lower-division students pass a keyboard proficiency exam. The following courses are recommended to prepare students for the exam (4 units chosen from the following):

MUS-32A, Class Piano I, 1 unit

MUS-32B, Class Piano II, 1 unit

MUS-32C, Class Piano III, 1 unit

MUS-32D, 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 a minimum of 18 semester units or 27 quarter units in the major as determined by the community college district 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. (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)

## SOCIOLOGY

### AA696 (IGETC) AA695 (CSUGE)

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 units)

		Units
SOC-1/1H	Introduction to Sociology	3
Electives	from Group A	6
Electives	from Group B	6
Electives	from Group C	3

### Electives Group A (6 units)

		Units
SOC-2	American Social Problems	3
MAT-12/12H	Statistics	3
SOC-50	Introduction to Social Research Methods	3

### Electives Group B (6 units)

		Units
SOC-10	Race and Ethnic Relations	3
SOC-12	Marriage Family Relations	3
SOC-20	Introduction to Criminology	3

### Electives Group C (3 units)

		Units
SOC-3	Social Inequality	3
SOC-15	Women in American Society	3
ANT-2	Cultural Anthropology	3
PSY-1	General Psychology	3
PSY-8	Introduction to Social Psychology	3

### 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. (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.)

## THEATRE ARTS

### AA748 (IGETC) AA747 (CSUGE)

An Associate of 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	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-25	Makeup for the Stage	3
THE-33	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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Theatre Arts for Transfer degree (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 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.)



**RIVERSIDE CITY COLLEGE**  
**California State University General Education Requirements**  
**2013-2014**

To obtain a Bachelor's degree from a CSU campus, you must complete 48 semester units of general education, nine of which must be upper division units. Riverside Community College may certify a maximum of 39 units as having fulfilled the CSU lower division general education requirements. Grades of 'C' or better must be earned in 30 of these 39 units. All students are strongly advised to complete all the requirements prior to transfer.

**A. English Language Communication and Critical Thinking (min. 9 units) \*\*\*\*must be completed prior to transfer!**

Select one course from each area. Grades of 'C' or better are required.

1. **Oral Communication:** Communication Studies (formerly SPE) 1 or 1H,6,9 or 9H
2. **Written Communication:** English 1A or 1AH
3. **Critical Thinking:** Communication Studies (formerly SPE) 2,3; English 1B or ENG 1BH; Philosophy 11,32/MAT 32, Reading 4

**B. Scientific Inquiry and Quantitative Reasoning (min. 10 units) \*\*\*\*Math must be completed prior to transfer!!**

Select one course from areas 1,2 and 4. At least one of the science courses must have a lab---see underlined courses.

1. **Physical Science:** Astronomy 1A,1B; CHE 1A or 1AH,1B or 1BH,2A,2B,3,10,12A,12B; Geography 1,1H,1/1L,1H/1L,5; Geology 1,1/1L,1B,2,3; Oceanography 1,1/1L; Physical Science 1,5; Physics 2A,2B,4A,4B,4C,4D,10,10/11
2. **Life Science:** Anatomy and Physiology 2A,2B,10; Anthropology 1; Biology 1,1H,2A,2B,3,5,6,7,8,9,10,11,12,17,34,36; Microbiology 1; Psychology 2
3. **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.
4. **Mathematics/Quantitative Reasoning** (grade of 'C' or better is required): Math 1A,1B,1C,2,3,4,5,6/CSC 6,10,11, 12 or 12H,25,36

**C. Arts and Humanities (min. 9 units)**

Select 3 courses, at least one course from each area:

1. **Arts:** Art 1,2,2H,5,6 or 6H,7,8,9,10,12; Communication Studies 11; Dance 6; Film Studies 1,2,3,4,5; Film, Television and Video 65; Music 6,19,20,21,22,23,25,26,89; Theater Arts 3,29
2. **Humanities:** American Sign Language 1,2,3,4,5; Arabic 1,2,3,8,11; Art 4; Chinese 1,2,11; English 1B or 1BH, 6,7,8,9, 11,12,14, 15,16,18,20,23,25,26,30,34,35,40,41,44,45,48; Film Studies 5,6,7,8; Film, Television and Video 12; French 1,2, 3,4,8,11; German 1,2,3,11; Greek 1,2; History 1,2,4,5,6\* or 6H\*,7\* or 7H,8,9,11,12,14,15,19,21,22,23,25,26,28,29,30, 31,34,35; 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,12,13,14,15, 19,20,21,22,33,35; Portuguese 1,2; Russian 1,2,3,11; Spanish 1 or 1H,1A,1B,2,3,3N,4,8,11,12

**D. Social Sciences (min. 9 units)**

Select at least one course from two different areas:

1. **Anthropology and Archeology:** Anthropology 2,3,5,6,7,8,21
  2. **Economics:** Economics 4,5,7 or 7H,8; Political Science/Economics 6
  3. **Ethnic Studies:** Anthropology 4; History 14,15,28,29,30,31; Sociology 10
  4. **Gender Studies:** Communication Studies 13; History 34; Sociology 15,25
  5. **Geography:** Geography 2,3,4,6
  6. **History:** History 1,2,4,5,6\* or 6H\*,7\* or 7H\*,8,9,11,12,19,21,22,23,25,26,35; Military Science 1,2; Chemistry 17
  7. **Interdisciplinary Social or Behavioral Science:** Communications 9 or 9H,12; Early Childhood Studies 20,42; Film, Television & Video 41
  8. **Political Science, Government and Legal Institutions:** Political Science 1\* or 1H\*,2 or 2H,3,4 or 4H,5,7ABCD,8, 10ABCD,11,12,13; Political Science/Economics 6
  9. **Psychology:** Psychology 1,8,9,33,35,50
  0. **Sociology and Criminology:** Sociology 1,2,3,12,20,25,45,50
- Courses designated with an asterisk (\*) may also be used to satisfy the U.S. History, Constitution and Government requirement.

**E. Lifelong Learning and Self-Development (min. 3 units)**

Select one course from:

Biology 30; Early Childhood Studies 20,42; Guidance 47; Health Science 1; Kinesiology 4,35,36; Psychology 9,33; Sociology 12

**\*United States History, Constitution and Government (6 units)**

Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government. **One course chosen from HIS 6 or 6H or 7 or 7H or HUM 16 may be applied toward completion of the nine units required under Area C. A different course chosen from HIS 6 or 6H or 7 or 7H or POL 1 or 1H 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 or Humanities 16

**2. Constitution and Government (3 units)**

Political Science 1 or 1H

**NOTE: Transfer students are required to complete both the general education and lower division major requirements. Make an appointment with your counselor to complete a Student Educational Plan (SEP).**

*Students planning to transfer to Cal Poly Pomona or Cal Poly San Luis Obispo have specific general education requirements which must be taken based upon their major. See your counselor to ensure proper academic planning.*



**RIVERSIDE CITY COLLEGE**  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**  
**FOR TRANSFER TO CSU AND UC**  
**2013-2014**

**If you choose to follow IGETC, you must complete it before you transfer;** otherwise you will be required to satisfy the specific lower division general education requirements of the university or college of transfer. 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. **Transfer students will receive IGETC certification after completing all the subject areas below with a min. “C” grade or better.**

**IGETC certification is valid for community college students only. Those who have already transferred to the CSU/UC systems may not return to RCC to complete IGETC requirements.**

1. **ENGLISH COMMUNICATION (3 courses; 9 semester, 12-15 quarter units)**  
CSU --- 3 courses required; one from each group  
UC --- 2 courses required; one from group a and one from group b
  - a. English Composition: English 1A or 1AH
  - b. Critical Thinking--English Composition: English 1B (must be taken Fall '93 or later) or 1BH
  - c. Oral Communication: Communication Studies (formerly Speech) 1 or 1H,6,9 or 9H (CSU requirement only)
  
2. **MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course; 3 semester, 4-5 quarter units)**  
 Math +1A,1B,1C,2,3,4,+5,+10,+11,12 or 12H,25; Math/Computer Science 6
  
3. **ARTS AND HUMANITIES (3 courses; 9 semester, 12-15 quarter units)**  
 3 courses required with at least one course from the Arts and one from the Humanities.
  - a. Arts: Arabic 11; Art 1,2,5,6 or 6H,7,8,9,10,12; Chinese 11; Dance 6; Film Studies 1,2,3,4,5; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3,4,5,6,19,20,21,22,23,25,26,89; Russian 11; Theater Arts 3,29
  - b. Humanities: American Sign Language \*3; Arabic \*2,\*3,8; Art 4; Chinese \*2; Communication Studies \*12; English 6,7,8,9,14,15,18,20,23,25,26,35,40,41,44,45,48; Film Studies 6,7,8; French \*2,\*3,\*4,8; German \*2,\*3; Greek \*2; History \*1,\*2,\*4,\*5,\*6 or \*6H,\*7 or \*7H,\*8,\*9,\*11,\*12,\*14,\*15,\*19,\*21,\*22,\*23,\*25,\*26,\*28,\*29,\*30,\*31,\*34,\*35; 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,12,13,14,19,20,21,22,33,35; Portuguese \*2; Russian \*2,\*3; Spanish \*2 or 2H,\*3,\*3N,\*4,8,11,12
  
4. **SOCIAL AND BEHAVIORAL SCIENCES (3 courses; 9 semester, 12-15 quarter units)**  
 Choose from at least two academic disciplines.  
 Anthropology \*1,2,3,4,5,6,7,8,21; Chemistry 17; Communication Studies \*12,13; Early Childhood Studies 20; Economics +4,5,7,7H,8; Economics/Political Science 6; Geography 2,3,4,6; History \*1,\*2,\*4,\*5,\*6 or \*6H,\*7 or \*7H,\*8,\*9,\*11,\*12,\*14,\*15,\*19,\*21,\*22,\*23,\*25,\*26,\*28,\*29,\*30,\*31,\*34,\*35; Military Science \*1,\*2; Political Science 1 or 1H,2 or 2H,3,4 or 4H,5,11,13; Political Science/Economics 6; Psychology 1,\*2,8,9,33,35; Sociology 1,2,3,10,12,15,20,50
  
5. **PHYSICAL AND BIOLOGICAL SCIENCES (At least 2 courses: 7-9 semester, 9-12 quarter units)**  
 Choose at least one Physical Science and one Biological Science course. One of the 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,1/1L,1H/1L,5; Geology 1,1/1L,1B,3; Oceanography 1,1/1L; Physical Science +1,5; Physics +2A,+2B,+4A,+4B,+4C, 4D,+10,+10/11
  - b. Biological Science: Anatomy and Physiology 2A,2B; Anthropology \*1; Biology 1,2A,2B,3,5,+6,7,+8,9,+10,11,12,17,30,34,+36; Microbiology 1; Psychology \*2
  - c. Laboratory: Complete one underlined course
  
6. **LANGUAGE OTHER THAN ENGLISH (one course - UC requirement only)**
  - a. American Sign Language 1,2,\*3,4; Arabic 1,\*2,\*3; Chinese 1,\*2; French 1,\*2,\*3,\*4; German 1,\*2,\*3; Greek 1,\*2; 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 or 2H,\*3,\*3N,\*4  
 OR
  - b. Proficiency equivalent to two years of high school in the same language

\*Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.

+Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.

### CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

(not part of IGETC; recommend completion before transferring)

Complete one course from area a and one from area b:

- a. History 6 or 6H or 7 or 7H or Humanities 16
- b. Political Science 1 or 1H

#### 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 breadth/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. The following UC campuses have further limitations:

**Berkeley:** IGETC is acceptable for all majors in the College of Letters and Science. The Haas School of Business and the colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general IGETC is not appropriate for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower-division major requirements must still be satisfied. For more information, check with the college or visit the [ASSIST](#) website.

**Davis:** IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degrees and high-unit majors often have many courses of lower-division preparation. In these cases, the UC Davis GE pattern is the best choice. Students in the College of Engineering who have satisfied IGETC are still required to complete two upper-division general education courses at UC Davis.

**Irvine:** All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

**Los Angeles:** The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

**Merced:** The School of Engineering and the School of Natural Sciences do not recommend IGETC.

**Riverside:** The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC as satisfying the majority of the college’s breadth requirement for transfer students. Some additional breadth coursework may be required after enrollment (for details, see the [Bourns College of Engineering Breadth Requirements](#)). However, prospective students are strongly encouraged to focus on preparation coursework for their desired major, such as mathematics, science and other technical preparation coursework. Strong technical preparation is essential for success in the admission process and subsequently, in all coursework at Bourns. The College of Natural and Agricultural Sciences does not accept IGETC although courses taken to satisfy IGETC may be applied toward the college’s breadth pattern. The College of Humanities, Arts, and Social Sciences and the School of Business Administration accept IGETC.

**San Diego:** IGETC is accepted by John Muir, Earl Warren, Thurgood Marshall and Sixth colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle colleges; however, they must also fulfill the specific general education requirements for those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major.

**Santa Barbara:** Students who transfer into the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements. Students planning to transfer into a major in computer science or the biological or physical sciences must be careful to complete lower-division major prerequisites to ensure competitiveness and make normal, timely progress through the major. Transfer students in the College of Engineering are encouraged to focus on the preparation for their major rather than on general education requirements. As part of their general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper-division coursework after transferring.

**Santa Cruz:** Students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC as it will not provide students with enough lower division preparation for their majors.





**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.

## 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.

## 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.

## 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.

### 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	Early Childhood Education
Administration of Justice	Education
Air Conditioning and Refrigeration	Electronics
Applied Digital Media and Printing	Engineering
Architecture	Film, Television and Video
Art	Fire Technology
Automotive Body	Human Services
Automotive Technology	Journalism
Biotechnology	Kinesiology
Business Administration	Machine Shop
Community Interpretation	Management
Computer Applications and Office Technology	Manufacturing
Computer Information Systems	Marketing
Construction Technology	Medical Assisting
Cosmetology	Music
Dance	Nursing
Dental Hygiene	Paralegal Studies
Dental Technology	Photography
	Real Estate
	Theater Arts
	Welding

## HIGH SCHOOL COURSES

### Foreign Languages

Two years of high school study in the same language with an earned grade of "C" or better for each course are equivalent to the first level of the same language at RCCD (for example, two years of Spanish in high school are equal to Spanish I at RCCD.)

### Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the web at <http://www.rcc.edu/services/assessment/chemistry.cfm>.

### Articulated Courses

The Riverside Community College District (RCCD) and Secondary Education District articulation process provides a method by which college credit can be given for articulated high school and ROP courses, thereby creating a seamless transition from secondary to post-secondary education. Articulation means an agreement has been reached and the student will receive college credit for a specific high school or ROP course(s). Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, correlating grade requirements, and instructions on how to receive credit by going to [www.explorecte.com/articulation](http://www.explorecte.com/articulation).

For further information or assistance, please contact the Career and Technical Education Projects office, 951-222-8963.

## ALVORD UNIFIED SCHOOL DISTRICT

Accounting Principles (CAT/ACC 55)  
 Anatomy/Physiology (AMY 10)  
 Architectural Design 1 (ARE 24)  
 CADD Computer Aided Drafting and Design (ENE 30)  
 Computer Keyboarding (CAT 53)  
 Drafting 2 (ENE 21)  
 Web Design (ADM 74)  
 Word Processing (CAT 50)



**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

EMT (EMS 50 &amp; EMS 51)

**COLTON JOINT UNIFIED SCHOOL DISTRICT**

Advanced Keyboarding/Computer Literacy (CAT 50)

Microsoft Word (CAT/CIS 34A)

**CORONA NORCO UNIFIED SCHOOL DISTRICT**

Anatomy/Physiology 1A/1B (AMY 10)

Architecture Design 1A-1B (ARE 24 &amp; ARE 25)

Auto 2A/2B (AUT 50)

Business Procedures (CAT 61)

Computer Aided Drafting 2A-2B (ENE 42)

Design Manufacturing Technology 1A &amp; 1B (MAN 52)

Electronics 1A-1B (ELE 21)

Introduction to Engineering &amp; Architecture 1A-1B (ENE 21 &amp; ENE 30)

Photography 1A &amp; 1B (PHO 8)

Technology Applications 2A/2B (CIS 1A)

**COLTON REDLAND YUCAIPA ROP (CRY-ROP)**

American Sign Language II (AML 1)

Automotive General Service Technician (AUT 50)

CISCO Internetworking Level 1 (CIS 26A)

CISCO Internetworking Level 2 (CIS 26B)

CISCO Internetworking Level 3 (CIS 26C)

CISCO Internetworking Level 4 (CIS 26D)

Construction Technology (CON 60)

Desktop Publishing &amp; Printing (ADM 1)

Fundamental Webpage Design (ADM 74)

Microsoft Office (CAT/CIS 93)

The Art of Animation (ART 44)

Welding Occupations (WEL 15)

**CALIFORNIA SCHOOL FOR THE DEAF**

Construction Technology (CON 60)

**JURUPA UNIFIED SCHOOL DISTRICT**

Accounting 1 (CAT/ACC 55)

Auto 1 (AUT 50)

Digital Photo 1 (PHO 20)

Introduction to Business 1 &amp; 2 (BUS 10)

Photography 1 (PHO 8)

Photography 2 (PHO 9)

Television Broadcasting (FTV 67)

Video Production (FTV 67)

Web Design (ADM 74)

**LAKE ELSINORE UNIFIED SCHOOL DISTRICT**

Advanced Engineering Design w/Solidworks (ENE 42)

Design 2 (ADM 71)

Manufacturing &amp; Materials Engineering 1 (WEL 34)

Manufacturing &amp; Materials Engineering 2 (WEL 35)

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**

Advanced Engineering Drawing (ENE 31)

Accounting 1 (CAT/ACC 55)

Anatomy and Physiology (AMY 10)

Architecture Design (ARE 24)

Automotive Technology I &amp; II (AUT 50)

Digital Electronics (ELE 25)

Engineering Drawing 1 &amp; 2 (ENE 21)

Healthcare Level 1&amp;2 (HET 79)

Photography 101 (PHO 8 &amp; PHO 9)

Principles of Engineering (ENE 10 &amp; ENE 60)

Web Design (ADM 74)

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**

Automotive Technology (AUT 50)

Drafting 1 (ENE 21)

**NUVIEW UNION SCHOOL DISTRICT**

American Sign Language (AML 1)

Anatomy and Physiology (AMY 10)

Computer 1 (CAT/CIS 93)

Photography (PHO 20)

**RIVERSIDE COUNTY OFFICE OF EDUCATION CTE/ROP**

Allied Health Occupations (HET 79)

Auto Collision &amp; Refinishing (AUB 50)

Automotive Technology (AUT 50)

CIS Microsoft Office Tools I (CAT/CIS 34A)

CIS Microsoft Office Tools II (CAT/CIS 98A)

Construction Technology (CON 60)

Digital Imaging (ADM 71)

Digital Photography I (PHO 20)

Emergency Medical Tech (EMS 50 &amp; 51)

Graphics Technology (ADM 1)

Maintenance Mechanics (MAN 60 &amp; MAN 61)

Masonry Occupations (CON 81, 82, 83, 84, 85, &amp; 86)

Nurse Assistant (HET 80)

TV/Video Level I (FTV 67)

Website Design &amp; Development (ADM 74)

**REDLANDS UNIFIED SCHOOL DISTRICT**

Advanced Multimedia Design #0962 (FTV 67)

**RIVERSIDE UNIFIED SCHOOL DISTRICT**

Advanced Digital Video Production or Media/Arts Academy III (FTV 67)

Advanced Web Design (ADM 74)

Anatomy and Physiology (AMY 10)

Beginning Computer Class (CAT/CIS 93)

CCNA 1 (CIS 26A)

CCNA 2 (CIS 26B)

Certified Nursing Assistant (HET 80)

Digital Electronics (ELE 25)

Health &amp; Bioscience Academy I (FIT E2A)

Health &amp; Bioscience Academy II (HET 79 &amp; MDA 1A)

Keyboarding/Tech Tool I (CAT 50)

Medical Assistant Course A: Front &amp; Back Office (MDA 54)

Medical Terminology (MDA 1A)

Principles of Engineering (ENE 10 &amp; ENE 60)

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Adobe Prep I &amp; II (ADM 71)

Automotive Technology A &amp; B (AUT 50)

CISCO Academy 1A (CIS 26A)

CISCO Academy 1B (CIS 26B)

CISCO Academy 2A (CIS 26C)

CISCO Academy 2B (CIS 26D)

Construction Occupations A/B (CON 60)

Introduction to Accounting (CAT/ACC 55)

### **SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS (SBCSS) ROP**

Computer Aided Drafting (ENE 21 & ENE 30)

### **TEMECULA VALLEY UNIFIED SCHOOL DISTRICT**

American Sign Language 2 (AML 1)

### **VAL VERDE UNIFIED SCHOOL DISTRICT**

Anatomy and Physiology (AMY 10)

Business Computers (CAT/CIS 3)

CISCO Academy 1A (CIS 26A)

CISCO Academy 1B (CIS 26B)

CISCO Academy 2A (CIS 26C)

CISCO Academy 2B (CIS 26D)

Computer Essentials (CAT/CIS 34A)

Web Page Design & Development (ADM 74)

## **CAREER AND TECHNICAL EDUCATION PROGRAMS**

Riverside City College offers Associate in 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 in 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.

## **ASSOCIATE IN 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 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.



Program	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494	NAA494*	AA494*
American Studies			•	MAA492		AA492*
Communications, Media & Languages			•	MAA495	NAA495*	AA495*
Fine & Applied Arts			•	MAA496	NAA496*	AA496*
Humanities, Philosophy & Arts			•	MAA497	NAA497*	AA497*
Kinesiology, Health and Wellness			•	MAA498	NAA498*	AA498*
Social & Behavioral Studies			•	MAA499	NAA499*	AA499*
Math and Science			•	MAS493	NAS493	AS493*
 Associate Degree for Transfer™						
Administration of Justice						
With CSUGE pattern						AS642*
With IGETC pattern						AS643*
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
English						
With CSUGE pattern			•		NAA648*	AA648*
With IGETC pattern			•		NAA649*	AA649*
Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Music						
With CSUGE pattern			•			AA704*
With IGETC pattern			•			AA705*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Studio Arts						
With CSUGE pattern			•		NAA693*	
With IGETC pattern			•		NAA694*	
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*

\*50% or more of the certificate/degree may be completed online

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504/MCE504	NAS504/NCE504	AS504*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•				NCE785	CE785
Law Enforcement		•	•	MAS563/MCE563		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>		•	•			AS653/CE653
Basic Electronic Prepress	•					CE822
Basic Graphic Design	•					CE823
New Media and Interactive Design	•					CE821
<b>ARCHITECTURE</b>		•	•		NAS509/NCE509	
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Body Repair		•	•			AS511/CE511
Automotive Trim and Upholstery		•	•			AS516/CE516
Electrical		•	•			AS513/CE513
Ford Specialty			•			AS519
General Motors Specialty			•			AS583
Mechanical		•	•			AS515/CE515
<b>BANK OPERATIONS</b>	•					CE625*
<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523/MCE523	NAS523/NCE523	AS523/CE523
Banking and Finance Concentration		•	•			AS631*/CE631*
General Business Concentration		•	•	MAS524/MCE524	NAS524/NCE524*	AS524*/CE524*
Human Resources Concentration		•	•		NAS623/NCE623*	AS623/CE623
Logistics Management Concentration		•	•		NAS580/NCE580*	
Management Concentration		•	•	MAS521/MCE521	NAS521/NCE521*	AS521*/CE521*
Marketing Concentration		•	•	MAS525/MCE525	NAS525/NCE525*	AS525*/CE525*
Real Estate Concentration		•	•	MAS527/MCE527	NAS527/NCE527*	AS527/CE527
Entrepreneurship		•	•			AS531*/CE531*
Insurance		•	•			AS629*/CE629*
International Business	•					CE627*
Operations and Production Mgmt	•					CE833*
Real Estate Salesperson and Transaction	•				NCE854	
<b>COMMERCIAL MUSIC</b>		•	•		NAA645/NCE645	
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557/MCE557		

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Executive Office Management		•	•			AS639*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Office Fast-Track	•					CE812*
Virtual Assistant	•					CE677*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726/MCE726	NAS726/NCE726	AS726*/CE726*
Computer Programming		•	•	MAS728/MCE728	NAS728/NCE728	AS728*/CE728*
Desktop Publishing		•	•		NAS647/NCE647*	
E-Commerce	•					CE807*
Java Programming	•				NCE809	CE809*
Mobile Application Development		•	•		NAS725/NCE725	
Relational Database Mgmt Tech	•					CE816*
Simulation and Gaming		•	•	MAS739/MCE739	NAS739/NCE739	
Systems Development	•					CE806*
Web Master-Web Designer	•			MCE820	NCE820	CE820*
Web Master-Web Developer	•			MCE843	NCE843	CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NCE532	
<b>COSMETOLOGY</b>		•	•			AS534/CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician	•					CE673
<b>CULINARY ARTS</b>		•	•			AS561/CE561
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724		
<b>DENTAL LABORATORY TECHNOLOGY</b>		•	•	MAS723/MCE723		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544/MCE544	NAS544/NCE544	AS544*/CE544*
ECE/Asst Teacher	•			MCE795	NCE795	CE795*
ECE/Twelve Core Units	•			MCE797	NCE797	CE797*
Early Childhood Intervention Asst		•	•	MAS601/MCE601	NAS601/NCE601	AS601/CE601*
Infant and Toddler Specialization	•			MCE681	NCE681	CE681
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603/MCE603*		AS603*/CE603*

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>ELECTRONICS TECHNOLOGY</b>						
Digital Electronics		•	•		NAS656/NCE656	
Electronics Technology		•	•		NAS546/NCE546	
Green Technician	•				NCE856	
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MCE585		
<b>ENGINEERING</b>						
Civil Engineering Technician		•	•		NAS550/NCE550	
Engineering Graphics	•				NCE796	
Engineering Technology			•		NAS551	
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641/CE641
<b>FIRE TECHNOLOGY</b>		•	•	MAS555/MCE555		
Chief Officer		•	•	MAS826/MCE826		
Fire Officer		•	•	MAS827/MCE827		
Firefighter Academy		•	•	MAS669/MCE669		
<b>HUMAN SERVICES</b>		•	•	MAS663/MCE663		AS663/CE663
Employment Support Specialization	•			MCE802		CE802
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597/CE597
Coaching Emphasis		•	•			AS599/CE599
Fitness Professions Emphasis		•	•			AS595/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579/NCE579	
<b>MANUFACTURING TECHNOLOGY</b>						
Automated Systems Technician		•	•		NAS737/NCE737	
Computer-Aided Production Technology	•				NCE799	
Computer Numerical Control Programming		•	•		NAS655/NCE655	
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718/MCE718		
Medical Transcription		•	•	MAS701/MCE701		
<b>MUSIC</b>			•	MAA564		AA680
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586
Vocational Nursing		•	•			AS588/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*
<b>PHOTOGRAPHY</b>		•	•			AS592/CE592

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
PHYSICIAN ASSISTANT		•	•	MAS501/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536/NCE536	AS536*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505/CE505
SIMULATION AND GAME DEVELOPMENT						
Game Art: 3D Animation		•	•		NAS686/NCE686	
Game Art: Character Modeling		•	•		NAS687/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NCE688	
Game Art Core	•				NCE855	
Game Audio		•	•		NAS684/NCE684	
Game Design		•	•		NAS685/NCE685	
Game Programming		•	•		NAS691/NCE691	
SPEECH LANGUAGE PATHOLOGY ASSISTANT		•	•	MAS697/MCE697		
SUPPLY CHAIN TECHNOLOGY		•	•		NAS608/NCE608	
WELDING TECHNOLOGY		•	•			AS606/CE606
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

\*50% or more of the certificate/degree may be completed online

Location	Program & Program Code	Locally Approved Certificate	State Approved Certificate	Associate Degree
<b>MORENO VALLEY COLLEGE</b>				
Ben Clark Training Center				
	Administration of Justice MAS504/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement MAS563/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic MAS585/MCE585		•	•
	Fire Technology MAS555/MCE555		•	•
	Chief Officer MAS826/MCE826		•	•
	Fire Officer MAS827/MCE827		•	•
	Firefighter Academy MAS669/MCE669		•	•

## PROGRAMS AND CERTIFICATES

R=Riverside; M=Moreno Valley; N=Norco

### ACCOUNTING

See [BUSINESS ADMINISTRATION](#)

### ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE (MNR) **AS504/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/JUS-1	Introduction to the Administration of Justice	3
ADJ/JUS-2	Principles and Procedures of the Justice System	3
ADJ/JUS-3	Concepts of Criminal Law	3
ADJ/JUS-4	Legal Aspects of Evidence	3
ADJ/JUS-5	Community Relations	3
Electives	Choose from elective courses in the discipline	12

#### Associate in Science Degree

The Associate in 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 in 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/JUS-2	Principles and Procedures of the Justice System	3
ADJ/JUS-3	Concepts of Criminal Law	3
ADJ/JUS-13	Criminal Investigation	3
ADJ/JUS-14	Advanced Criminal Investigation	3
ANT-10	Forensic Anthropology	3

**INVESTIGATIVE ASSISTANT (NR) 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/JUS-3	Concepts of Criminal Law	3
ADJ/JUS-4	Legal Aspects of Evidence	3



ADJ/JUS-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/JUS-1	Introduction to the Administration of Justice	3
ADJ/JUS-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
or		
HMS-5	Introduction to Evaluation and Counseling	3

**AIR CONDITIONING AND REFRIGERATION**

**AIR CONDITIONING AND REFRIGERATION (R) AS596/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 (26-27 units)	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
<hr/>		
Electives (2-3 units)		
CON-62	Blueprint Reading	3
WEL-34	Metals Joining Processes	2

**Associate in Science Degree**

The Associate in 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**

**APPLIED DIGITAL MEDIA AND PRINTING (R) AS653/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 a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- 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 an offset printing press.
- Demonstrate proper set-up, safe operation, and clean-up of finishing 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 careers in such positions as: graphic designer, web designer, illustrator, advertising designer, animator, prepress operator, press operator, bindery/finishing technician, and management.

Required Courses (34 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-25	Adobe Acrobat	1
ADM-55	Management and Estimating in the Graphics/Design Industry	3
ADM-58	Paper and Inks for Multi-purposed Design	1
ADM-63	Adobe InDesign	3
ADM-70	Project Design and Production	3
ADM-71	Adobe Photoshop	3
ADM-80	Introductory Digital Darkroom	3
ADM-85	Beginning Offset Presswork	3
ADM-89	Applied Digital Media Portfolio	1
Electives	(Choose from list below)	10
Electives (10 units)		
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-67	WEB Animation with Flash	3
ADM-68	3D Animation with Maya I	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-72	Advanced Photoshop	3
ADM-74	Dreamweaver for Graphic Designers	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3
ADM-77B	Advanced Adobe Illustrator	3
ADM-86	Advanced Offset Presswork and Finishing	3
ADM-88	3D Animation with Maya II	3
ADM-200	Applied Digital Media and Printing Work Experience	1-2-3-4
ART-22	Basic Design	3
ART-36	Computer Art	3
ENG-17	Literary Magazine Production	2
FTV-64	Digital Editing Principles and Techniques	3
PHO-20	Introduction to Digital Photography	3

### Associate in Science Degree

The Associate in Science Degree in Applied Digital Media 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 in Science Degree:*

### BASIC ELECTRONIC PREPRESS (R) CE822

This program prepares students for an entry-level position as an electronic prepress operator in printing and related industries. Emphasis is placed on digital workflow, including file creation, troubleshooting, preflighting, proofing, packaging, PDF generation, and color management, using the latest equipment and software available, within a live production facility.

### 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.
- 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 an offset printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-71	Adobe PhotoShop	3
ADM-80	Introductory Digital Darkroom	3
ADM-85	Beginning Offset Presswork	3

### BASIC GRAPHIC DESIGN (R) CE823

This program prepares students for a career in 2-dimensional graphic design, emphasizing layout, font choices, 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.
- 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 an offset printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-71	Adobe PhotoShop	3
ADM-77A	Adobe Illustrator	3
ART-22	Basic Design	3

**NEW MEDIA AND INTERACTIVE DESIGN (R) CE821**

This program prepares students for a wide variety of careers in the new media and interactive design fields. This includes instruction in web design, web animation, photo manipulation, 3D animation, motion graphics, and compositing, 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 a WEB animation using Adobe Flash’s panels, commands, and interface.
- Combine and edit 2D animated sequences, and create motion graphics in video and film using Adobe After Effects.
- Create 3D models and environments using various techniques with Autodesk Maya.
- Design and create functional web pages and websites with a professional appearance using Adobe Dreamweaver.

Required Courses (17 units)		Units
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-67	Web Animation with Flash	3
ADM-68	3D Animation with Maya I	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe PhotoShop	3
ADM-74	Dreamweaver for Graphic Designers	3
ADM-89	Applied Digital Media Portfolio	1

**ART**

*The following certificates may lead to employment competency, but do not lead to an Associate in 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-40	Figure Drawing	3
or		
ART-41	Figure Painting	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-36	Computer Art	3
ADM-67	WEB Animation with Flash	3
ADM-68	3D Animation with Maya I	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-88	3D Animation with Maya II	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-35	Illustration	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
Digital Media Electives (Choose from list below)		3
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Digital Media Electives (3 units)		
ART-36	Computer Art	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71	Adobe Photoshop	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3

**AUTOMOTIVE TECHNOLOGY****AUTOMOTIVE TECHNOLOGY –****AUTOMOTIVE BODY REPAIR (R)****AS511/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).

Required Courses (30 units)		Units
AUB-50	Introduction to Automotive Body Technology	4
AUB-51	Intermediate Automotive Body Technology	4
AUB-52	Automotive Body Refinishing	4
AUB-53	Automotive Body Special Projects	4
AUB-54	Advanced Automotive Body and Frame	4
AUB-60	Automotive Trim and Upholstery, I	4
AUT-53A	Automotive Chassis and Alignment	4
WEL-34	Metal Joining Processes	2

**Associate in Science Degree**

The Associate in Science Degree in Automotive Technology-Automotive Body Repair 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/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 (26 units)		Units
AUB-50	Introduction to Automotive Body Technology	4
AUB-51	Intermediate Automotive Body Technology	4
AUB-52	Automotive Body Refinishing	4
AUB-53	Automotive Body Special Projects	4
AUB-60	Automotive Trim and Upholstery, I	4
AUB-61	Automotive Trim and Upholstery, II	4
WEL-34	Metal Joining Processes	2

**Associate in Science Degree**

The Associate in 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/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

**Associate in Science Degree**

The Associate in 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**

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

**Associate in Science Degree**

The Associate in 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 - GENERAL MOTORS SPECIALTY (R)****AS583**

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 Work Experience (must be taken four times)	2-2-2-2

**Associate in Science Degree**

The Associate in 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 - MECHANICAL (R) AS515/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

**Associate in Science Degree**

The Associate in 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.

**BANKING AND FINANCE**

*The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree.*

**BANK OPERATIONS (R) CE625**

This program prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. This includes instruction in communications and public relation skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial services.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe and analyze the roles of financial institutions in our economy and the services they provide.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.
- Research and analyze consumer decision parameters.

Required Courses (13 units)	Units
BAN-51 Principles of Banking	3
CAT-1A Business Etiquette	1
CAT-30 Business English	3
CAT-31 Business Communications	3
MKT-41 Techniques of Selling	3

**BUSINESS ADMINISTRATION**

**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 Introduction to Business	3
BUS-18A Business Law I	3
BUS-20 Business Mathematics	3
BUS-22 Management Communications	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.

**Associate in Science Degree**

The Associate in 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.

**ACCOUNTING CONCENTRATION (MNR) AS523/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	3
and	
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

**BANKING AND FINANCE CONCENTRATION (R) AS631/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
<hr/>		
BAN-51	Principles of Banking	3
BAN-52	Consumer Lending	3
and		
Select another 6 units from the following:		6
<hr/>		
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

**GENERAL BUSINESS CONCENTRATION (MNR) AS524/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 Businesses 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
Select another 12 units from the following:		12
<hr/>		
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



**HUMAN RESOURCES CONCENTRATION (NR) AS623/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
Required for this concentration	3
<hr/>	
MAG-56 Human Resources Management	3
and	
Select another 9 units from the following:	9
<hr/>	
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

**MANAGEMENT CONCENTRATION (MNR) AS521/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 Business 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
<hr/>	
MAG-44 Principles of Management	3
and	
Select another 9 units from the following:	9
<hr/>	
MAG-46 Contemporary Quality Systems Management	3
MAG/BUS-47 Applied Business and Management Ethics	3
MAG-53 Human Relations	3
MAG-56 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

**MARKETING CONCENTRATION (MNR) AS525/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 Business 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.

Business Administration Major Core Requirements	18
Required for this concentration	3
<hr/>	
MKT-20 Principles of Marketing	3
and	
Select another 9 units from the following:	9
<hr/>	
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

**REAL ESTATE CONCENTRATION (MNR) AS527/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 Business 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 prospective 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

**ENTREPRENEURSHIP (R) AS531/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.

Required Courses (24 units)		Units
BUS-10	Introduction to Business	3
MKT-20	Principles of Marketing	3
BUS-30	Entrepreneurship and Small Business Management	3
BUS/CAT/CIS-3	Computer Applications for Business	3
Electives	One course from each cluster is required	12
<b>Cluster 1</b>		
ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
BUS-20	Business Mathematics	3
<b>Cluster 2</b>		
BUS-18A	Business Law I	3
CAT-31	Business Communications	3
MAG-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
<b>Cluster 3</b>		
BUS-51	Principles of Electronic-Commerce	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3

**Associate in Science Degree**

The Associate in 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.



**INSURANCE (R)**

**AS629/CE629**

This program prepares individuals to manage risk in both personal and organizational settings to provide insurance and risk-aversion services to businesses, individuals, and other organizations. This includes instruction in casualty insurance and general liability, property insurance, employee benefits, social and health insurance, loss adjustment, underwriting, risk theory, and pension planning.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Analyze the needs of clients and match those needs to specific insurance products.
- Evaluate the insurance needs of a client and propose appropriate insurance products to fit those needs.
- Apply ethical principles when matching product features to client needs.
- Effectively select needs assessment instruments and appropriately advise clients on adequate coverage.

Required Courses (30 units)		Units
ACC-1A	Principles of Accounting, I	3
BUS-10	Introduction to Business	3
BUS-18B	Business Law, II	3
BUS-22	Management Communications	3
BUS-61	Introduction to Insurance	1
BUS-62	Personal Insurance Principles	3
BUS-63	Principles of Property and Liability Insurance	3
BUS-64	Commercial Insurance Principles	3
BUS-65	Insurance Codes and Ethics	1
BUS-66	Insurance Internship	1
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5
CIS-1A	Introduction to Computer Information Systems	3
or		
BUS/CAT/CIS-3	Computer Applications for Business	3

**Associate in Science Degree**

The Associate in Science Degree in Insurance 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 in Science Degree:*

**INTERNATIONAL BUSINESS (R)**

**CE627**

This program prepares individuals to manage international business and/or business operations. This includes instruction in the principles and processes of international business policies, business environments, foreign currency issues, foreign operations and management, foreign direct investment as well as other modes of entry, and applications for doing business in specific countries and markets.

**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	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
Group A Electives (Choose from list)		3
Group B Electives (Choose from list)		3
<b>Group A Electives</b>		
BUS-46	International Business-Intro to Import/ Exporting	3
BUS-48	International Management	3
BUS-90	International Logistics	3
COM-12	Intercultural Communication	3
ECO/POL-6	Introduction to Political Economy	3
ECO-7/7H	Principles of Macroeconomics	3

**Group B Electives**

CHI-11	Chinese Culture and Civilization	3
FRE-11	French Culture and Civilization	3
GER-11	German Culture and Civilization	3
ITA-11	Italian Culture and Civilization	3
JPN-11	Japanese Culture and Civilization	3
KOR-11	Korean Culture and Civilization	3
RUS-11	Russian Culture and Civilization	3
SPA-11	Spanish Culture and Civilization	3

**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
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

**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.

**EXECUTIVE OFFICE MANAGEMENT (R) AS639/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

**Associate in Science Degree**

The Associate in 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 in 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

**EXECUTIVE OFFICE PROFESSIONAL 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

**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

**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

#### OFFICE FAST-TRACK (R) CE812

This certificate prepares individuals to provide professional, entry-level skills, using basic business software, vocabulary and grammar fundamentals, and standards of behavior and etiquette in the workplace.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply business standards of acceptable behavior, communication, and etiquette to project a professional image.
- Apply grammar fundamentals, including proper sentence structure, punctuation, vocabulary, and spelling to all written documents.
- Apply introductory character, paragraph, and document formatting techniques to business documents using word processing software.
- Develop basic alpha/numeric keyboarding/touch typewriting skills at a minimum rate of 20 gross words a minute.
- Develop, create, and edit electronic presentations using industry-standard software.
- Apply the fundamental organizational concepts of digital filing to manage programs and files.
- Apply fundamental concepts of Internet browser software to navigate, search, retrieve, and send/receive information.
- Design and format, modify, query, and manipulate spreadsheets, charts and graphics, and lists (databases) using spreadsheet software.

Required Courses (12 units)		Units
CAT-1A	Business Etiquette	1
CAT-30A	Business English 30A	1
CAT/CIS-34A	Introduction to Microsoft Word for Windows	1.5
CAT-53	Keyboarding/Typing Fundamentals	1
CAT/CIS-65	Introduction to Microsoft PowerPoint	1.5
CAT/CIS-93	Computers for Beginners	3
CAT/CIS-95A	Introduction to the Internet	1.5
CAT/CIS-98A	Introduction to Excel	1.5

#### VIRTUAL ASSISTANT (R) CE677

This program prepares individuals to support business operations through on-line processes such as developing a business plan for an on-line web presence, creating a virtual office space on-line and marketing this office space.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop and implement a sole-proprietorship virtual office.
- Develop and use a business plan for a virtual office.
- Create and use a marketing plan for a virtual office.

Required Courses (16.5 units)		Units
ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-30	Entrepreneurship and Small Business Management	3
CAT-30	Business English	3
CAT-57	Creating and Managing the Virtual Office	3
BUS-58	Marketing the Virtual Office	3
CAT/CIS-98A	Introduction to Excel	1.5

It is recommended that individuals interested in this field acquire office experience before deciding to work on their own as a virtual assistant.

## 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.

#### COMPUTER APPLICATIONS (MNR) AS726/CE726

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe and use operating system software.
- Describe and use Word processing software.
- Write structured programs using C++, or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

Required Courses (31.5-32.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
or		
CIS/CSC-28A	MS Access Programming	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-95A	Introduction to the Internet	1.5
CAT-31	Business Communications	3
or		
BUS-22	Management Communications	3
Electives 1	(Choose from list below)	7.5
Electives 2	(Choose from list below)	7.5

Electives 1 (7.5 units)

CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS-23	Software and End User Support	3
CIS/CSC-25	Data Communications	3
CIS/CSC-61	Introduction to Databases	3
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3
CIS/CAT-84	Word Processing: WordPerfect for Windows	3
CIS/CAT-98B	Advanced Excel	1.5

Electives 2 (7.5 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS-56A	Designing Web Graphics	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76A	Introduction to Microsoft Expression Web	3
CIS-76B	Introduction to DreamWeaver	3
CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

**Associate in Science Degree**

The Associate in Science Degree in Computer Information Systems, Computer Applications will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**COMPUTER PROGRAMMING (MNR)**

AS728/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)

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)

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)

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

**Associate in Science Degree**

The Associate in Science Degree in Computer Information Systems, 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 in Science Degree:

**C++ PROGRAMMING (NR) CE803**

Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using C++ libraries create and run C++ programs that incorporate the following:
  - Multiprocessors
  - Multimedia
  - ODBC
  - SQL
  - Establish client/server relationship
- OR Using C++ libraries create and run C++ programs that incorporate 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

**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

**E-COMMERCE (R) CE807**

The e-commerce certificate pattern readies the completer with the skills to design, market and implement an on-line business.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Design, develop and implement a sound business plan that readily translates into an on-line business.
- Devise the web-presence to enhance the business as a well laid out web site using eye catching graphics including animation as necessary.
- Develop and implement sound business practices for the web-site addressing the technological, social, and ethical issues of an on-line business.

Required Courses (16.5 units)	Units
BUS-10 Introduction to Business	3
BUS-30 Entrepreneurship and Small Business Management	3
BUS-51 Principles of Electronic-Commerce	3
CIS-95A Introduction to the Internet	1.5
Electives From Group 1	3
Electives From Group 2	3

Electives - Group 1 (3 units)	Units
ADM-71 Adobe Photoshop	3
CIS-56A Designing Web Graphics	3
CAT/CIS-78A Introduction to Adobe Photoshop	3

Electives - Group 2 (3 units)	Units
ADM-74 Dreamweaver for Graphic Designers	3
CIS-76A Introduction to Microsoft Expression Web	3
CIS-76B Introduction to Dreamweaver	3





**JAVA PROGRAMMING (NR)**

**CE809**

Completion of this certificate provides the student with skills a new programmer would need to obtain employment programming Java applications.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create structured and Object code in Java for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using Java libraries create and run Java programs that incorporate the following:
  - Multiprocessors
  - Multimedia
  - JDBC
  - SQL
  - Establish client/server relationship.
- Using Java libraries create and run Java programs that incorporate 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

**RELATIONAL DATABASE MANAGEMENT TECHNOLOGY (R) CE816**

Provides the skills necessary to present a view of data as a collection of rows and columns and manage these relational databases based on a variety of data models.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Present the data to the user as a set of relations.
- Provide relational operators to manipulate the data in tabular form.
- Use a modeling language to define the schema of each database hosted in the DBMS, according to the DBMS data model.
- Optimize data structures (fields, records, files and objects) to deal with very large amounts of data stored on a permanent data storage device.
- Create a database query language and report writer to allow users to interactively interrogate the database, analyze its data and update it according to the users privileges on data.
- Develop a transaction mechanism, that would guarantee the ACID properties, in order to ensure data integrity, despite concurrent user accesses and faults.

Required Courses (15 units)	Units
CIS/CSC-28A MS Access Programming	3
CIS/CSC-61 Introduction to Database Theory	3
CIS/CSC-62 Microsoft Access DBMS: Comprehensive	3

CIS/CSC-63 Introduction to Structured Query Language (SQL)	3
CIS/CAT-91 Microsoft Project	3

**SYSTEMS DEVELOPMENT (R)**

**CE806**

The Systems Development mini certificate gives students the skills necessary to analyze, design, and develop an information system in any business environment that is involved in keeping data about various entities up-to-date and/or processing daily transactions.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of systems analysis as applied to the effective use of computers in business operations.
- Analyze user requirements in business operations applying structured analysis tools like Data Flow Diagrams, Data Dictionary and Process Description.
- Design various system components like output, input and user interface screens, reports, and normalized files.
- Demonstrate an understanding of various developmental methodologies including the use of CASE tools.
- Design relational database tables, queries, forms, reports, macros, validation rules in MS Access.
- Demonstrate how to document a database and how MS Access can interface with the Web, demonstrate error trapping, database security, and automating ActiveX Controls with VBA.
- Demonstrate an understanding of System Architecture, Implementation, Operations, Support and Security plus various tools for cost benefit analysis and project management.

Required Courses (12 units)	Units
CIS/CSC-2 Fundamentals of System Analysis	3
CIS/CSC-20 Systems Analysis and Design	3
CIS/CAT-91 MicroSoft Project	3
and	
CIS/CSC-28A MS Access Programming	3
or	
CIS/CSC-62 MicroSoft Access DBMS: Comprehensive	3

**WEB MASTER**

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 Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76B	Introduction to DreamWeaver	3
or		
ADM-74	Dreamweaver for Graphic Designers	3
In addition, choose one of the concentrations below		11

#### WEB DESIGNER CONCENTRATION (MNR) 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	WEB Animation with Flash	3
and		
CIS-56A	Designing Web Graphics	3
or		
CIS-CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
Electives	Choose from the list below	5

##### Concentration Electives (5 units)

CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
or		
ADM-63	Adobe InDesign	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
or		
ADM-77A	Adobe Illustrator	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

#### WEB DEVELOPER CONCENTRATION (MNR)

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 (11 units)		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)

CIS-56A	Designing Web Graphics	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	Web Animation with Flash	3
CIS-54B	Flash Scripting	3
CIS-72C	Introduction to XML	1.5
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

**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/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.

**Associate in Science Degree**

The Associate in 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	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

**ENTREPRENEURIAL CONCENTRATION (R) AS537/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:

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

**MANAGEMENT AND SUPERVISION (R) AS535/CE535  
CONCENTRATION**

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
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 Human Resources Management	3
MKT-42 Retail Management	3

**Associate in Science Degree**

The Associate in 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.

*The following certificates may lead to employment competency, but do not lead to an Associate in 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.

**ESTHETICIAN (R) CE673  
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 (17 units)		Units
COS-62A	Level I Esthetician Concepts	8.5
COS-62B	Level II Esthetician Concepts	8.5

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.

**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/CE561**  
**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)

CUL-20	Fundamentals of Baking	2
CUL-22	Cake Decorating I	2

**Associate in Science Degree**

The Associate in 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.

**EARLY CHILDHOOD EDUCATION**

This program focuses on the theory and practice of learning and teaching children from birth to age eight; 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.

**EARLY CHILDHOOD EDUCATION (MNR) AS544/CE544**

This program provides an educational and practical foundation for students interested in working with children from infancy to 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. As students progress through the program they fulfill required coursework for the California Child Development permit and for the Early Childhood education/Assistant certificate, and Early Childhood Education 12 Core Units certificate.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use observation to assess child development, curriculum success, an environmental standards of quality, and then implement program adjustments based on assessment outcomes.
- Identify the patterns of development for children ages zero to three in the areas of 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.

Required Courses (31 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)

EAR-23	Family Home Child Care Program	3
EAR-31	Home Visiting	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-45	Administration Of Early Childhood Programs II	3
EAR-47	Childhood Stress and Trauma	3
EAR-52	Parenting: Parents as Teachers	1
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EAR-55	Parenting: Common Problems in Infancy and Childhood	1
ART-3	Art for Teachers	3
EDU-1	Introduction to Elementary Classroom Teaching	4
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
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
SOC-45	Childhood and Culture	3

**Child Development Permit**

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 in 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 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 child development interactive video information, see [www.academic.rcc.edu/earlychild/permit.jsp](http://www.academic.rcc.edu/earlychild/permit.jsp)

**Associate in Science Degree**

The Associate in 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/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 in 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.academic.rcc.edu/earlychild/permit.jsp](http://www.academic.rcc.edu/earlychild/permit.jsp).

**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 (31 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-33	Caring for Infants and Toddlers in Group Settings	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-42	Child, Family, and Community	3

EAR-43	Children with Challenging Behaviors	3
Electives	(Choose from list below)	6

Electives (6 units)

EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-26	Health, Safety and Nutrition	3
EAR-31	Home Visiting	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-47	Childhood Stress and Trauma	3

**Associate in Science Degree**

The Associate in Science Degree in Early Childhood Intervention Assistant 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 in 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

**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

**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	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-35	Internship in Infant and Toddler Care	3

**EDUCATION PARAPROFESSIONAL**

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.

**EDUCATION PARAPROFESSIONAL (MR)****AS603/CE603****Certificate Program**

Required Courses (28-31 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
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 (8-10 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 in Science Degree**

The Associate in 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.

**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/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 (29 units)****Units**

FTV-38	Telecommunications Production Project	3
FTV-41	Introduction to Telecommunications	3
FTV-42	Writing for Broadcast Television and Radio	3
FTV-43	Television Studio and Equipment	3
FTV-44	Introduction to Television Production	3.5
FTV-45	Television News Production	3.5
FTV-51	Telecommunications Laboratory	1

In addition, choose and complete courses from one emphasis below:

9

**DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS**

Core Requirements

20

Select another 9 units from the following:

FTV-52	Telecommunications Laboratory	2
FTV-60	Overview of Digital Media	3
FTV-64	Digital Editing Principles and Techniques	3
FTV-66	Advanced Digital Editing	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
FTV-200	Telecommunications Work Experience	1-2-3-4



ADM-68	3D Animation with Maya I	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
ART-22	Basic Design	3
ART-23	Design and Color	3
ART-36	Computer Art	3
PHO-8	Introduction to Photography	3

**FILM PRODUCTION EMPHASIS**

Core Requirements 20  
 Select another 9 units from the following:

FTV-12	History of Film	3
FTV-48	Short Film Production	3
FTV-52	Telecommunications Laboratory	2
FTV-64	Digital Editing Principles and Techniques	3
FTV-65	The Director’s Art in Filmmaking	3
FTV-66	Advanced Digital Editing	3
FTV-68	Story Development Process in the Entertainment Industry	3
FTV-69	Script Supervising for Television and Film	3
FTV-70	Scriptwriting Software using Final Draft	1
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
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya I	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
ENG-38	Introduction to Screenwriting	3
PHO-8	Introduction to Photography	3
THE-5	Theatre Practicum	3

**SOUND ENGINEERING EMPHASIS**

Core Requirements 20  
 Select another 9 units from the following:

FTV-11	Sound Recording and Reinforcement Techniques	3
FTV-52	Telecommunications Laboratory	2
FTV-63	Multimedia Sound Design Techniques	3
FTV-64	Digital Editing Principles and Techniques	3
FTV-65	The Director’s Art in Filmmaking	3
FTV-66	Advanced Digital Editing	3
FTV-71	Sound Engineering for Audio in Media	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
FTV-200	Telecommunications Work Experience	1-2-3-4
MUS-8A	Music Technology I	3

**TELEVISION PRODUCTION EMPHASIS**

Core Requirements 20  
 Select another 9 units from the following:

FTV-52	Telecommunications Laboratory	2
FTV-64	Digital Editing Principles and Techniques	3
FTV-66	Advanced Digital Editing	3
FTV-67	Introduction to Video Production	2
FTV-69	Script Supervising for Television and Film	3
FTV-70	Scriptwriting Software using Final Draft	1
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya I	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
JOU-1	Introduction to Journalism	3
JOU-7	Mass Communications	3
PHO-8	Introduction to Photography	3
THE-5	Theatre Practicum	3

**Associate in Science Degree**

The Associate in 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 in 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-38	Telecommunications Production Project	3
FTV-42	Writing for Broadcast Television and Radio	3
FTV-43	Television Studio and Equipment	3
FTV-44	Television Production	3.5
FTV-45	Television News Production	3.5
FTV-51	Telecommunications Laboratory	1

**GENERAL BUSINESS**See [BUSINESS ADMINISTRATION](#)**GRAPHICS TECHNOLOGY**See [APPLIED DIGITAL MEDIA AND PRINTING](#)**HUMAN SERVICES**

The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, halfway houses, mental health and correctional facilities, family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

**HUMAN SERVICES (MR)****AS663/CE663****Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

**Required Courses (20 units)**

	Units
HMS-4 Introduction to Human Services	3
HMS-5 Introduction to Evaluation and Counseling	3
HMS-6 Introduction to Case Management	3
HMS-8 Introduction to Group Process	3
HMS-16 Public Assistance and Benefits	1
HMS-200 Human Services Work Experience	1-2-3-4
Electives (Choose from list below)	6

**Electives (6 units)**

HMS-7 Introduction to Psychosocial Rehabilitation	3
HMS-13 Employment Support Strategies	3
HMS-14 Job Development	3
HMS-18 Introduction to Social Work	3
HMS-19 Generalist Practices of Social Work	3

**Associate in Science Degree**

The Associate in Science Degree in Human Services 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 in Science Degree:

**EMPLOYMENT SUPPORT SPECIALIZATION (MR) CE802**

This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.

**Certificate Program****Program Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Demonstrate ability to help individuals become employable and self-sufficient.
- Provide follow-up services to help individuals maintain employment.
- Demonstrate ability to assist individuals with knowledge about benefits, eligibility requirements and available services and resources.

**Required Courses (4 units)**

	Units
HMS-13 Employment Support Strategies	3
HMS-16 Public Assistance and Benefits	1

**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:

<b>Required Courses (21 units)</b>		<b>Units</b>
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 3-10 emphasis below:

**FITNESS PROFESSIONS EMPHASIS (R)****AS595/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 lifelong learning.

(Total of 24-25 units) Units

Core Requirements	21
Take <u>one</u> of the following:	
KIN-42 Lifeguarding/Title 22 First Aid/ Water Safety Instructor	4
KIN-43 Personal Training	3
KIN-44 Yoga Instructor Training	3
KIN-45 Group Fitness Instructor	3

**ATHLETIC TRAINING EMPHASIS (R) AS597/CE597**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
- Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
- Apply the technical skills of taping and wrapping techniques.
- Demonstrate an appropriate and organized approach to event management.
- Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
- Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

(Total of 29 units)

Core Requirements	21
Take <u>two</u> from the following:	
KIN-21A Athletic Training Applications A	2
KIN-21B Athletic Training Applications B	2
KIN-21C Athletic Training Applications C	2
KIN-21D Athletic Training Applications D	2
and	
Take <u>two</u> from the following:	
KIN-17 Athletic Training, Fall Sports, Lower Extremity	2
KIN-18 Athletic Training, Spring Sports, Upper Extremity	2
KIN-19 Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
KIN-20 Athletic Training, Spring Sports, General Medical	2

**COACHING EMPHASIS (R) AS599/CE599**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.

- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

(Total of 30-31 units)

Core Requirements	21
Elective from Group 1 Electives	3
Elective from Group 2 Electives	3-4
Elective from Group 3 Electives	1
Elective from Group 4 Electives	1
Elective from Group 5 Electives	1

**Group 1 Electives (3 units)**

KIN-24 Sports Officiating, Fall Sports	3
KIN-25 Sports Officiating, Spring Sports	3

**Group 2 Electives (3-4 units)**

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
KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor	4

**Group 3 Electives - Individual Activity Courses (1 unit)**

KIN-A11 Tennis, Beginning	1
KIN-A12 Tennis, Intermediate	1
KIN-A13 Tennis Advanced	1
KIN-A20 Golf, Beginning	1
KIN-A21 Golf, Intermediate	1
KIN-A28 Swimming, Basic Skills and Aquatic Exercise	1
KIN-A29 Swimming, Intermediate Skills	1
KIN-A30 Swimming, Advanced Skills and Conditioning	1
KIN-V33 Track and Field: Running Event Techniques	1
KIN-V34 Track and Field: Field Event Techniques	1

**Group 4 Electives - Team Activity Courses (1 unit)**

KIN-A54 Fast Pitch Softball Fundamentals	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-A69 Volleyball, Advanced	1
KIN-V50 Baseball Fundamentals, Defensive	1
KIN-V51 Baseball Fundamentals, Offensive	1
KIN-V52 Fast Pitch Fundamentals, Offensive	1
KIN-V53 Fast Pitch Fundamentals, Defensive	1
KIN-V60 Football Fundamentals, Defensive	1
KIN-V61 Football Fundamentals, Offensive	1

## Group 5 Electives - Fitness Activity Courses (1 unit)

KIN-A31	Water Aerobics and Deep Water Exercise	1
KIN-A74	Hiking and Backpacking	1
KIN-A75	Walking for Fitness	1
KIN-A77	Jogging for Fitness	1
KIN-A80	Triathlon Techniques	1
KIN-A81	Physical Fitness	1
KIN-A86	Step Aerobics	1
KIN-A87	Step Aerobics, Intermediate	1
KIN-A88	Step Aerobics, Advanced	1
KIN-A90	Weight Training	1
KIN-A92	Weight Training, Advanced	1
KIN-V78	Long Distance Running	1

**Associate in Science Degree**

The Associate in Science Degree in Kinesiology 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**

An Associate in Arts degree in Music from Riverside City College represents the attainment of a high level of musical proficiency, a level that prepares students for careers in music. The program also serves students interested in transferring to four-year universities.

**Associate in Arts Degree****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- 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 (18-22) Units

## Applied Music\*

Select a minimum of 6 units from the following:

MUS-12	Advanced Applied Piano	3
MUS-38	Beginning Applied Music Training	2
MUS-39	Intermediate Applied Music	3
MUS-78	Beginning Applied Music Training II	2
MUS-79	Advanced Applied Music	3
MUS-87	Applied Music Training	2

MUS-P12	Intermediate Applied Piano	3
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## Keyboard Skills\*

Select a minimum of 1 unit from the following:

MUS-12	Advanced Applied Piano	3
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
MUS-P12	Intermediate Applied Piano	3
MUS-P36	Piano Ensemble	1

## Music Theory and Music Literature

Select 8 units from the following:

MUS-3	Fundamentals of Music	4
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

## Performing Ensembles\*

Select a minimum of 3 units from the following:

MUS-28	Riverside Community Symphony	2
MUS-29	Concert Choir	1
MUS-31	College Choir	1
MUS-33	Vocal Jazz Ensemble	2
MUS-34	Vocal Jazz Lab	1
MUS-35	Vocal Music Ensembles	1
MUS-41	Chamber Singers	2
MUS-42	Wind Ensemble	2
MUS-44	Jazz Ensemble	2
MUS-48	Marching Band	2
MUS-50	Master Chorale	1
MUS-51	Men's Ensemble	1
MUS-54	Community Jazz Ensemble	0.5
MUS-55	Community Concert Band	1
MUS-56	Summer Concert Band	0.5
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-68	Community Symphony	2
MUS-69	Festival Choir	1
MUS-71	College Chorus	1
MUS-73	Vocal Jazz Singers	2
MUS-75	Advanced Vocal Ensembles	1
MUS-77	Guitar Ensemble	2
MUS-80	Master Singers	1
MUS-81	Consort Singers	2
MUS-82	Wind Symphony	2
MUS-83	Advanced Chamber Choir	1
MUS-84	Jazz Orchestra	2
MUS-94	Community Jazz Orchestra	0.5
MUS-95	Community Symphony Band	1
MUS-P28	Symphony Strings	2
MUS-P36	Piano Ensemble	1
MUS-P44	Jazz Lab Band	1
MUS-P77	Advanced Guitar Ensemble	2
MUS-P84	Jazz Lab Orchestra	1

\*Applied Music, and Performance Ensemble courses may each be taken four times for credit.

**Associate in Arts Degree**

The Associate in Arts 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.

NOTE REGARDING TRANSFER: Most four-year universities require that a music student’s first two years of study include: 1) music theory (including musicianship), 2) music history, 3) private study of voice or an instrument, 4) participation in a performance group, and 5) piano skills. Placement exams are given by these institutions to determine student comprehension and eligibility for enrollment. Additional courses beyond the RCC Music AA degree may be required to meet four-year university lower division requirements. Students planning to transfer to a four-year college or university should complete that school’s lower division music major curriculum and the appropriate general education pattern. Course requirements at the transfer institution are subject to change and may be verified by a counselor or by consulting the current university catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:*

**JAZZ PERFORMANCE (R) CE852**  
Prepares individuals for a career in music as jazz performers. Fulfills a portion of the Associate in 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 recital repertoire in cooperation with the instructor or recital coordinator.

Required Courses (17 units)		Units
MUS-25	Jazz Appreciation	3
MUS-36	Instrumental Chamber Ensembles (1 semester)	1.5
MUS-39	Intermediate Applied Music (2 semesters)	6
MUS-43	Jazz Improvisation and Theory (1 semester)	1
MUS-52	Recital Performance	.5
MUS-74	Jazz Proficiency	1
	Performing Ensemble (Choose from list below)	4
<b>Performing Ensembles</b>		
MUS-33	Vocal Jazz Ensemble (2 semesters)	4
or		
MUS-44	Jazz Ensemble (2 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 in 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

**MUSIC PERFORMANCE (R)**

**CE851**

Prepares individuals for a career in music as performers. Fulfills a portion of the Associate in 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	Intermediate Applied Music (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	2
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 in Arts degree in Music.

**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.

**Required Courses (16.5-17.5 units)****Units**

MUS-P12	Intermediate Applied Piano (4 semesters)	12
MUS-52	Recital Performance (25 minute solo program)	.5
Performing Ensembles (Choose from list below)		4-5

**Performing Ensembles**

MUS-P36	Piano Chamber Ensemble	1
MUS-36	Instrumental Chamber Ensemble	1.5

**NURSING****REGISTERED NURSING PROGRAM (R)****AS586**

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 in 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 interprofessional 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.

The Associate in Science Degree in Registered Nursing will be awarded upon successful completion of the following courses:

Required Courses (74 units)		Units	
AMY-2A	Anatomy and Physiology I	4	
AMY-2B	Anatomy and Physiology II	4	
MIC-1	Microbiology	4	
Nursing 18 is required prior to enrollment for all advanced placement/transfer students.			
PSY-9	Developmental Psychology	3	
SOC-1/1H	Introduction to Sociology	3	
or			
ANT-2	Cultural Anthropology	3	
ENG-1A/1AH	English Composition	4	
American Institutions		3	
Analytical Thinking		3	
COM-1/1H or COM-9/9H	Public Speaking or 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	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	

**VOCATIONAL NURSING (R)****AS588/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**

Based on the nature of the stages of his life cycle and respecting his individual differences, the graduate of the Riverside City College Vocational Nursing Program will be a:

**I. Provider of Care**

Under the direction of the registered professional nurse, apply critical thinking as the basis for using the nursing process to assist clients with common, well defined health illness needs.

- Assess clients and communicate information that contributes to the nursing data base.
- Applying knowledge of Maslow's hierarchy of human needs and

Erikson’s stages of growth and development, participate in the development of the plan of care using established nursing diagnoses for clients with common, well defined health illness needs.

- Using fundamental biopsychosocial principles, perform basic therapeutic and preventive nursing measures.
  - Use basic therapeutic communication techniques which promote positive relationships with clients, families, and multidisciplinary healthcare team members.
  - Perform basic health teaching during routine care as directed by the professional nurse to clients with common, well defined health illness needs.
  - Organize nursing care measures to give appropriate care to individual and/or multiple clients by prioritizing client(s) needs and implementing interventions.
  - Collaborate with healthcare team members to deliver holistic nursing care.
- Participate in evaluating the nursing care given and in modifying the plan of care as appropriate.
- Using collaboration, provide leadership and supervision to unlicensed assistive personnel to whom tasks have been delegated.
- Serve as an advocate for client rights, while ensuring client confidentiality at all times.
- Demonstrate competence with current technologies.

II. Member Within the Discipline of Nursing

Function as a member of the healthcare team by:

- Evaluate and demonstrate accountability for own performance according to ethical-legal standards and role of the vocational nurse in the healthcare delivery system.
- Seek assistance as necessary to ensure that appropriate nursing standards are maintained.
- Assess own knowledge and skills level to determine need for on-going study and participate in continuing nursing education in a changing health field.
- Within professional boundaries, demonstrate caring behaviors toward peers and other members of the multidisciplinary healthcare team.
- Acknowledge the responsibility of nurses to contribute to the profession of nursing through participation on committees and in organizations.

Required Courses (51 units)		Units
AMY-10	Survey of Human Anatomy and Physiology	3
NVN-50	Introductory Vocational Nursing Foundations	2
NVN-51	Introductory Concepts of Vocational Nursing-Health/Illness	3
NVN-52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5
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 in Science Degree**

The Associate in 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 in 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 (9.5-10 units)		Units
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****Associate in 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)**

Level I Courses:		Units
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)**

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 in Science Degree**

The Associate in 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.



**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/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 and	3
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 in Science Degree**

The Associate in 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.

**REAL ESTATE**

See [BUSINESS ADMINISTRATION](#)

**RETAIL MANAGEMENT/WAFC**

This program prepares individuals to perform operations associated with retail sales in a variety of settings. This includes instruction in over-the counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

**RETAIL MANAGEMENT/WAFC (NR) AS536/CE536 (WESTERN ASSOCIATION OF FOOD CHAINS)**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use Generally Accepted Accounting Principles or International Accounting Standards guidelines to review and interpret financial documents.
- Calculate pricing models for mark-ups, profit margins for perishable and lost goods, discounts, and sinking funds.
- Prepare and deliver effective oral and written communications through multiple modes in multiple situations.
- Create and use basic word processing documents, spread sheets and visual (power point) presentations.
- Create and present a research paper on selected topics.
- Effectively apply basic management principles to actual and role-played work situations.
- Analyze and assess the legal and productivity implications of work conflicts.
- Effectively communicate in small groups.
- Analyze the effectiveness of marketing decisions and use marketing principles to assess market potential.

Required Courses (30 units)		Units
ACC-1A	Principles of Accounting I	3
or		
ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT/BUS-3	Computer Applications for Business	3
COM-1/1H	Public Speaking	3
or		
COM-9/9H	Interpersonal Communication	3
or		
MAG-57	Oral Communications	3
MAG-56	Human Resources Management	3
MAG-44	Principles of Management	3
or		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3
MKT-42	Retail Management	3

**Associate in Science Degree**

The Associate in Science Degree in Retail Management/WAFC will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**SIGN LANGUAGE INTERPRETING**

This program prepares individuals to function as simultaneous and consecutive interpreters as well as transliterators 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, fingerspelling, vocabulary and expressive nuances, oral and text translation skills, cross-cultural communications, slang and colloquialisms, and technical interpretation.

**SIGN LANGUAGE INTERPRETING (R) AS505/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 4<sup>th</sup> interpreting skills class.

Required Courses (28.5 units)		Units
AML-5	Sign Language for Interpreters	4
AML-10	Introduction to Sign Language Interpreting	3
AML-11	Interpreting I	4.5
AML-12	Interpreting II	4.5
AML-13	Interpreting III	4.5
AML-14	Interpreting IV/Practicum	2
AML-20	Ethics and Professional Standards of Interpreting	3
AML/SOC-22	American Deaf Culture	3

**Associate in Science Degree**

The Associate in 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.

**WELDING TECHNOLOGY (R) AS606/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 (27 units)		Units
WEL-15	Intro. to Basic Shielded Metal Arc Welding	3
WEL-16	Advanced Shielded Metal Arc Welding	3
WEL-35	Semi-Automatic Welding	3
WEL-55A	Gas Tungsten Arc Welding-Plate Material	3
WEL-55B	Gas Tungsten Arc Welding-Exotic Metals	3
WEL-61A	American Welding Society/Los Angeles City Welding I	3
WEL-61B	American Welding Society/Los Angeles City Welding II	3
WEL-62	Blueprint Reading for Welders	2
Electives	(Choose from list below)	4
Electives (4 units)		
ENE-21	Drafting	3
WEL-34	Metal Joining Processes	2
WEL-60	Advanced Pipe and Plate Laboratory	2
WEL-200	Welding Work Experience	1-2-3-4

**Associate in Science Degree**

The Associate in 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 in 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 (11 units)		Units
WEL-15	Introduction to Basic Shielded Metal Arc Welding	3
WEL-16	Advanced Shielded Metal Arc Welding	3
WEL-34	Metal Joining Processes	2
WEL-61A	American Welding Society/Los Angeles City Welding I	3

**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 (11 units)		Units
WEL-15	Introduction to Basic Shielded Metal Arc Welding	3
WEL-34	Metal Joining Processes	2
WEL-55A	Gas Tungsten Arc Welding-Plate Materials	3
WEL-61A	American Welding Society/Los Angeles City Welding I	3

**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 (11 units)		Units
WEL-15	Introduction to Basic Shielded Metal Arc Welding	3
WEL-34	Metal Joining Processes	2
WEL-35	Semi-Automatic Welding	3
WEL-61A	American Welding Society/Los Angeles City Welding I	3





**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.

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

### 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, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 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, 87, and 95) 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.

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### ACCOUNTING

#### ACC-1A - Principles of Accounting, I 3 units 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 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.*

Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture.

**ACC-62 - Payroll Accounting 3 units**

CSU

*Prerequisite: ACC-1A.*

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.**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**ADMINISTRATION OF JUSTICE****ADJ-1 - Introduction to the Administration of Justice 3 units**  
(Same as JUS-1)

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**  
(Same as JUS-2)

CSU

*Prerequisite: None.*

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

**ADJ-3 - Concepts of Criminal Law 3 units**  
(Same as JUS-3)

UC, CSU (C-ID AJ 120)

*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**  
(Same as JUS-4)

CSU (C-ID AJ 124)

*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**  
(Same as JUS-5)

UC, CSU

*Prerequisite: None.*

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 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****(Same as JUS-8)****CSU (C-ID AJ 220)***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****(Same as JUS-9)****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***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 3 units****(Same as JUS-12)****CSU (C-ID AJ 150)***Prerequisite: None.*

Criminalistics is the application of science to the solution of crimes. This course will introduce the student to the breadth and complexities of scientifically examining physical evidence relating to criminal matters. The course offers insight, basic knowledge, and applicable skills for the collection, categorization, analysis, interpretation, and reporting of crime-related evidence. The categories of inceptive evidence, identification evidence, associative evidence, and corroborative evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 18 hours laboratory.

**ADJ-13 - Criminal Investigation 3 units****(Same as JUS-13)****CSU***Prerequisite: None.*

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up and case preparation. 54 hours lecture.

**ADJ-14 - Advanced Criminal Investigation 3 units****(Same as JUS-14)****CSU***Prerequisite: ADJ/JUS-13.*

Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is 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 24 hours laboratory. (TBA option)

**ADJ-15 - Narcotics 3 units****CSU***Prerequisite: None.*

A basic understanding of narcotics and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

**ADJ-16 - Interviewing and Counseling 3 units****CSU***Prerequisite: None.*

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry level practitioners in corrections in counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. 54 hours lecture.

**ADJ-18 - Institutional and Field Services 3 units****CSU***Prerequisite: None.*

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. 54 hours lecture.

**ADJ-20 - Introduction to Corrections 3 units****(Same as JUS-20)****CSU***Prerequisite: None.*

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will 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 Officer 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-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. 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-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.

**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-25 - Introduction to Probation and Parole** **3 units**  
(Same as JUS-25)

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-30 - Introduction to Family Support Law** **3 units**  
(Same as JUS-30)

CSU

*Prerequisite: None.*

This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. 54 hours lecture.

**ADJ-200 - Administration of Justice** **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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**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, hydraulic systems, 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**AMERICAN SIGN LANGUAGE****AML-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. (TBA option)

**AML-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, fingerspelling, 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. (TBA option)

**AML-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)

**AML-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)

**AML-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 linguistics of American Sign Language and a review of other sign systems and manual communications, such as SEE, Contact Language, Signed English, etc., for comparison purposes, and their place within the Deaf community. 72 hours lecture and 18 hours laboratory. (TBA option)

**AML-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.

**AML-11 - Interpreting I 4.5 units CSU***Prerequisite: AML-4.**Corequisite: 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)

**AML-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)

**AML-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)

**AML-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)

**AML-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.

**AML-21 - Fingerspelling** **3 units**

CSU

*Prerequisite: AML-1.*

This course concentrates on developing expressive and receptive fluency in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language (ASL) discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs and acronyms within ASL. 54 hours lecture.

**AML-22 - American Deaf Culture** **3 units****(Same as SOC-22)**

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.

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**ANATOMY AND PHYSIOLOGY****AMY-2A - Anatomy and Physiology I** **4 units**

UC, CSU

*Prerequisite: BIO-1 or 1H.*

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.

**AMY-2B - Anatomy and Physiology, II** **4 units**

UC, CSU

*Prerequisite: AMY-2A.*

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.

**AMY-10 - Survey of Human Anatomy and Physiology** **3 units**

CSU

*Prerequisite: None.*

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.

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**ANTHROPOLOGY****ANT-1 - Physical Anthropology** **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. 54 hours lecture.

**ANT-2 - Cultural Anthropology** **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-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 UC, CSU 3 units***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 UC, CSU 3 units***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, lifeways, 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 UC, CSU 3 units***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 UC, CSU 3 units***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 UC, CSU 3 units***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 CSU 3 units***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-21 - Peoples of Sub-Saharan Africa UC, CSU 3 units***Prerequisite: None.*

Survey of indigenous cultures of sub-Saharan Africa, and their contributions to and situation in the modern world. Focus on adaptations, society, belief systems, culture change, and the effects of European colonization on current culture and politics in Africa. 54 hours lecture.

**APPLIED DIGITAL MEDIA AND PRINTING****ADM-1 - Introduction to Applied Digital Media CSU 3 units***Prerequisite: None.*

An introductory course for the graphic communication industry covering layout and design, typography, image setting and film assembly, traditional platemaking and computer-to-plate, offset press operation, and finishing. 30 hours lecture and 90 hours laboratory.

**ADM-25 - Adobe Acrobat CSU 1 unit***Prerequisite: None.**Advisory: CIS-1A or equivalent.*

Adobe Acrobat is explored as the key to digital workflow in Graphic Communication. Students create professional PDF files for a variety of intended uses, as well as explore merging documents, editing, securing, and pre-flighting for print production. Students will also create fillable forms, a PDF portfolio and use Acrobat as a collaborative tool. 18 hours lecture and 22 hours laboratory.

**ADM-55 - Management and Estimating in the Graphics/Design Industry 3 units***Prerequisite: ADM-1.**Advisory: ADM-80 and 85.*

A course designed to instruct the student in current management skills relating to personnel, sales and marketing, design, estimating, budgeting, planning, scheduling, safety, and environmental issues in the graphics and design industries. 54 hours lecture.

**ADM-58 - Paper and Inks for Multi-purposed Design 1 unit***Prerequisite: None.*

Theory and principles involved in assigning paper, ink, and other substrates to design projects relating to printing and multimedia. The relationship of products and processes is discussed to ensure design consistency. 18 hours lecture.

**ADM-63 - Adobe InDesign CSU 3 units***Prerequisite: None.*

Page layout and design for professional publishing. A course for graphic designers, production artists and pre-press professionals. Integrates seamlessly with Adobe's other leading applications to provide a consistent design environment. 30 hours lecture and 90 hours laboratory.

**ADM-64 - Ethics and Legalities of Digital Manipulation 1 unit***Prerequisite: None.*

This course provides the student with rules, regulations and responsibilities regarding the ethics and legalities of digital manipulation for Internet, graphic design, multimedia and personal use. 18 hours lecture.

**ADM-65 - Cross Platform File Management 1 unit***Prerequisite: None.*

An introductory course in the management of computer files created on a variety of computer platforms. Consideration is given to file portability, naming conventions, troubleshooting issues and system maintenance to ensure the proper output of a computer file. 18 hours lecture.

**ADM-67 - WEB Animation with Flash 3 units  
CSU***Prerequisite: None.*

Development of interactive websites and animations using the latest version of Flash. An in-depth look at the tools and scripting language of the industry standard Flash used in a production environment. 30 hours lecture and 90 hours laboratory.

**ADM-68 - 3D Animation with Maya I 3 units  
CSU***Prerequisite: None.*

A course in the production of 3D graphics and animation using the industry standard software, Maya. 30 hours lecture and 90 hours laboratory.

**ADM-69 - Motion Graphics and Compositing with After Effects 3 units***Prerequisite: None.*

This course focuses on the planning and methodology to design graphics for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, optical flow, animation, motion representation and perception. Focus will be on creative visual communication using appropriate and effective motion graphics. 30 hours lecture and 90 hours laboratory.

**ADM-70 - Project Design and Production 3 units***Prerequisite: ADM-1 and at least one of the following: ADM-63, 67, 68, 69, 71, 76, 77A, 80, or 85.*

A study of 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. 30 hours lecture and 90 hours laboratory.

**ADM-71 - Adobe Photoshop 3 units  
CSU***Prerequisite: None.*

A comprehensive course in exploring the digital tools and techniques available for text handling, drawing and image editing. Includes instruction in: scanning, basic image manipulation, image importation and conceptual design as it applies to other media. 30 hours lecture and 90 hours laboratory.

**ADM-72 - Advanced Photoshop 3 units  
CSU***Prerequisite: ADM-71.*

Development of advanced techniques to provide a deeper, clearer and more technical understanding of digital image creation, manipulation and output using Adobe Photoshop. 30 hours lecture and 90 hours laboratory.

**ADM-74 - Dreamweaver for Graphic Designers 3 units***Prerequisite: None.*

The focus of the course is web page creation and design to create websites with a professional appearance using Dreamweaver. 30 hours lecture and 90 hours laboratory.

**ADM-76 - QuarkXPress 3 units  
CSU***Prerequisite: None.*

Development of document creation and design skills using page layout. Includes typography and design techniques, and focuses on the mastery of QuarkXPress. 30 hours lecture and 90 hours laboratory.

**ADM-77A - Adobe Illustrator 3 units  
CSU***Prerequisite: None.*

Instruction on the computer in the areas of graphic design, typography, and illustration using Adobe Illustrator. Includes the use of scanners. 30 hours lecture and 90 hours laboratory.

**ADM-77B - Advanced Adobe Illustrator 3 units  
CSU***Prerequisite: ADM-77A.*

Advanced instruction in Adobe Illustrator tips and techniques to create professional quality illustrations. Focus is on designing more varied and creative complex illustrations, 3D and multimedia presentations, and web design. 30 hours lecture and 90 hours laboratory.

**ADM-80 - Introductory Digital Darkroom 3 units  
CSU***Prerequisite: None.**Advisory: ADM-1 and 63.*

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. 30 hours lecture and 90 hours laboratory.

**ADM-85 - Beginning Offset Presswork 3 units***Prerequisite: None.*

Instruction in the setup and proper operation of offset duplicators. Students will work with both offset duplicators and digital imaging machines including wide format. Includes the use of general finishing equipment. 30 hours lecture and 90 hours laboratory.

**ADM-86 - Advanced Offset Presswork and Finishing 3 units  
CSU**

*Prerequisite:* ADM-85.

This class offers advanced, practical experience in offset press and finishing techniques. It prepares students in production oriented practices such as large press operation, multiple color and close registration, and quality control techniques. 30 hours lecture and 90 hours laboratory.

**ADM-88 - 3D Animation with Maya II 3 units  
CSU**

*Prerequisite:* ADM-68.

An advanced course in the production of 3D graphics and animation, using the industry standard software, Maya. 30 hours lecture and 90 hours laboratory.

**ADM-89 - Applied Digital Media Portfolio 1 unit**

*Prerequisite:* None.

*Advisory:* One of the following: ADM-63, 67, 68, 71, 74, 77A.

A course for students to promote their skills through social media, networking, and a professional portfolio. This will include social networking, blogs, interactive websites and a final digital and/or manual portfolio. 18 hours lecture and 22 hours laboratory.

**ADM-200 - Applied Digital Media 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**ARABIC****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.)

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**ART**

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**

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. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-2 - History of Western Art: Renaissance through Contemporary** **3 units**

UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for 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**

CSU

*Prerequisite: None.*

*Advisory: Qualification for 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. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-3 - Art for Teachers** **3 units**

CSU

*Prerequisite: None.*

Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$10.00)

**ART-4 - Introduction to Visual Culture** **3 units**

UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or qualification for 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: Qualification for ENG-1A and college level reading.*

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: Qualification for 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: Qualification for 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: Qualification for 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-8 - Mexican Art History** **3 units**

UC, CSU

*Prerequisite: None.*

Survey of architecture, sculpture, painting, and minor arts of Mexico. From pre-Columbian and Colonial, through contemporary art. 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 are expected 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** 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** 3 units  
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  
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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**ART-17 - Beginning Drawing** 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** 3 units  
UC, CSU*Prerequisite: ART-17 or 22.*

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, 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 Drawing** 3 units  
UC, CSU*Prerequisite: ART-17.*

Continued study of many of the skills acquired in Beginning Drawing. Emphasis is on the use of experimental methods and materials. 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 all be investigated. Students will be encouraged to explore and access less conventional solutions to a variety of projects. 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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**ART-22 - Basic Design** **3 units**  
**UC, CSU (C-ID ARTS 100)**

*Prerequisite: None.*

An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according 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 - Design and Color** **3 units**  
**UC, CSU**

*Prerequisite: ART-17 or 22.*

A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-24 - Three Dimensional Design** **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: \$15.00)

**ART-25 - Watercolor Painting** **3 units**  
**UC, CSU**

*Prerequisite: ART-17 or 22.*

Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-26 - Beginning Painting** **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, compositional, and creative skills. Students pay for their own materials. 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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-28 - Studio Painting** **3 units**  
**UC, CSU**

*Prerequisite: ART-26 or 27.*

Continued painting 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-30 - Printmaking** **3 units**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: ART-17 and 22.*

Introduction to the design and creation of original prints using a variety of printmaking techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**ART-35 - Illustration** **3 units**  
**CSU***Prerequisite: None.**Advisory: ART-17 or 22 or 39.*

Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36 - Computer Art** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: ART-17 or 22, and computer experience.*

Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-38 - Studio Illustration** **3 units**  
**CSU***Prerequisite: ART-35.*

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-39 - Design and Graphics** **3 units**  
**CSU***Prerequisite: None.**Advisory: ART-17, 22 or 35.*

Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40 - Figure Drawing** **3 units**  
**UC, CSU***Prerequisite: ART-17 or 22.*

Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-41 - Figure Painting** **3 units**  
**UC, CSU***Prerequisite: ART-17, 26 or 40.*

Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-42 - Studio Figure Drawing** **3 units**  
**UC, CSU***Prerequisite: ART-40.*

Continued figure drawing 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-43 - Studio Figure Painting** **3 units**  
**UC, CSU***Prerequisite: ART-41.*

Continued figure painting 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-44A - Beginning Animation Principles** **3 units**  
**CSU***Prerequisite: ART-17.**Advisory: ART-22 and 40.*

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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44B - Intermediate Animation Principles** **3 units**  
**CSU***Prerequisite: ART-44A.**Advisory: ART-22 and 40.*

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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44C - Advanced Animation Principles** **3 units**  
**CSU***Prerequisite: ART-44B.**Advisory: ART-22 and 40.*

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. 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-25.*

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. 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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**ART-48 - Studio Drawing 3 units**

UC, CSU

*Prerequisite: ART-17 or 18.*

Continued drawing 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.)

**ART-49 - Studio Printmaking 3 units**

CSU

*Prerequisite: ART-30.*

Continued studio work in printmaking 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: \$15.00)

**ART-50A - Beginning Storyboarding 3 units**

CSU

*Prerequisite: ART-17.**Advisory: ART-22 and 40.*

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. 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 40.*

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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-51A - Beginning Animation Production 3 units**

CSU

*Prerequisite: ART 17.**Advisory: ART-22 and 40.*

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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-51B - Intermediate Animation Production 3 units**

CSU

*Prerequisite: ART-51A.**Advisory: ART-22 and 40.*

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. 36 hours lecture and 72 hours laboratory. (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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**ASTRONOMY**
**AST-1A - Introduction to Astronomy 3 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: High school algebra and geometry.*

A descriptive survey of the universe: the earth, planets, moons, meteors, sun, stars, nebulae, and galaxies. Principles and methods of astronomical investigation are emphasized. 54 hours lecture.

**AST-1B - Introduction to the Stars 3 units**  
 UC, CSU

*Prerequisite: AST-1A.*

A descriptive course in the astronomy of the sun, stars, star clusters, and galaxies. 54 hours lecture.

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**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 Body Technology 4 units**

*Prerequisite: None.*

Designed for students planning on employment in this field, introduction to the principles of automotive body repair and painting. To provide knowledge of safety, tools and materials necessary for repair, aligning, removing and repairing body parts. 36 hours lecture and 108 hours laboratory.

**AUB-51 - Intermediate Automotive Body Technology 4 units**

*Prerequisite: None.*

*Corequisite: AUB-50 or 52.*

Designed to assist the student in further developing basic skills and to provide the opportunity for additional laboratory work. Introduction to specialized tools, materials and processes, including writing and estimating jobs. 36 hours lecture and 108 hours laboratory.

**AUB-52 - Automotive Body Refinishing 4 units**

*Prerequisite: None.*

Theory and practice in the art of automotive refinishing with emphasis on paint preparation, spot painting, complete finishing, and special problems. 36 hours lecture and 108 hours laboratory.

**AUB-53 - Automotive Body Special Projects 4 units**

*Prerequisite: None.*

*Corequisite: Concurrent or previous enrollment in an automotive body class.*

A special projects class for students who need in-depth experiences in a particular discipline. No more than 8 units may be earned toward graduation through special projects activities. 36 hours lecture and 108 hours laboratory.

**AUB-54 - Advanced Automotive Body and Frame 4 units**

*Prerequisite: None.*

*Corequisite: AUB-50 or 52.*

Theory and practice for the advanced student with emphasis on repairing major damage, frames, and shop management. 36 hours lecture and 108 hours laboratory.

**AUB-59 - Auto Body Service and Repair 2 units**

*Prerequisite: None.*

*Corequisite: Concurrent or previous enrollment in an automotive body class.*

Principles of service and repair procedures relating to an automotive body maintenance program with emphasis being placed upon 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 7 units****Intermediate***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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**AUTOMOTIVE TECHNOLOGY****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 and electronic systems operation. The service of Ford starters, alternators, lighting systems and electrical accessories will be introduced. This course also examines the operation of Ford's automotive computer controls systems. The correct use of Ford's specific scanners are also covered along with electrical and computer system simulators and circuit breadboards. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using Ford methods and tools. 54 hours lecture and 54 hours laboratory.

**AUT-41 - Ford Advanced Electronics MLR 3.5 units***Prerequisite: AUT-40.*

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/Mercury vehicles and to enable the students to diagnose and repair today's computer laden vehicles. 45 hours lecture and 54 hours laboratory.

**AUT-42 - Ford Heating and Air Conditioning MLR 4 units***Prerequisite: AUT-40.*

This course presents Ford climate control system operation and repair, both base and electronic controls systems. 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.

**AUT-43 - Ford Automotive Brakes MLR 3.5 units***Prerequisite: AUT-40.*

This course presents the 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 Ford's test methods and equipment. 45 hours lecture and 54 hours laboratory.

**AUT-44 - Ford Alignment, Steering and Suspension MLR 4 units***Prerequisite: AUT-40.*

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 MLR Automotive Chassis Systems 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 CSU 4 units***Prerequisite: None.*

General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis being placed upon component identification, basic functions, minor maintenance and service. 72 hours lecture.

**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 basic introductory training. Methods of trouble diagnosis in charging, ignition, 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 ASE passing tests in Automotive Electrical Systems and Engine Performance or one year full time paid professional experience in the automotive engine performance tune-up area.*

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***Prerequisite: AUT-50 or concurrent enrollment.*

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. 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 testing. 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 3 units**

*Prerequisite: AUT-52A 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. 36 hours lecture and 54 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.*

*Corequisite: 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.

**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 Transaxles 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 transaxles. The disassembly, inspection, measurement, and reassembly of automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. 54 hours lecture and 54 hours of laboratory.



**AUT-80 - General Motors 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: None.*

*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 (HVAC) 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.

**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-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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**BANKING AND FINANCE****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.

**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.

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**BIOLOGY**
**BIO-1 - General Biology** **4 units**  
 UC\*, CSU

*Prerequisite: None.*

This course is an 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 - General Biology** **4 units**  
 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-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: 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-5 - General Botany** **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 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.*

A study of invertebrate and vertebrate animals emphasizing structure, function, behavior, taxonomy evolutionary relationships, and ecology. Designed for the non-science major. The laboratory gives students first-hand experience with a diversity of animals and scientific experimental design. 54 hours lecture and 54 hours laboratory.

**BIO-7 - Marine Biology** **4 units**  
 UC, CSU

*Prerequisite: None.*

An ecological study of the marine environment. Additional emphasis will be placed on the local marine 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 evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and the major biomes found on Earth. Discussion on human impacts on the environment will also be included. This course requires field trips. 54 hours lecture and 54 hours laboratory.

**BIO-9 - Introduction to the Natural History of So. Cal.** **3 units**  
 UC, CSU

*Prerequisite: None.*

This course offers an introduction to the identification, description, and adaptations of indicator plant and animal species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. 36 hours lecture and 54 hours laboratory.

**BIO-10 - Principles of Life Science 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-11 - Introduction to Molecular and Cellular Biology 5 units**

UC\*, CSU

*Prerequisite: CHE-1A or 1AH.*

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, metabolism, cells, genetics, development, evolution and diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

**BIO-12 - Introduction to Organismal and Population Biology (Majors) 5 units**

UC\*, CSU

*Prerequisite: BIO-11 or 11H.*

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-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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**

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-17 - Human Biology 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-30 - Human Reproduction and Sexual Behavior 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, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

**BIO-31A - Regional Field Biology Studies 1 unit**

CSU

*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. 54 hours laboratory.

**BIO-31B - Regional Field Biology Studies 2 units**

CSU

*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. 108 hours laboratory.

**BIO-34 - Human Genetics 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. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

**BIO-36 - Environmental Science 3 units**

UC\*, CSU

*Prerequisite: None.*

A study of humans in relation to the environment, emphasizing population ecology, energy cycles, pollution, food resources, and conservation of natural resources. 54 hours lecture.

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### BLACK STUDIES

In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.

Among these courses are:

- ANT-21 - Native Peoples of Sub-Saharan Africa
- ENG-20 - Survey of African American Literature
- HIS-14 - African American History I
- HIS-15 - African American History II
- PHI-14 - Survey of Black Thought
- SOC-10 - Race and Ethnic Relations

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### BUSINESS ADMINISTRATION

**BUS-3 - Computer Applications for Business** **3 units**  
(Same as CAT/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.)

**BUS-10 - Introduction to Business** **3 units**  
UC, CSU

*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-18A - Business Law I** **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**

*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-30 - Entrepreneurship and Small Business Management** **3 units**  
CSU

*Prerequisite: None.*

Identify and evaluate opportunities for start-up and existing small businesses. Investigate concepts tools and practices associated with identifying or creating new venture opportunities. Explore ways to shape and evaluate the viability of these opportunities by understanding key industry factors, market and 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, 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.*

Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: 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 (Same as MAG-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.)

**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*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*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.

**BUS-58 - Marketing the Virtual Office** 3 units*Prerequisite: None.**Advisory: CAT-57 and CIS-76A or 76B.*

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 of lecture.

**BUS-61 - Introduction to Insurance** 1 unit*Prerequisite: None.*

Basic introduction to the modern insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, how reinsurance is used, civil laws or tort and contracts, commercial and personal ISO insurance contracts, and the risk management process. 18 hours lecture.

**BUS-62 - Personal Insurance Principles** 3 units*Prerequisite: None.*

Basic introduction to insurance products and coverage including automobile insurance; homeowners insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance. 54 hours lecture.

**BUS-63 - Principles of Property and Liability Insurance** 3 units*Prerequisite: None.*

Introduction to Property and Liability Insurance including types of property and liability insurers, how it is regulated, measurement of financial performance, marketing, underwriting, claims loss exposure, and risk management. 54 hours lecture.

**BUS-64 - Commercial Insurance Principles** 3 units*Prerequisite: None.*

Basic introduction to Commercial Insurance including commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owner's policies and farm insurance, worker's compensation and employer's liability insurance. 54 hours lecture.

**BUS-65 - Insurance Code and Ethics** 1 unit*Prerequisite: None.*

Ethical considerations one must support in order to succeed in the insurance industry. The course presents ethical issues with which employees working in insurance offices will be involved. 18 hours lecture.

**BUS-66 - Insurance Internship** 1 unit*Prerequisite: None.*

This one-unit internship will be carried out in a local insurance company and will follow the guidelines of the college. Students enrolled in this occupational internship course must be employed in the insurance industry. Students will earn the one credit for this course by completing 75 hours of paid work or 60 hours of volunteer work. No more than 20 hours per week may be applied toward the work requirement.

**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)

*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)

*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.

**BUS-72 - Introduction to Quantitative Methods for Business** 3 units  
(Same as MAG-72)

*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.

**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** 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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## CHEMISTRY

**CHE-1A - General Chemistry, I** 5 units  
UC, CSU CHE-1A + CHE-1B = (C-ID CHEM 120S)  
(C-ID CHEM 110)

*Prerequisite: CHE-2A or 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  
UC, CSU CHE-1AH + CHE-1BH = (C-ID CHEM 120S)

*Prerequisite: CHE-2A or 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  
UC, CSU CHE-1A + CHE-1B = (C-ID CHEM 120S)

*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**  
**UC, CSU CHE-1AH + CHE-1BH = (C-ID CHEM 120S)**

*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 in Arts Degree. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CHE-12A - Organic Chemistry, I** **5 units**  
**UC, CSU CHE-2A + CHE-2B = (C-ID CHEM 160S)**

*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 of laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-12B - Organic Chemistry, II** **5 units**  
**UC, CSU CHE-2A + CHE-2B = (C-ID CHEM 160S)**

*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

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

ANT-5	-	Native Peoples of Mexico
ART-8		-Mexican Art History
ESL-54	-	Intermediate Writing and Grammar
ESL-55	-	Advanced Writing and Grammar
ESL-73	-	High Intermediate Reading and Vocabulary
ESL-93	-	Oral Skills III: Advanced Oral Communications
HIS-8 and 9	-	History of the Americas
HIS-25	-	History of Mexico
HIS-30 and 31	-	Introduction to Chicano Studies
SOC-10	-	Race and Ethnic Relations

## 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

### (Formerly SPEECH COMMUNICATIONS-SPE)

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. 53). 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 UC, CSU (C-ID COMM 110)

*Prerequisite: None.*

*Advisory: COM-51 and/or 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 UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and or 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 - Persuasion in Rhetorical Perspective 3 units UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-3 - Argumentation and Debate** **3 units**  
**UC, CSU (C-ID COMM 120)**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 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**  
**UC, CSU (C-ID COMM 140)**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. 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**  
**UC, CSU (C-ID COMM 170)**

*Prerequisite: None.*

*Advisory: COM-51 and/or 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**  
**UC, CSU (C-ID COMM 130)**

*Prerequisite: None.*

*Advisory: COM-51 and/or 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**  
**UC, CSU (C-ID COMM 130)**

*Prerequisite: None.*

*Advisory: COM-51 and/or 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/or 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**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno-linguistic identities. 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/or qualification for ENG-1A.*

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-19 - Reader's Theater 3 units**

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 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.)

**COMMUNITY INTERPRETATION****CMI-61 - Introduction to Spanish English Translation 3 units***Prerequisite: None.**Advisory: This course is intended for students with near native writing skills in Spanish and English.*

This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

**CMI-71 - Bilingual Interpretation for the Medical Professions 6 units***Prerequisites: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

**CMI-72 - Intermediate Medical Interpreting 4 units***Prerequisite: CMI-71.*

This course builds upon skills and knowledge obtained and practiced in CMI-71. Although the course will continue to highlight medical terminology specific to the provision of all aspects and levels of patient healthcare services, emphasis is on medical specialties and subspecialties, including specialized procedures, uncommon diagnoses, and workers' compensation. Students continue to practice modes of interpretation, with emphasis placed on speed, accuracy, and interpretation of non-standard language/speech patterns. Public speaking, vocabulary building, and test-taking strategies will also be covered. Students will be required to observe the work of professional interpreters in the healthcare setting. 72 hours lecture.

**CMI-81 - Bilingual Interpretation for the Legal Professions 6 units***Prerequisite: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

**CMI-82 - Intermediate Legal Interpreting 4 units***Prerequisite: CMI-81.*

This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

**CMI-91 - Introduction to Translation and Interpretation for Business 3 units***Prerequisite: None.*

*Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

**CMI-200 - Community Interpretation Work Experience 1-2-3-4 units***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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY****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 (Same as BUS/CIS-3) 3 units**

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-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.*

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 Word (Same as CIS-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.)

**CAT-36A - Legal Office Procedures I** **3 units**  
CSU*Prerequisite: None.**Advisory: Typing skills and familiarity with MS 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-36A and Microsoft Word or Corel WordPerfect, CAT-34A.*

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 California 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 familiarity with basic business document formats; 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-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-3, 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 covering alphabetical, 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 presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (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, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-78B - Advanced Adobe Photoshop 3 units  
(Same as CIS-78B)**

CSU

*Prerequisite: 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.)

**CAT-79 - Introduction to Adobe Illustrator 3 units  
(Same as CIS-79)**

CSU

*Prerequisite: None.*

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-80 - Word Processing: Microsoft Word for Windows 3 units  
(Same as CIS-80)***Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

**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.*

This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory. (TBA option)

**CAT-90 - Microsoft Outlook 3 units  
(Same as CIS-90)***Prerequisite: None.*

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons 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)***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.*

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 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-98A.*

Advanced concepts of MS-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 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**COMPUTER INFORMATION SYSTEMS****CIS-1A - Introduction to Computer Information Systems 3 units**

UC, CSU (C-ID ITIS 120)

*Prerequisite: None.*

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 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.*

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 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-5 - Programming Concepts and Methodology I: C++ 4 units****(Same as CSC-5)**

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.

**CIS-7 - Discrete Structures 3 units****(Same as CSC-7)****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 3 units****Organization: Assembly****(Same as CSC-11)****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 HTM, 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 3 units****Methodology II: C++****(Same as CSC-17A)****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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-17C - C++ Programming: Data Structures 3 units****(Same as CSC-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.)

**CIS-18A - Java Programming: Objects 3 units****(Same as CSC-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.)



**CIS-18B - Java Programming: Advanced Objects** 3 units  
(Same as CSC-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.)

**CIS-18C - Java Programming: Data Structures** 3 units  
(Same as CSC-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.)

**CIS-18D - Data Structures and Algorithms** 3 units  
(Same as CSC-18D)

UC, CSU

*Prerequisite:* CIS/CSC-18A.

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-20 - Systems Analysis and Design** 3 units  
(Same as CSC-20)

CSU

*Prerequisite:* CIS/CSC-2.*Advisory:* Students should have a working knowledge of MS Access.

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, or Pass/No Pass option.)

**CIS-21 - Introduction to Operating Systems** 3 units  
(Same as CSC-21)

CSU

*Prerequisite:* CIS-1A.

An introduction to operating concepts, structure, functions, performance and management is covered. 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-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 - Introduction to Data Communications** 3 units  
(Same as CSC-25)

CSU

*Prerequisite:* CIS-1A.

Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26A - Cisco Networking Academy 1A** 4 units  
CSU*Prerequisite:* None.*Advisory:* CIS-1A, 21 and 23.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, safety, networking, networking terminology, protocols and network standards. 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-26B - Cisco Networking Academy 1B** 4 units  
CSU*Prerequisite:* CIS-26A.

This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator's role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. 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-26C - Cisco Networking Academy 1C** 4 units  
CSU*Prerequisite:* CIS-26B.

This course introduces students to troubleshooting common network problems, using a layered model approach, interpret network diagrams, LAN segmentation using switches, routers, full-duplex Ethernet operations, dynamic routing, and the network administrator's role. Students will learn to configure, verify, and troubleshoot VLANs, inter VLAN routing, VTP trunking on Cisco switches, and RSTP operation. Students will identify the basic parameters to configure a wireless network and common implementation issues. 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-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, ACL's. 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. This 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-23.*

The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the CIS Discipline's Networking Certificate program. 54 hours lecture.

**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** **1.5 units**  
(Same as CAT-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.)

**CIS-54A - Introduction to Flash** **3 units**  
(Same as CAT-54A)

CSU

*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet; 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)

**CIS-54B - Flash Scripting** **3 units***Prerequisite: None.**Advisory: CAT/CIS -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 Web Graphics** **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** **3 units**  
(Same as CSC-61)

CSU

*Prerequisite: None.*

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

**CIS-62 - Microsoft Access DBMS: Comprehensive 3 units**  
(Same as CSC-62)*Prerequisite: None.**Advisory: Previous computer experience.*

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 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)

**CIS-63 - Introduction to Structured Query Language (SQL) 3 units**  
(Same as CSC-63)  
CSU*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 1.5 units**  
(Same as CAT-65)

CSU

*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (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-95A.*

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory. (TBA option)

**CIS-72B - Intermediate Web Page Creation 1.5 units**  
using Cascading Style Sheets (CSS)*Prerequisite: None.**Advisory: Knowledge of HTML and the Internet; CIS-72A and 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 to XML 1.5 units***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-73A - Introduction to Multimedia Authoring 3 units***Prerequisite: None.*

Introduction to the fundamentals of interactive multimedia authoring. There is an emphasis on producing applications incorporating text, audio, graphics, animation and digitized video which effectively communicate to the user. 54 hours lecture.

**CIS-76A - Introduction to Microsoft Expression Web 3 units***Prerequisite: None.**Advisory: CIS-95A and competency in the use of the Internet and in managing files and folders.*

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***Prerequisite: None.**Advisory: CIS-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, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory.

**CIS-78B - Advanced Adobe Photoshop** **3 units**  
(Same as CAT-78B)

CSU

*Prerequisite:* CIS-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)

*Prerequisite:* None.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-80 - Word Processing: Microsoft Word for Windows** **3 units**  
(Same as CAT-80)

*Prerequisite:* None.

*Advisory:* Typing knowledge/skills with at least 40 wpm.

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-81 - Introduction to Desktop Publishing using Adobe InDesign** **3 units**  
(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:* Typing knowledge/skills with at least 40 wpm.

This course provides introductory, intermediate, and advanced skill levels necessary to product a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory. (TBA option)

**CIS-90 - Microsoft Outlook** **3 units**  
(Same as CAT-90)

*Prerequisite:* None.

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons 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)

**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.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 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-98A.

Advanced concepts of MS-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 laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-200 - Computer Information Systems**      **1-2-3-4 units**  
**Work Experience**  
**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**COMPUTER SCIENCE**

**CSC-2 - Fundamentals of Systems Analysis**      **3 units**  
**(Same as CIS-2)**  
**CSU**

*Prerequisite: None.*

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-5 - Programming Concepts and Methodology I: C++**      **4 units**  
**(Same as CIS-5)**  
**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.

**CSC-6- Discrete Mathematics for Computer Science**      **3 units**  
**(Same as MAT-6)**  
**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.)

**CSC-7 - Discrete Structures**      **3 units**  
**(Same as CIS-7)**  
**CSU (C-ID COMP 152)**

*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)

**CSC-11 - Computer Architecture and**      **3 units**  
**Organization: Assembly**  
**(Same as CIS-11)**

**UC, CSU (C-ID COMP 142)**

*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 studied 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)

**CSC-12 - PHP Dynamic Web Site Programming**      **3 units**  
**(Same as CIS-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.)

**CSC-14A - Web Programming: JavaScript**      **3 units**  
**(Same as CIS-14A)**  
**CSU**

*Prerequisite: None.*

*Advisory: Previous programming experience and knowledge of HTML CIS/CSC-5 and CIS-72.*

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**      **3 units**  
**Methodology II: C++**  
**(Same as CIS-17A)**  
**UC, CSU (C-ID COMP 132)**

*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)

**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-18D - Data Structures and Algorithms 3 units**  
(Same as CIS-18D)

UC, CSU

*Prerequisite: CIS/CSC-18A*

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory. (TBA option)

**CSC-20 - Systems Analysis and Design 3 units**  
(Same as CIS-20)

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

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, or Pass/No Pass option.)

**CSC-21 - Introduction to Operating Systems 3 units**  
(Same as CIS-21)

CSU

*Prerequisite: CIS-1A.*

An introduction to operating concepts, structure, functions, performance and management is covered. 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-25 - Introduction to Data Communications 3 units**  
(Same as CIS-25)

CSU

*Prerequisite: CIS-1A.*

Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CSC-27 - Information and Network Security** **3 units**  
(Same as CIS-27)

CSU

*Prerequisite: None.**Advisory: CIS-23.*

The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the Computer Information Systems Discipline's Networking Certificate Program. 54 hours lecture.

**CSC-28A - MS Access Programming** **3 units**  
(Same as CIS-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)

**CSC-61 - Intro to Database Theory** **3 units**  
(Same as CIS-61)

CSU

*Prerequisite: None.*

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

**CSC-62 - MS Access DBMS: Comprehensive** **3 units**  
(Same as CIS-62)*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)

CSU

*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**

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
2. Submit separate online application with Cosmetology Department 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 \$2,000-\$2,300 for the total program.
  - b) Manicuring and Pedicuring - approximately \$300-400 for the total program.
  - c) Esthetician - approximately \$1,000 for the total program.

For more information go to [www.academic.rcc.edu/cosmetology](http://www.academic.rcc.edu/cosmetology)**COS-60A - Beginning Cosmetology Concepts** **11 units***Prerequisite: None.*

An introduction to cosmetology level-I basics in professional ethics, hygiene, professional image and personality growth and development. California State Board of Cosmetology rules and regulations are introduced at this level. Theory subjects include: bacteriology, sanitation and disinfection, trichology, and safety with hazardous chemicals. Instruction in basic techniques and manipulative skills include: hair cutting, permanent waving, hair color, press and curl, and manicure. 144 hours lecture and 186 hours laboratory.

**COS-60B - Level II Cosmetology Concepts 10.5 units***Prerequisite: COS-60A.*

Designed to prepare the student for a career in Cosmetology. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology exam. This level contains anatomy and physiology nail disorders and diseases, skin disorders and diseases, level II hair coloring, and bleaching theory. Intermediate instructions in manipulative skills and in basic techniques of artificial eyelash application, facial masks and packs, corrective make-up, level II hair cutting, acid permanent waving, soft permanent waving, bleaching and toning, hair coloring special effects, acrylic nails manicuring. 126 hours technical instruction and 204 hours laboratory.

**COS-60C - Level III Cosmetology Concepts 10 units***Prerequisite: COS-60B.*

A study of hair color problem solving, electricity, electrical facial, product knowledge, telephone techniques, appointment booking and lab procedures. Instruction in manipulative skills and application to patron services of chemical formulating and dispensing, electrical facials, including high frequency, faradic, sinusoidal, and galvanic currents, dermal lights, creative makeup techniques, nails tips, nail wraps and repair and waxing. 108 hours technical instruction and 222 hours laboratory.

**COS-60D - Level IV Cosmetology Concepts 8 units***Prerequisite: COS-60C.*

State Board preparation; all related cosmetology theory subjects of the State Board examination will be studied in depth, as preparation for the State Board examination and laboratory application of each operation as it will be performed at State Board.. 54 hours technical instruction and 276 hours laboratory.

**COS-60E - Level V Cosmetology Concepts 8 units***Prerequisite: COS-60D.*

A study of the principles of salon design and employment skills will be explored. Current salon concepts and operations mandated by the Board of Cosmetology will be practiced. 54 hours technical instruction and 276 hours laboratory.

**COS-60E1 - Level V Cosmetology Concepts 4 units***Prerequisite: COS-60A.*

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-60E-1.*

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-61A - Level I Cosmetology Instructor Concepts 7.5 units***Prerequisite: None.*

*Limitation on enrollment: Cosmetology license issued by the State of California.*

This course is offered for experienced cosmetologists to become qualified instructors. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering and Cosmetology examination. Subsequent enrollment in COS-61B will provide the student an opportunity for additional skill and competency within the subject matter. 54 hours of lecture/technical instruction and 246 hours laboratory.

**COS-61B - Level I Cosmetology Instructor Concepts 7.5 units***Prerequisite: COS-61A.*

This course is offered for the experienced cosmetologists to become a qualified instructor. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering and Cosmetology examination. 54 hours of lecture/technical instruction and 246 hours laboratory.

**COS-62A - Level I Esthetician Concepts 8.5 units***Prerequisite: None.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the first semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology Esthetics exam. The course contains the State Board rules and regulations, Cosmetology Act, related chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, ergonomics, beginning hazardous chemicals, client protection and safety, level I anatomy, level I physiology, histology of the skin, manual facials daytime make-up, eyebrow arching and hair removal (wax, tweezers and depilatories), application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.

**COS-62B - Level II Esthetician Concepts 8.5 units***Prerequisite: COS-62A.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the second semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology esthetics exam. The course contains the State Board rules and regulations, Cosmetology Act, level II chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, level II hazardous chemicals, client protection and safety, level II anatomy, level II physiology, histology of the skin, level II electrical facials (including all modalities) eyebrow arching and hair removal (wax, tweezers and depilatories) corrective make-up, application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.



**COS-64A - Manicuring and Pedicuring 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 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. 27 hours lecture and 27 hours 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-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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**CULINARY ARTS**

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: \$65.00)

**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: \$65.00)

**CUL-22 - Cake Decorating I 2 units**

*Prerequisite: None.*

This course presents a study of professional baking 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 is used in the presentation of these products. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.00)

**CUL-23 - Advanced Cake Decorating 2 units***Prerequisite: CUL-22.*

Continued 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. (Materials fee: \$65.00)

**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: \$65.00)

**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.*

This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation. 45 hours of lecture and 307 hours laboratory.

**CUL-40 - Professional Waitstaff Training .5 unit***Prerequisite: None.*

This course introduces the skills, techniques and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette. 9 hours lecture and 9 hours laboratory. (Materials fee: \$10.00)

**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: \$40.00)

**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: \$65.00)

**CUL-45 - Cognizant Cuisine:  
Delicious Decisions for Better Living** 1 unit*Prerequisite: None.*

A modern philosophy of food responsibility addressing issues of health, economics, community, environment and ethics through consumption of high quality and delicious foods. Course focus is on philosophies and skills that can be utilized by individuals to procure, prepare, and ingest food in the most enjoyable and responsible ways possible. 18 hours lecture and 12 hours laboratory. (Materials fee: \$60.00)

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**DANCE****ACADEMIC COURSES****DAN-3 - World Dance Survey** 2 units  
UC, CSU*Prerequisite: None.*

This course is designed to introduce students to dance technique from a specific regional area, culture or ethnic group. International styles to be studied might include Spanish, Balinese, Flamenco and will be the choice of the instructor. 18 hours lecture and 54 hours laboratory.

**DAN-4 - Music for Dance** 2 units  
UC, CSU*Prerequisite: None.*

Music for Dance is designed to develop the skills necessary for a dancer/choreographer/musician to make the best use of sound in relationship to movement. The student will gain the tools needed to communicate intelligently with the composer/musician and dancer/choreographer. 18 hours lecture and 54 hours laboratory.

**DAN-5 - Introduction to Movement Education for  
Preschool and Elementary Children** 3 units  
CSU*Prerequisite: None.*

An individualized approach to teaching children to become aware of their physical abilities through the use of movement and dance in the classroom. 45 hours lecture and 27 hours laboratory.

**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. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**DAN-7 - Choreography I** 2 units  
UC, CSU*Prerequisite: DAN-6 or concurrent enrollment.*

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.*

The continuing study of dance composition with emphasis on improvisation as a choreographic tool. 18 hours lecture and 54 hours laboratory.

**DAN-12 - Kinesiology for Pilates/Dance** 3 units  
CSU*Prerequisite: DAN-D47 and KIN-30.*

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  
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-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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**ACTIVITY COURSES****DAN-D9 - Concert Dance Ensemble** .5 unit  
UC, CSU*Prerequisite: None.**Advisory: High competence in performance area.**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. (TBA 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)

**DAN-D11 - Rehearsal and Performance** 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.

**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)

**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. DAN-D13, D14, D15, D16 and D17 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-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. DAN-D13, D14, D15, D16 and D17 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-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. DAN-D13, D14, D15, D16 and D17 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-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. DAN-D13, D14, D15, D16 and D17 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-D17 - Dance Repertoire, Ethnic UC, CSU 1 unit***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. DAN-D13, D14, D15, D16 and D17 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-D18 - Dance Performance Production UC, CSU 1 unit***Prerequisite: None.**Corequisite: DAN-D10.*

Directed dance projects for stage, integrating all aspects of choreographic design with the elements of theatre production resulting in the public studio or stage performance of works-in-progress or completed works during the semester. 54 hours laboratory.

**DAN-D19 - Conditioning for Dance UC, CSU 1 unit***Prerequisite: None.*

Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

**DAN-D20 - Introduction to Social Dance UC, CSU 1 unit***Prerequisite: None.*

This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. DAN-D20, D30, and D31 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 UC, CSU 1 unit***Prerequisite: None.*

This class will provide an opportunity to learn, practice and apply fundamental 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 UC, CSU 1 unit***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.

**DAN-D23 - Ballet, Advanced UC, CSU 1 unit***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.

**DAN-D24 - Pointe Technique, Beginning UC, CSU 1 unit***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.

**DAN-D25 - Floor Barre UC\*, CSU 1 unit***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.

**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, D30, and D31 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.

**DAN-D31 - Hip-Hop Dance 1 unit**

UC, CSU

*Prerequisite: None.*

Learn, practice and apply fundamental hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. DAN-D20, D30, and D31 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.

**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.

**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.

**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.

**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.

**DAN-D45 - Tap, Advanced** **1 unit**  
**UC, CSU***Prerequisite: DAN-D44.*

Learn, practice and apply intermediate tap dance skills learned in intermediate tap 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 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.

**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 alignment and correctives work is based on exercises and concepts developed by Joseph 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.

**DAN-D48 - Universal Reformer Technique** **1 unit**  
**UC, CSU***Prerequisite: DAN-D47.*

Intensive mat work and repertoire on the universal reformer developed by Joseph Pilates will emphasize alignment and correct 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.

**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.

**DAN-D50 - Pilates for Dancers** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

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.

**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 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.

**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.

**DAN-D61 - Summer Ballet Intensive .5 unit**

UC, CSU

*Prerequisite: None.*

Concentrated focus on a particular ballet technique or style from a visiting guest artist or dance faculty. Techniques or styles to be studied might include turns, jumps, or a comparison of the various schools of ballet such as Balanchine, Cecchetti, Royal Academy of Dance, and Vaganova. 27 hours laboratory.

**DAN-D62 - Summer Jazz Intensive .5 unit**

UC, CSU

*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include hip-hop, Commercial Jazz, Luigi technique, Giordano technique, Broadway Jazz, or Fosse-based dance. 27 hours laboratory.

**DAN-D63 - Summer Modern Dance Intensive .5 unit**

UC, CSU

*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular modern dance style from a visiting guest artist or dance faculty. Styles to be studied might include Cunningham technique, Limon technique, Dunham technique, or Graham technique. 27 hours laboratory.

**DAN-D64 - Summer Tap Dance Intensive .5 unit**

UC, CSU

*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular tap dance style from a visiting guest artist or dance faculty. Styles to be studied might include rhythm tap, Broadway tap, soft shoe, and tap improvisation. 27 hours laboratory.

**DAN-D65 - Summer World Dance Intensive .5 unit**

UC, CSU

*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular world dance style from a visiting guest artist or dance faculty. Styles to be studied might include Balinese dance, Flamenco, Bharat Natyam, Folklorico or Irish step dance. 27 hours laboratory.

**DAN-D66 - Summer Social Dance Intensive .5 unit**

UC, CSU

*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular social dance style from a visiting guest artist or dance faculty. Styles to be studied might include tango, lindy hop, paso doble, salsa or nightclub two-step. 27 hours laboratory.

**DAN-D67 - Summer Musical Theatre Dance Intensive .5 unit**

UC, CSU

*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular musical by a visiting guest artist or dance faculty. Musicals to be studied might include "42nd Street," "Chicago," "On Your Toes," "Oklahoma!" or "West Side Story." 27 hours laboratory.

**EARLY CHILDHOOD EDUCATION****EAR-19 - Observation and Assessment in 3 units****Early Childhood Education**

CSU (C-ID ECE 200)

*Prerequisite: None.*

This course focuses on the appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. 54 hours lecture.

**EAR-20 - Child Growth and Development 3 units**

UC, CSU (C-ID CDEV 100)

*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-22 - Early Childhood Programs and Career 3 units****Opportunities**

CSU

*Prerequisite: None.*

The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

**EAR-23 - Family Home Child Care Program 3 units**

CSU

*Prerequisite: None.*

This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, 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  
**CSU (C-ID ECE 130)***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  
**CSU (C-ID ECE 230)***Prerequisite: None.*

This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture.

**EAR-26 - Health, Safety and Nutrition** 3 units  
**CSU (C-ID ECE 220)***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  
**CSU (C-ID ECE 120)***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. This course 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  
**CSU (C-ID ECE 210)***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-31 - Home Visiting** 3 units  
**CSU***Prerequisite: EAR-20.*

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

**EAR-33 - Caring for Infants and Toddlers in Group Settings** 3 units  
**CSU***Prerequisite: None.**Advisory: EAR-20.*

This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child's developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

**EAR-34 - Curriculum Activities for Infants and Toddlers** 3 units  
**CSU***Prerequisite: None.**Advisory: EAR-33.*

An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

**EAR-35 - Internship in Infant and Toddler Care CSU 3 units***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 laboratory (TBA option) work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

**EAR-37 - School Age Child Care CSU 3 units***Prerequisite: EAR-20.*

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

**EAR-38 - Adult Supervision in ECE/CD Classrooms CSU 3 units***Prerequisite: EAR-44.*

This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

**EAR-40 - Introduction to Infants and Children with Disabilities and Other Special Needs CSU 3 units***Prerequisite: None.*

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

**EAR-41 - Internship in Early Intervention/ Special Education CSU 4 units***Prerequisite: EAR-20.*

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory (TBA option).

**EAR-42 - Child, Family, and Community CSU (C-ID CDEV 110) 3 units***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 CSU 3 units***Prerequisite: EAR-20.**Corequisite: EAR-19.*

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 addressing 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 of Early Childhood Programs I CSU 3 units***Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

**EAR-45 - Administration of Early Childhood Programs II** 3 units

CSU

*Prerequisite: EAR-44.*

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

**EAR-47 - Childhood Stress and Trauma** 3 units

CSU

*Prerequisite: None.*

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

**EAR-52 - Parenting: Parents as Teachers** 1 unit*Prerequisite: None.*

Explores the parents' role in a child's process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child's intellectual, social, emotional and physical skills. 18 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, to examine historical antecedents of change in relation to the new position of women in society and the marriages 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 divorce, the sexual acceleration of childhood, and television. 18 hours lecture.

**EAR-55 - Parenting: Common Problems in Infancy and Childhood** 1 unit*Prerequisite: None.*

A course designed to study and examine some of the difficult behaviors that even normal and well adjusted children exhibit. It will present common problems like disruptive children, shyness, fearfulness, aggressiveness, thumb sucking and others. 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**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-6 - Introduction to Political Economy** 3 units

(Same as POL-6)

UC, CSU

*Prerequisite: None.**Advisory: 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  
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  
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.

**ECO-8 - Principles of Microeconomics 3 units  
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. 54 hours lecture.

**EDUCATION****EDU-1 - Introduction to Elementary Classroom Teaching 4 units  
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 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.

**EDU-3 - Introduction to Literacy Instruction 3 units  
UC, CSU***Prerequisite: None.**Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.*

This course is designed for students participating in the Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in EDU-4 the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.

**EDU-4 - Introduction to Literacy / Service Learning 1 unit  
CSU***Prerequisite: None.*

This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection, and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to an individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

**EDU-5 - AmeriCorps Community Service-Learning 3 units  
CSU***Prerequisite: None.*

This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites.—54 hours lecture and 360 hours classroom tutoring.

**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ENE-22 or 23 or 30	3
ENE-35	3
ENG-1A/1AH	4
ELECTIVES	4 or more
<b>TOTAL</b>	<b>48</b>

**ELECTRONICS**

**ELE-61 - Introduction to Robotics** **3 units**  
**(Same as MAN-61)**  
**CSU**

*Prerequisite: None.*

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

**ELE-200 - Electronics 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**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:

<b>Core Requirements</b>	<b>Units</b>
MAT-1A, 1B	8
CHE-1A, 1AH, 1B, 1BH	10
CIS/CSC-17A	3
PHY-4A, 4B, 4C	12
ENE-10	1
ENE-17	4

**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-1A	3
ENE-20	3
MAT-12/12H	3
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-1A - Plane Surveying, I** **3 units**  
**CSU**

*Prerequisite: None.*

*Advisory: MAT-36.*

Fundamental surveying methods and procedures as applied to land measurement, building trades and route location. Taping, leveling and angle measurements are studied, as are the analysis and adjustment of the measurements. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-1B - Plane Surveying, II** **3 units**  
**CSU**

*Prerequisite: ENE-1A.*

Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field laboratory. (Letter Grade, or Pass/No Pass option.)

**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**  
**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** **1 unit**  
**UC, CSU***Prerequisite: None.*

An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering technology. 18 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 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-35 - Statics (Engineering Mechanics)** **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.

**ENE-51 - Blueprint Reading** **2 units**  
*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.)

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**ENGLISH**

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** **4 units**  
**UC, CSU (C-ID ENGL 100)***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 write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center 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** **4 units**  
**UC, CSU (C-ID ENGL 100)***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 write a minimum of 10,000 words. 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 and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1B - Critical Thinking and Writing** **4 units**  
**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 and Reading Center 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  
UC, CSU*Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

This course develops critical thinking, reading, and writing skills through the formal study of argument and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. 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. Classroom activities integrate with Writing and Reading Center activities. 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. (TBA option)

**ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century** 3 units  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from the eighth century AD 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  
UC, CSU*Prerequisite: None.**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.)

**ENG-8 - Introduction to Mythology** 3 units  
(Same as HUM-8)  
UC, CSU*Prerequisite: None.**Advisory: 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.

**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** 3 units  
UC, CSU (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 class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**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-13 - Introduction to Playwriting** 3 units  
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Explores the fundamentals of writing for the theatre through the experience of playwriting, play analysis, and study of the theatrical apparatus. Lectures and discussion emphasize historical and contemporary theories of world drama, dramatic structure, characterization, dialogue and monologue, and the role of the playwright within the collaborative art form of live performance. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-14 - American Literature I: Pre-Contact through Civil War** 3 units  
UC, CSU*Prerequisite: None.**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.)

**ENG-15 - American Literature II: 1860 to the Present** 3 units  
UC, CSU*Prerequisite: None.**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.)

**ENG-16 - Introduction to Language** 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-17 - Literary Magazine Production** 2 units  
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Emphasis is on both theory and practice in producing the college literary magazine. Qualified students may serve in various capacities, though all will be involved in editorial work. 18 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. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 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.*

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 20<sup>th</sup> 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-26 - The Literature of Mysticism, Meditation and Madness** 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Mysticism, meditation, and madness examined in a literary context. Emphasis is placed on theme, imagery and character development in a variety of "journey tales." Supplementary readings in psychology, religion, and/or philosophy will be used. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)



**ENG-30 - Children's Literature** **3 units**  
**CSU***Prerequisite: None.**Advisory: Qualification 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**  
**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 others' 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** **3 units**  
**Literatures to the Seventeenth Century**  
**UC, CSU (C-ID ENGL 140)***Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17<sup>th</sup> 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** **3 units**  
**Through the Present**  
**UC, CSU (C-ID ENGL 145)***Prerequisite: None.**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** **3 units**  
**to the Present**  
**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-49 - Introduction to the One-Hour Teleplay** 3 units

CSU

*Prerequisite: None.**Advisory: FTV-68 and 70 and qualification for ENG-1A.*

An introduction to the formal elements of the one-hour teleplay. Students will critically analyze professional scripts, view model examples of one-hour format television, and write their own one-hour teleplay/spec scripts. Students will have the opportunity to read and critique each others' teleplays in a workshop setting. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-50 - Basic English Composition** 4 units*Prerequisite: ENG-60B, ESL-55 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-57 - Basic Literature and Composition** 4 units*Prerequisite: None.*

This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ENG-60A - English Fundamentals: Sentence to Paragraph** 4 units*Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A1 - English Fundamentals: Sentence Structure** 1 unit*Prerequisite: None.*

Develops students' sentence structure skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A2 - English Fundamentals: Grammar and Usage** 1 unit*Prerequisite: None.*

Develops students' grammar and usage skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A3 - English Fundamentals: Mechanics and Spelling** 1 unit*Prerequisite: None.*

Develops students' mechanics and spelling skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A4 - English Fundamentals: Paragraph Construction** 1 unit*Prerequisite: None.*

Develops students' paragraph writing skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60B - English Fundamentals: Paragraph to Essay** 4 units*Prerequisite: ENG-60A or qualifying placement level.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**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. (TBA option) (Pass/No Pass only)

**ENG-90B - Special Topics in English:  
The Research Paper Process** **1 unit***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Guides students through the entire research process, which includes choosing the topic; conducting and evaluating research; organizing the research material; pre-writing and multiple drafts; academic formats; and preparation of the final product. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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**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 successful completion of 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 successful completion of 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 successful completion of 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. (TBA option) (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 successful completion of 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. (TBA option) (Degree credit course. Letter Grade, or Pass/No Pass option.)

**ESL-65 - American Classroom Culture** **1 unit***Prerequisite: None.**Advisory: Qualification for ESL-53.*

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. (Non-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: 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: 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 enrollment in 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 a variety of subjects. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90C - Special Topics in ESL: Preposition Review 1 unit***Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with basic instruction and practice in the use of prepositions and phrasal verbs. Attention will focus on specialized usage and problem areas. Topics include two- and three-part verbal idioms, two-part adjectives, adjectival and adverbial idioms, and prepositions used in normal discourse. 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-90E - Special Topics in ESL: Academic Vocabulary 1 unit***Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in a wide variety of communicative activities that expand their language skills by understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word level, the sentence level, and the context level. Strives to increase students' active vocabulary by learning not only the meaning of words but also their use in original expressions. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit***Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with extensive review of and practice using definite and indefinite articles in English. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit***Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in using phrases and clauses to write well-structured sentences. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90I - Special Topics in ESL: Punctuation Review 1 unit***Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Students will analyze and apply the rules of punctuation. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90J - Special Topics in ESL: Spelling Review 1 unit***Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Improves students' spelling skills. Students will analyze and apply the rules and principles of spelling in American English. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90K - Special Topics in ESL: Introduction to Using the Internet 1 unit***Prerequisite: None.**Advisory: Qualification for ESL-54 or higher.*

Familiarizes students with basic terminology for working online, using the Internet to do academic research, web research using URLs and search engines, and providing practice with e-mail, bulletin boards, posting messages, writing web site reviews, and posting paragraphs and short essays online. 18 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: 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: 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.*

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.)

**FILM STUDIES****FST-1 - Introduction to Film Studies** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: Qualification 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-2 - Introduction to Television Studies** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: Qualification 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: Qualification 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: Qualification 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:* Qualification 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-6 - Screenplay Analysis:  
 The Craft of the Screenplay** 3 units  
 UC, CSU  
*Prerequisite:* None.  
*Advisory:* Qualification for ENG-1A.  
 An introduction to screenplay analysis. Compares examples of screenwriting to other forms of dramatic writing, examines screenwriting techniques and theories, compares films and television episodes to their scripts. Considers the role of the writer in film and television. 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:* Qualification 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:* Qualification 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.)

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## FILM, TELEVISION AND VIDEO

**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 others in theater, television and music to record and reinforce audio in a variety of settings. 36 hours lecture and 54 hours laboratory.

**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 arts and sciences 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, threaded and open-ended discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

**FTV-38 - Film, Television and Video Production Project** 3 units  
 CSU  
*Prerequisite:* FTV-42, 43, 44, 45, 48, 64, 66 or 71.  
*Advisory:* Prior completion of or concurrent enrollment in FTV-74.  
 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. (TBA option)

**FTV-41 - Introduction to Telecommunications** 3 units  
 UC\*, CSU  
*Prerequisite:* None.  
 A survey of electronic media including the history and development of mass 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 and Radio** 3 units  
 CSU  
*Prerequisite:* None.  
 The theory and practice of short-form writing for broadcast television and radio. 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. 45 hours lecture and 27 hours laboratory.

**FTV-43 - Television Studio and Equipment** **3 units**  
CSU*Prerequisite: None.*

Introduction to use of cameras, recorders, editors and control room and related areas. Work will include theories and practices, terminology and operation of all television production job categories. 36 hours lecture and 54 hours laboratory.

**FTV-44 - Television Production** **3.5 units**  
CSU*Prerequisite: None.*

Basic principles of television production including operation of equipment, program development and live-to-tape production. Students will produce, direct, and crew a variety of projects, including interviews, commercials, entertainment and instructional programs. 36 hours lecture and 81 hours laboratory. (TBA option)

**FTV-45 - Television News Production** **3.5 units**  
CSU*Prerequisite: None.**Corequisite: FTV-51.**Advisory: JOU-1 or ENG-1A or IAH.*

An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. 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. (TBA 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 on-line 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: Prior completion of or concurrent enrollment in 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 16mm 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. (TBA option)

**FTV-51 - Telecommunications Laboratory 1** **1 unit**  
CSU*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in FTV-11, 42, 43, 44 or 45.*

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. 54 hours laboratory. (TBA option)

**FTV-52 - Telecommunications Laboratory 2** **2 units**  
CSU*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in FTV-11, 42, 43, 44 or 45.*

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. 108 hours laboratory. (TBA option)

**FTV-53 - Telecommunications Laboratory 3** **3 units**  
CSU*Prerequisite: FTV-11, 42, 43, 44, 45, or 64.*

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-60 - Overview of Digital Media** **3 units**  
CSU*Prerequisite: None.*

Introduction to the digital media/multimedia industry including history, professions and application of interactive multimedia in business, education and entertainment. Students will benefit from extensive demonstration of effective interactive design products in a variety of digital formats including, but not limited to, CD-ROM, Web pages, computer based training and interactive games. Emphasis on the development of critical analysis of design elements and practical application of design principles. 54 hours lecture.

**FTV-63 - Multimedia Sound Design Techniques** **3 units**  
CSU*Prerequisite: None.*

An introduction to the techniques and equipment used to record sound tracks for multimedia applications. Students will use virtual workstations to select the appropriate method for engineering and recording a broad range of sound, including music and special effects. Emphasis on small group lecture and demonstration with hands-on practice and experience. 36 hours lecture and 54 hours laboratory.

**FTV-64 - Digital Editing Principles and Techniques** **3 units**  
CSU*Prerequisite: None.*

A course in post-production video editing concepts and techniques in a non-linear computer-based editing environment. Course is designed to teach the aesthetics as well as techniques of the edit utilizing industry-recognized software. 36 hours lecture and 54 hours laboratory.

**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 basic steps of film directing and explores the classic opposition between expressionist and realistic film styles. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic films and the styles of five great directors: Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. 54 hours lecture.

**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.

**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.

**FTV-69 - Script Supervising for Film and Television** 3 units  
CSU*Prerequisite: None.*

Introduction to the theory and practice of script supervising for film and television production. Includes techniques of continuity, timing, script breakdown, edit logs and editing notes for feature films, television shows, commercials, shorts, infomercials and documentaries. 45 hours lecture and 27 hours laboratory.

**FTV-70 - Scriptwriting 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.

**FTV-71 - 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. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. 36 hours lecture and 54 hours laboratory.

**FTV-72 - Introduction to Lighting Design for Film and Television** 3 units  
CSU*Prerequisite: None.**Advisory: FTV-44 or 45 or 48.*

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. Subsequent enrollment will enable students to develop additional skills and proficiency in the practice of lighting design. 36 hours lecture and 54 hours laboratory. (TBA 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. (TBA option)

**FTV-74 - Production Planning and Management** 3 units  
CSU*Prerequisite: None.**Advisory: Concurrent enrollment in or prior completion of FTV-38 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.



**FTV-200 - Telecommunications** **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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**FRENCH**

**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.)

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**GEOGRAPHY**

**GEG-1 - Physical Geography** **3 units**  
**UC, CSU (C-ID GEOG 110)**

*Prerequisite: None.*

The interacting physical processes of air, water, land, and life which 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.

**GEG-1H - Honors Physical Geography** **3 units**  
**UC, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors program.*

The interacting physical processes of air, water, land, and life which 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.

**GEG-1L - Physical Geography Laboratory** 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.

**GEG-2 - Human Geography** 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** 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** 3 units  
UC, CSU (C-ID GEOG 140)*Prerequisite: None.*

An introduction to California's physical and cultural diversity as well as the issues facing individual regions and the state. 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** 3 units  
(Same as PHS-5)  
UC, CSU (C-ID GEOG 130)*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.

**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 including regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

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**GEOLOGY****GEO-1 - Physical Geology** 3 units  
UC, CSU*Prerequisite: None.*

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-30A/B). 54 hours lecture.

**GEO-1B - Historical Geology** 4 units  
UC, CSU*Prerequisite: None.*

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. 54 hours lecture and 54 hours laboratory.

**GEO-1L - Physical Geology Laboratory** 1 unit  
UC, CSU*Prerequisite: Concurrent or previous enrollment in GEO-1 or 1A.*

This course 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 minerals, and the study of rocks. 54 hours laboratory.

**GEO-2 - Geology of the National Parks and Monuments** 3 units  
CSU*Prerequisite: None.*

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, films, slides, and maps. 54 hours lecture.

**GEO-3 - Geology of California** 3 units  
UC, CSU*Prerequisite: None.*

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 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 the course - 1 unit.

**GEO-30A - Geology Field Studies of Southern California** 1 unit  
CSU*Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.*

A field course with trips to regional points of geologic interest. This class includes a series of three to four field excursions to sites of geologic interest. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blackhawk landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California's coastline, the San Bernardino mountains, Rainbow Basin, Calico mountains and San Diego mining district. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours to be arranged per semester.

**GEO-30B - Geology Field Studies of Southern California** 1 unit  
CSU*Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.*

A field course with trips to regional points of geologic interest. This class includes two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.

**GEO-31 - Regional Field Studies in Geology** 1 unit  
CSU*Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3.*

A field course 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. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode Country, Mount Lassen, San Luis Obispo 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 to be arranged per semester.

**GEO-32 - Regional Field Studies in Geology** 2 units  
CSU*Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3.*

A two-week field course with trips to regional points of geologic interest. 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 the understanding and interest of the important geologic sites. This course is also designed to supplement other courses in geology. 108 hours laboratory to be arranged per summer session or during the winter intersession.

Also see [OCEANOGRAPHY](#)**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.)

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**GRAPHICS TECHNOLOGY**

 See [APPLIED DIGITAL MEDIA AND PRINTING](#)


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**GREEK**
**GRK-1 - Ancient Greek 1** **5 units**  
**UC\*, CSU**
*Prerequisite: None.*

This course concentrates on developing basic skills in reading, writing, listening to and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, basic 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.)

**GRK-2 - Ancient Greek 2** **5 units**  
**UC, CSU**
*Prerequisite: GRK-1.*

This course concentrates on developing advanced skills in reading, writing, listening to, and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, advanced morphology and syntax, translation techniques and practice, and exploration of cultural and historical topics. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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**GUIDANCE**
**GUI-45 - Introduction to College** **1 unit**  
**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. This course 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. (Pass/No Pass only.)

**GUI-46 - Introduction to the Transfer Process** **1 unit**  
**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** **2 units**  
**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. 36 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. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.

**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.

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**HEALTH SCIENCE**
**HES-1 - Health Science** **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.

**HEALTHCARE TECHNICIAN****HET-79 - Introduction to Healthcare Careers 2 units**

*Prerequisite: None.*

Provides an overview of healthcare industry, describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

**HET-80 - Certified Nurse Assistant Theory and Practices 6 units**

*Prerequisite: None.*

*Limitation on enrollment: Requires fingerprinting and submission of application for state certification examination, current CPR certification and titers, medical clearance from healthcare provider, uniform and MVC HET I.D. badge.*

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory. (TBA option)

**HET-82 - Phlebotomy Technician 5 units**

*Prerequisite: None.*

*Advisory: The California Department of Health Services requires that applicants for certification as a phlebotomist have a high school diploma or equivalent and the ability to obtain and process official documents in English.*

*Limitation on enrollment: Prior to beginning of clinical laboratory component, requires evidence of current CPR certification and titers, and medical clearance from healthcare provider to be on file in the department office; clinical laboratory experience requires wearing a green scrubs uniform and MVC/RCC HET I.D. badge.*

Provides theoretical and laboratory preparation for entry level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency. 54 hours lecture and 108 hours laboratory.

**HET-86 - Acute Care Nurse Assistant 1 unit**

*Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)*

*Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.*

Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.

**HET-87 - Restorative Nurse Assistant 2 units**

*Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)*

*Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.*

Prepares Certified Nurse Assistants (CNAs) for career advancement as Restorative Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

**HISTORY****HIS-1 - History of World Civilizations I 3 units UC, CSU**

*Prerequisite: None.*

*Advisory: 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 UC, CSU**

*Prerequisite: None.*

*Advisory: 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 20<sup>th</sup> century and the present. 54 hours lecture.

**HIS-4 - History of Western Civilization 3 units UC, CSU**

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A survey of the historical development of Western society's major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through the European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

**HIS-5 - History of Western Civilization 3 units UC, CSU**

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

**HIS-6 - Political and Social History of the United States** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: 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 Political and Social History of the United States** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from 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 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-6 and HIS- 6H. 54 hours lecture.

**HIS-7 - Political and Social History of the United States** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: 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. 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-7 and HIS-7H. 54 hours lecture.

**HIS-7H - Honors Political and Social History of the United States** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: 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. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

**HIS-8 - History of the Americas** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A history of the Western Hemisphere including a study of the pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, and the achievement of independence by the United States and Latin America. Latin America, Canada, and the United States are studied as an integrated whole. Included is a consideration of the Constitution of the United States. 54 hours lecture.

**HIS-9 - History of the Americas** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, inter-American relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

**HIS-11 - Military History of the United States to 1900** **3 units****(Same as MIL-1)**

UC, CSU

*Prerequisite: None.*

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.*

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: 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: 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 19<sup>th</sup> 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: An Introduction** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

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-21 - History of Ancient Greece** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of Greek history from Minoan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. 54 hours lecture.

**HIS-22 - History of Ancient Rome** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. 54 hours lecture.

**HIS-23 - History of the Middle East** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The basic religious, social and political development of the Middle East since A.D. 622, with emphasis on the vital issues: European interests in the area, cultural and political impact of the West, Arab nationalism, Zionism, social structures, ethnic and religious minorities, and cultural and intellectual trends. 54 hours lecture.

**HIS-25 - History of Mexico** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

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.*

A 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: Early Contact Period** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

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: Contemporary Society** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

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-30 - Introduction to Chicano Studies** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950s. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

**HIS-31 - Introduction to Chicano Studies** 3 units  
UC, CSU*Prerequisite: None.*

A survey of regional Chicano history and social problems from 1950 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 problems. 54 hours lecture.

**HIS-34 - History of Women in America** 3 units  
UC, CSU*Prerequisite: None.*

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.*

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-53 - History of Modern American Society** 3 units*Prerequisite: None.**Limitation on enrollment: Not open to students with credit for, or current enrollment in HIS-6, 7, 8, or 9.*

A general introduction to modern American history. Examples of topics which may be covered include: state and national institutions, economic developments, feminism, literature, social structure, race relations, technological change, nationalism, foreign policy, urban/rural affairs. 54 hours lecture.

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**HUMAN SERVICES**
**HMS-4 - Introduction to Human Services** 3 units  
CSU*Prerequisite: None.*

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

**HMS-5 - Introduction to Evaluation and Counseling** 3 units  
CSU*Prerequisite: None.*

This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

**HMS-6 - Introduction to Case Management** 3 units  
CSU*Prerequisite: None.*

This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture.

**HMS-7 - Introduction to Psychosocial Rehabilitation** 3 units  
CSU*Prerequisite: None.*

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

**HMS-8 - Introduction to Group Process** 3 units  
CSU*Prerequisite: None.*

An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

**HMS-13 - Employment Support Strategies** 3 units  
CSU*Prerequisite: None.*

An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

**HMS-14 - Job Development** 3 units  
CSU*Prerequisite: None.*

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.



**HMS-16 - Public Assistance and Benefits** **1 unit**

CSU

*Prerequisite: None.*

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

**HMS-17 - Introduction to Public Mental Health (Same as SOC-17)** **3 units**

CSU

*Prerequisite: None.*

An 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.

**HMS-18 - Introduction to Social Work** **3 units**

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

**HMS-19 - Generalist Practices of Social Work** **3 units**

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

**HMS-200 - Human Services 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**HUMANITIES****HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: 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: 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: 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 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: 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 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 (Same as ENG-8)** 3 units

UC, CSU

*Prerequisite: None.**Advisory: 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.

**HUM-9 - American Voices** 3 units

UC, CSU

*Prerequisite: None.**Advisory: 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: 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: 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. The honors section of HUM-10 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: Qualification for ENG-1A; HUM-10.*

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: 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: 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 work and literature, art and philosophy. 54 hours lecture.

**HUM-20A - Arts and Ideas: Special Studies** **1 unit**  
**in Humanities**  
**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** **2 units**  
**in Humanities**  
**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** **3 units**  
**in Humanities**  
**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** **3 units**  
**(Same as ENG-23)**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1B or 1BH.*

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** **3 units**  
**(Same as PHI-35)**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: PHI-10 or 10H or 11.*

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 - History and Appreciation of Art

ENG-6, 7 - English Literature

ENG-14, 15 - American Literature

ENG-40, 41 - Masterpieces of World Literature

MUS 19, 20, 21 - Music History and Literature

Any Philosophy course

See also Humanities A.A. Degree requirements

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**INTERDISCIPLINARY STUDIES**

**ILA-1 - Introduction to Tutor Training I** **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-5 - Service Learning and** **1-2-3-4 units**  
**Community Involvement**

*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.)

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**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.)

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### 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.)

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### JOURNALISM

**JOU-1 - Introduction to Journalism** **3 units**  
**CSU**  
*Prerequisite: None.*  
*Advisory: ENG-1A or IAH.*  
 The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

**JOU-2 - News Writing** **3 units**  
**CSU**  
*Prerequisite: JOU-1.*  
 Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

**JOU-7 - Mass Communications** **3 units**  
**UC, CSU**  
*Prerequisite: None.*  
 Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

**JOU-12 - Photojournalism** **3 units**  
 (Same as PHO-12)  
**CSU (C-ID JOUR 160)**  
*Prerequisite:* PHO-8.  
*Coresquisite:* Concurrent enrollment in or prior completion of PHO-9.  
 Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photos to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with manual override. Lab material fees assessed on the first day of class. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**JOU-20A - Newspaper: Beginning** **3 units**  
**CSU (C-ID JOUR 110)**  
*Prerequisite:* None.  
*Advisory:* ENG-1A or ENG-1AH and/or JOU-1 and/or 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.  
*Advisory:* ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.  
 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.  
*Advisory:* ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.  
 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.  
*Advisory:* ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.  
 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**Also see PHOTOGRAPHY**

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**JUSTICE STUDIES**
**JUS-1 - Introduction to the Administration of Justice 3 units**  
**(Same as ADJ-1)**

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.

**JUS-2 - Principles and Procedures of the Justice System 3 units**  
**(Same as ADJ-2)**

CSU

*Prerequisite: None.*

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

**JUS-3 - Concepts of Criminal Law 3 units**  
**(Same as ADJ-3)**

UC, CSU (C-ID AJ 120)

*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.

**JUS-4 - Legal Aspects of Evidence 3 units**  
**(Same as ADJ-4)**

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.

**JUS-5 - Community Relations 3 units**  
**(Same as ADJ-5)**

UC, CSU

*Prerequisite: None.*

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 54 hours lecture.

**JUS-8 - Juvenile Law and Procedures 3 units**
**(Same as ADJ-8)**

CSU (C-ID AJ 220)

*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.

**JUS-9 - Law in American Society 3 units**  
**(Same as ADJ-9)**

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.

**JUS-12 - Introduction to Criminalistics 3 units**  
**(Same as ADJ-12)**

CSU

*Prerequisite: None.*

Criminalistics is the application of science to the solution of crimes. This course will introduce the student to the breadth and complexities of scientifically examining physical evidence relating to criminal matters. The course offers insight, basic knowledge, and applicable skills for the collection, categorization, analysis, interpretation, and reporting of crime-related evidence. The categories of inceptive evidence, identification evidence, associative evidence, and corroborative evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 18 hours laboratory.

**JUS-13 - Criminal Investigation 3 units**  
**(Same as ADJ-13)**

CSU

*Prerequisite: None.*

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up and case preparation. 54 hours lecture.

**JUS-14 - Advanced Criminal Investigation 3 units**  
**(Same as ADJ-14)**

CSU

*Prerequisite: JUS/ADJ-13.*

Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is 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 24 hours laboratory. (TBA option)

**JUS-20 - Introduction to Corrections** 3 units  
(Same as ADJ-20)  
CSU

*Prerequisite: None.*

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will 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 Officer 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.

**JUS-25 - Introduction to Probation and Parole** 3 units  
(Same as ADJ-25)  
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.

**JUS-30 - Introduction to Family Support Law** 3 units  
(Same as ADJ-30)  
CSU

*Prerequisite: None.*

This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. 54 hours lecture.

## 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 in 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 in 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 \$5.00 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-8 - Triathlon Techniques** 2 units  
UC, CSU

*Prerequisite: None.*

Provides instruction for the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling and running skills and learn how to develop an individual program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. 18 hours lecture and 54 hours laboratory.

**KIN-10 - Introduction to Kinesiology** 3 units  
UC, CSU (C-ID KIN 100)

*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  
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  
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, risk management, public relations and marketing for high school, college and professional sport programs and health, recreation and fitness programs. 54 hours lecture.

**KIN-16 - Introduction to Athletic Training UC, CSU 3 units***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 UC\*, CSU 2 units***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

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. (TBA option)

**KIN-18 - Athletic Training, Spring Sports, Upper Extremity UC\*, CSU 2 units***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

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. (TBA option)

**KIN-19 - Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip UC\*, CSU 2 units***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

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. (TBA option)

**KIN-20 - Athletic Training, Spring Sports, General Medical UC\*, CSU 2 units***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

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. (TBA option)

**KIN-21A - Athletic Training Applications A CSU 2 units***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. (TBA option)

**KIN-21B - Athletic Training Applications B CSU 2 units***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 CSU 2 units***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.**Coresquisite: 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-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 course includes the study of various aspects of coaching football. The emphasis of the class will be 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. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills and offensive and defensive play. 54 hours lecture.

**KIN-29 - Soccer Theory** **3 units**  
UC\*, CSU*Prerequisite: None.*

This course includes 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** **3 units**  
UC, CSU (C-ID KIN 101)*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 \$18.50 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.*

Covers various aspects of coaching softball which include theory, philosophy, organization and structure of a program, individual skills, offensive and defensive team play and digital video analysis. 54 hours lecture.

**KIN-35 - Foundation for Fitness and Wellness** **3 units**  
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. 45 hours lecture and 27 hours laboratory. (TBA option)

**KIN-36 - Wellness: Lifestyle Choices** **3 units**  
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, environmental, 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  
CSU*Prerequisite: None.*

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors 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, Lifeguarding and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. A fee of \$75.65 for required certificates will be charged to the student and is not covered by BOGW.

**KIN-43 - Personal Training** 3 units  
CSU*Prerequisite: None.*

This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.). 36 hours lecture and 54 hours laboratory. (TBA option)

**KIN-44 - Yoga Instructor Training** 3 units  
CSU*Prerequisite: None.**Advisory: Two units of KIN-A47.*

This course covers 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.

**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-59 - Athletic Advisement** 1 unit*Prerequisite: None.*

*Limitation on enrollment: Recommended for first year RCCD athletes.*

The course assists student-athletes to transfer successfully to four-year institutions. Emphasis is on CCCAA, NCAA and NAIA rules and regulations; covers financial aid options, recruiting and eligibility rules for athletes; and the development of responsibilities and time management skills unique to student-athletes. 18 hours lecture.

**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**ACTIVITY COURSES**

**Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate in Arts Degree and the Associate in 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.)

<p><b>KIN-A04 - Adaptive Water Exercise</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Medical approval and verification of a physical disability.</i>            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.)</p>	<p><b>KIN-A13 - Tennis, Advanced</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>  <i>Advisory: KIN-A12.</i>            This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. 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.</p>
<p><b>KIN-A07 - Badminton</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>            This course is designed to introduce 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.)</p>	<p><b>KIN-A20 - Golf, Beginning</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>            Designed to serve as an opportunity for the students to develop fundamental 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. 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.</p>
<p><b>KIN-A09 - Racquetball</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>            This course is designed to introduce students to the rules and fundamental skills of racquetball. Students will also develop an understanding of basic strategy involved in racquetball and have the opportunity to participate in a class tournament. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-A21 - Golf, Intermediate</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>  <i>Advisory: KIN-A20.</i>            This course is designed to serve as 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. 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.</p>
<p><b>KIN-A11 - Tennis, Beginning</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>            This beginning course is for the inexperienced or starting 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.</p>	<p><b>KIN-A28 - Swimming, Beginning</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>            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.)</p>
<p><b>KIN-A12 - Tennis, Intermediate</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>  <i>Advisory: KIN-A11.</i>            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.</p>	<p><b>KIN-A29 - Swimming, Intermediate</b> <span style="float: right;"><b>1 unit</b></span>  <b>UC*, CSU</b>  <i>Prerequisite: None.</i>  <i>Advisory: KIN-A28.</i>            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.)</p>

**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-A31 - Water Aerobics and Deep Water Exercise** **1 unit****UC\*, CSU***Prerequisite: None.*

Students will develop strength, flexibility, movement memory, balance, coordination, and cardiovascular fitness within a shallow water aerobic format. The student will then graduate to an interval aerobic workout in a combination of shallow and deep water with the use of a flotation belt. This course is designed to introduce basic fitness concepts as well as basic movement and exercise. 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: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed 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. For further information see section VIII regarding course repetition. 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. For further information see section VIII regarding course repetition. 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-A54 - Fastpitch Softball Fundamentals** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course emphasizes core softball skills and techniques as the basis for advanced level competitive play. The student will be provided the opportunity to develop individual skills, defensive and offensive capabilities, and knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. 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. (TBA option)

**KIN-A55 - Slow Pitch Softball** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

Designed to give students the 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** **1 unit**  
**UC\*, 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-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.*

This volleyball course is designed to introduce 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.*

This course is designed to introduce advanced techniques of volleyball skills. 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-A74 - Hiking and Backpacking Activities** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: KIN-47.*

This course will provide additional experience for students to study hiking and backpacking in a safe and pleasurable environment. Proper permit procedures, respect for the wilderness environment, and enjoyment of the sport will be emphasized. Participation in weekend field trips will be required. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A75 - Walking for Fitness 1 unit**

UC\*, CSU

*Prerequisite: None.*

This course will assist students in improving physical health and general well being. It is designed for men and women of all ages, with an emphasis on cardiovascular health, fitness, and maintenance of healthy weight. Walking programs will be established to improve cardio-respiratory endurance and encourage optimal body composition. KIN-A75 and A77 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-A77 - Jogging for Fitness 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 stretching, muscle strengthening and jogging for conditioning. KIN-A75 and A77 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-A80 - Triathlon Techniques 1 unit**

UC\*, CSU

*Prerequisite: None.**Advisory: KIN-8.*

Provides additional participation in the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling, and running skills and develop an individual training program. 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. (Letter Grade, or Pass/No Pass option.)

**KIN-A81 - Physical Fitness 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 endurance and flexibility will be developed. KIN-A81 and A89 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-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.*

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. 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-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. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. 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-A87 - Step Aerobics, Intermediate 1 unit**

UC\*, CSU

*Prerequisite: None.**Advisory: KIN-A86 or proficient skills in step aerobics.*

This course will broaden students' aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. 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-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 Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The 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-A89 - Body Sculpting** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

Students will develop muscular strength and endurance, aerobic endurance, core strength, and flexibility using a variety of hand weights, body bars, elastic bands, and exercise balls. Emphasis will be placed on safety and proper technique while training major and minor muscle groups. KIN-A81 and A89 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-A90 - Weight Training** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

The weight training course is designed to teach the student the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. KIN-A90 and A92 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-A92 - Weight Training, Advanced** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: KIN-A90.*

This weight training course is designed for those students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. KIN-A90 and A92 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** **2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V02 - Football, Varsity, Men** **2 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V04 - Basketball, Varsity, Men** **2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V05 - Baseball, Varsity, Men** 2 units  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V06 - Track and Field, Varsity, Men** 2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V07 - Golf, Varsity, Men** 2 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 strategy of the game of golf. 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 golf. 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) (Letter Grade, or Pass/No Pass option.)

**KIN-V08 - Tennis, Varsity, Men** 2 units  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V09 - Swimming and Diving, Varsity Men** 2 units  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V10 - Soccer, Varsity Men** 2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V11 - Pep Squad, Varsity, Men and Women** 2 units  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed as an opportunity for students to advance in the skills of tumbling, jumping, dance, 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V12 - Cross Country, Varsity, Women** 2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)



**KIN-V14 - Track and Field, Varsity, Women** **2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V18 - Tennis, Varsity, Women** **2 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

This course is designed to serve as an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V19 - Swimming and Diving, Varsity, Women** **2 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an 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. (TBA option)

**KIN-V20 - Basketball, Varsity, Women** **2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V21 - Volleyball, Varsity, Women** **2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V22 - Fastpitch, Varsity, Women** **2 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V23 - Water Polo, Varsity, Men** **2 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an 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. (TBA option)

**KIN-V24 - Water Polo, Varsity, Women** **2 units**  
**UC\*, CSU***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an 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. (TBA option)

**KIN-V25 - Soccer, Varsity, Women** **2 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) (Letter Grade, or Pass/No Pass option.)

**KIN-V26 - Songleading and Cheerleading** **2 units**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V33 - Track and Field Techniques:** **1 unit**  
**Running Event Techniques**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V34 - Track and Field Techniques:** **1 unit**  
**Field Event Techniques**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V50 - Baseball Fundamentals, Defensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V51 - Baseball Fundamentals, Offensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V52 - Fastpitch Fundamentals, Offensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention on successful tryout.*

This course is 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V53 - Fastpitch Fundamentals, Defensive** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Retention on successful tryout.*

This course is 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V60 - Football Fundamentals, Defensive** 1 unit  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention on successful tryout.*

This course provides the student an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V61 - Football Fundamentals, Offensive** 1 unit  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention on successful tryout.*

This course provides the student an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V70 - Water Polo Techniques** 1 unit  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention on successful tryout.*

This course is designed to serve as an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V78 - Long Distance Running** 1 unit  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention 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 within each activity area. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V94 - In-Season Varsity Sport Conditioning** 1 unit  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention on successful tryout.*

This course is 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. (TBA option) (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 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

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**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.)

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**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.)

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**LIBRARY**
**LIB-1 - Information Competency** **1 unit**  
 UC, CSU

*Prerequisite: None.*

Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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**MANAGEMENT**
**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.

**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** **3 units**  
 (Same as BUS-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.)

**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**  
*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 - Human Resources Management** **3 units**  
*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, or Pass/No Pass option.)

**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 3 units (Same as BUS-70)***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 3 units (Same as BUS-71)***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)***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-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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**MARKETING****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.*

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***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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**MATHEMATICS****MAT-1A - Calculus I 4 units  
UC\*, CSU***Prerequisite: MAT-10 or qualifying placement level.*

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

**MAT-1B - Calculus II 4 units  
UC, CSU***Prerequisite: MAT-1A.*

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAT-1C - Calculus III 4 units  
UC, CSU***Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, in determinant forms, and elementary applications to the physical sciences. 72 hours lecture.

**MAT-2 - Differential Equations 4 units  
UC, CSU (C-ID MATH 240)***Prerequisite: MAT-1B.*

Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3 - Linear Algebra 3 units  
UC, CSU (C-ID MATH 250)***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-4 - Finite Mathematics 3 units  
UC, CSU***Prerequisite: MAT-35.*

Mathematics for majors in economics, business management, biological and social sciences. Topics include: system of equations, linear programming, matrices, probabilities, permutations and combinations, statistics and logic. 54 hours lecture.

**MAT-5 - Calculus, A Short Course 4 units  
UC\*, CSU***Prerequisite: MAT-35 or qualifying placement level.*

Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration exponential and logarithmic functions. 72 hours lecture.

**MAT-6 - Discrete Mathematics for Computer Science 3 units  
(Same as CSC-6)  
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.

**MAT-7 - Mathematica 2 units  
CSU***Prerequisite: MAT-1A or qualifying placement level.*

Introduction to the computer software package Mathematica for math, science and engineering majors. Mathematica will be used in solving selected problems in algebra, trigonometry, calculus, vector and matrix analysis, data manipulation and presentation, complex analysis, etc., with emphasis on Mathematica's superior 2- and 3-dimensional graphical capability. 18 hours lecture and 54 hours computer laboratory. (TBA option)

**MAT-10 - Precalculus** 4 units  
UC\*, CSU*Prerequisite: MAT-36 or qualifying placement level.*

An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

**MAT-11 - College Algebra** 4 units  
UC\*, CSU*Prerequisite: MAT-35 or qualifying placement level.*

Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

**MAT-12 - Statistics** 3 units  
UC, CSU (C-ID SOCI 125)*Prerequisite: MAT-35 or qualifying placement level.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12H - Honors Statistics** 3 units  
UC, CSU*Prerequisite: MAT-35 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. 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. 54 hours lecture.

**MAT-25 - A Survey of Mathematics** 3 units  
UC, CSU*Prerequisite: MAT-35 or qualifying placement level.*

This is a survey course with 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.

**MAT-32 - Introduction to Symbolic Logic** 3 units  
(Same as PHI-32)  
UC, CSU*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

**MAT-35 - Intermediate Algebra** 5 units*Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

**MAT-36 - Trigonometry** 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. 72 hours lecture.

**MAT-37 - Algebra for Statistics** 6 units*Prerequisite: None.*

This is an accelerated course that prepares students for transfer-level Statistics. Topics include ratios, rates, and proportional reasoning, arithmetic reasoning using fractions, decimals and percents, evaluating expressions, analyzing algebraic forms to understand statistical measures, functions, use of linear and exponential functions to model bivariate data, use of logarithms, logarithmic scales and semi-log plots, graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not plan to major in math, science, computer science, or engineering. 90 hours lecture and 54 hours laboratory. (Non-degree credit course.)

**MAT-52 - Elementary Algebra** 4 units*Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.*

Examines real numbers and variables 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. 72 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 geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids; formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

**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-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 - 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. (TBA option) (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. (TBA option) (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. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-98 - Academic Excellence Seminar .5 unit***Prerequisite: None.**Corequisite: 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.)

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**MEDICAL ASSISTING**

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate in Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements.

**MDA-1A - Medical Terminology 1A 3 units***Prerequisite: None.*

Examines the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculo-skeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. 54 hours lecture.



**MDA-1B - Medical Terminology 1B** **3 units**  
**CSU***Prerequisite: MDA-1A.*

Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.

**MDA-54 - Clinical Medical Assisting and Pharmacology** **5 units***Prerequisite: MDA-1A.**Corequisite: MDA-1B.*

Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

**MDA-58A - Medical Transcription** **5 units***Prerequisite: MDA-1A and one of the following: CIS-1A or BUS/CIS/CAT-3, 50 or 84.**Corequisite: MDA-1B.**Advisory: A minimum typing speed of 60 WPM.*

Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory. (TBA option)

**MDA-58B - Advanced Medical Transcription** **3 units***Prerequisite: MDA-58A.*

Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory. (TBA option)

**MDA-59 - Medical Office Procedures** **5 units***Prerequisite: One of the following: CIS-1A, BUS/CIS/CAT-3, CAT-50 or CIS/CAT-84.**Corequisite: MDA-1A.*

Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory. (TBA option)

**MDA-60 - Survey of Human Disease Processes** **2 units***Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

**MDA-61 - Pharmacology for Medical Office Personnel** **2 units***Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 36 hours lecture.

**MDA-62 - CPT/Coding** **3 units***Prerequisite: MDA-1A.**Advisory: Completion of or concurrent enrollment in MDA-1B.*

Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician's Current Procedural Terminology. Included coding for the physician's services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator's Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

**MDA-63 - ICD-9 Coding/Ambulatory** **3 units***Prerequisite: MDA-1A.**Advisory: MDA-1B, 59 and AMY-10.*

Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.

**MDA-64 - ICD-9 Coding/Hospital** **3 units***Prerequisite: MDA-1A and 1B, or completion of MDA-1A and concurrent enrollment in 1B.**Advisory: Completion of MDA-59 and AMY-10.*

Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. 54 hours lecture.

**MDA-200 - Medical Assisting 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.




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**MICROBIOLOGY**

**MIC-1 - Microbiology** **4 units**  
UC, CSU

*Prerequisite:* CHE-2A or 3 and one of the following: AMY-2A, BIO-1, 1H, or 1I.

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.

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**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.

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.

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.

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**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**  
UC, CSU (C-ID MUS 110)

*Prerequisite:* None.

*Advisory:* Concurrent enrollment in an appropriate level piano class.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Basic sight singing, dictation and music reading at the piano. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-4 - Music Theory I** **4 units**  
UC, CSU

*Prerequisite:* MUS-3 or the equivalent.

*Advisory:* Concurrent enrollment in an appropriate level piano class.

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic 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 notation is expected. Lab includes diatonic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-5 - Music Theory II** **4 units**  
UC, CSU

*Prerequisite:* MUS-4 or the equivalent.

*Advisory:* Concurrent enrollment in an appropriate level piano course.

This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: 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. Lab includes chromatic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-6 - Music Theory III** **4 units**  
**UC, CSU***Prerequisite: MUS-5 or the equivalent.**Advisory: Concurrent enrollment in an appropriate level piano course.*

This course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include 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. Lab includes post-Romantic and post-tonal sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option)

**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 Pro Tools 101 exam which is the first step towards 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 both the Pro Tools 110 exam and the Pro Tools Certified User exam to earn official 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-33	Vocal Jazz Ensemble
MUS-41	Chamber Singers
MUS-42	Wind Ensemble
MUS-44	Jazz Ensemble
MUS-48	Marching Band
MUS-68	Community Symphony
MUS-73	Vocal Jazz Ensemble
MUS-77	Guitar Ensemble
MUS-81	Consort Singers
MUS-82	Wind Symphony
MUS-84	Jazz Orchestra
MUS-88	Pageantry Ensemble
MUS-P77	Advanced Guitar Ensemble
THE-37	Musical Theater Techniques

**MUS-12 - Advanced Applied Piano** **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 lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. Enrollment for a second semester ensures uninterrupted study for students who are preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-19 - Music Appreciation** **3 units**  
**UC, CSU (C-ID MUS 100)***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. 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 music from its beginnings to the present with emphasis on its musical, socio-cultural and historical development. Study will also include stylistic trends and influential artists throughout the years, including the politics of rock. 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.

**MUS-27 - Amadeus Chamber Ensemble** **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** **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.*

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. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-29 - Concert Choir** **1 unit**

UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first day of class.*  
A large choir dedicated to the study, rehearsal and public performance of larger choral works from Renaissance to 20th Century. Activities include festivals, concerts and clinics. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-30 - Class Voice** **1 unit**

UC, CSU

*Prerequisite: None.*

Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory.

**MUS-31 - College Choir** **1 unit**  
UC, CSU

*Prerequisite: None. Open to all students interested in a college choral singing experience.*

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.

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.

**MUS-32A - Class Piano I** **1 unit**  
CSU

*Prerequisite: None.*

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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-32B - Class Piano II** **1 unit**  
CSU

*Prerequisite: MUS-32A or the equivalent.*

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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-32C - Class Piano III** **1 unit**  
CSU

*Prerequisite: MUS-32B or the equivalent.*

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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-32D - Class Piano IV** **1 unit**  
CSU

*Prerequisite: MUS-32C or the equivalent.*

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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-33 - Vocal Jazz Ensemble** **2 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.*

*Limitation on enrollment: Audition on or before the first class meeting.*

A select vocal ensemble dedicated to the study and performance of jazz music arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-34 - Vocal Jazz Lab** **1 unit**  
UC, CSU

*Prerequisite: None.*

*Corequisite: MUS-33 or 73.*

*Limitation on enrollment: Audition on or before the first class meeting.*

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)

**MUS-35 - Vocal Music Ensembles** **1 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

A small select vocal group dedicated to the rehearsal and performance of classical and madrigal literature. Public performance in concert or recital situations will take place throughout the semester. May be taken a total of 4 times. 54 hours laboratory. (TBA option)

**MUS-36 - Instrumental Chamber Ensembles** **1.5 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.*

Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 81 hours laboratory. (TBA option)

**MUS-37 - Class Guitar** **1 unit**  
UC, CSU

*Prerequisite: None.*

Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. 17 hours lecture and 32 hours laboratory.

**MUS-38 - Beginning Applied Music Training 2 units****UC, CSU***Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-39 - Intermediate Applied Music 3 units****UC, CSU***Prerequisite: None.**Corequisite: Enrollment in a two-unit performance ensemble.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-40 - Class Percussion 1 unit****UC, CSU***Prerequisite: None.*

Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. 17 hours lecture and 32 hours laboratory.

**MUS-41 - Chamber Singers 2 units****UC, CSU***Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition on or before the first class meeting.*

A select chamber vocal group dedicated to the study, rehearsal, and public performance of smaller vocal repertoire from Renaissance to Contemporary. Activities include festivals, concerts, radio and TV broadcasts and tours. 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. 108 hours laboratory. (TBA option)

**MUS-42 - Wind Ensemble 2 units****UC, CSU***Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Performance of standard concert band literature. Appearances at college 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. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-43 - Jazz Improvisation and Theory 1 unit****UC, CSU***Prerequisite: None.*

Practical experience in the art of jazz improvisation and the theory behind effective improvisation. Jazz combo or similar format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. 54 hours laboratory. (TBA option)

**MUS-44 - Jazz Ensemble 2 units****UC, CSU***Prerequisite: None.**Advisory: Concurrent enrollment in MUS-42.**Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.*

A select instrumental jazz ensemble assembled to study and perform jazz literature in various styles. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-45 - Marching Band Woodwind Methods 1 unit****UC, CSU***Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a woodwind instrument.*

Performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

**MUS-46 - Marching Band Brass Methods 1 unit****UC, CSU***Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a brass instrument.*

Performance on a brass instrument, as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

**MUS-47 - Marching Band Percussion Methods 1 unit****UC, CSU***Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a percussion instrument.*

Performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. Appearances at college 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. May be taken a total of four times. 54 hours laboratory.

**MUS-48 - Marching Band** **2 units**  
**UC, CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Basic instrumental skills on a band instrument.*  
 Rehearsal and performance of music suitable for marching band. Marching skills emphasized. Participation in public performances required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-49 - Percussion Ensemble** **1 unit**  
**UC, CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Performance tryout or audition.*  
*Advisory: Concurrent enrollment in MUS-42 or 48.*  
 Designed to give students practical experience in performing music written and arranged for percussion ensemble, often referred to as "Winter drum line." Emphasis is on group participation and public performances. 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-50 - Master Chorale** **1 unit**  
**UC, CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Audition on or before the first class meeting.*  
 An opportunity for singers in the community to learn and perform accompanied and unaccompanied secular and sacred choral music with emphasis on the major choral works of the masters. 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. (TBA option)

**MUS-51 - Men's Ensemble** **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)

**MUS-52 - Recital Performance** **.5 unit**  
**UC, CSU**  
*Prerequisite: MUS-39 or MUS-P12.*  
*Corequisite: MUS-39 or MUS-P12.*  
*Limitation on enrollment: High competence in a performance medium.*  
 Preparation and presentation of a recital performance of 20-25 minutes. 27 hours laboratory. (TBA option)

**MUS-53 - Keyboard Proficiency** **1 unit**  
**UC, CSU**  
*Prerequisite: MUS-32D or the equivalent.*  
 Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-54 - Community Jazz Ensemble** **.5 unit**  
**UC, CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.*  
 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)

**MUS-55 - Community Concert Band** **1 unit**  
**UC, CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument.*  
 Study and performance of standard concert 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-56 - Summer Concert Band** **.5 unit**  
**UC, CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument.*  
 Study and performance of standard concert band literature. Appearances at college and community functions may be made. 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. 27 hours laboratory. (TBA option)

**MUS-57 - Gospel Singers** **1 unit**  
**UC, CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Audition on or before the first class meeting.*  
 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.

**MUS-58 - Gospel Choir 1 unit**

UC, CSU

*Prerequisite: None. Open to all students interested in a college choral singing experience.*

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.

**MUS-59 - Winter Marching Band Clinic 1 unit**

CSU

*Prerequisite: None.*

*Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment.*

Group performance on a band instrument and/or color guard equipment as part of a winter intersession Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

**MUS-60 - Summer Marching Band Clinic 1 unit**

CSU

*Prerequisite: None.*

*Limitation on enrollment: Basic instrumental skills on band instrument.*

Developmental program in fundamental marching band techniques. This course will emphasize the coordination of the physical and mental requirements of field performance. 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.

**MUS-61 - Auxiliary Marching Units 2 units**

CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. 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. (TBA option)

**MUS-62 - Woodwind Techniques for Marching Band 1 unit**

CSU

*Prerequisite: None.*

*Corequisite: MUS-48.*

*Limitation on enrollment: Basic instrumental skills on a woodwind instrument.*

Group performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

**MUS-63 - Brass Techniques for Marching Band 1 unit**

CSU

*Prerequisite: MUS-46.*

*Corequisite: MUS-48.*

*Limitation on enrollment: Basic instrumental skills on a brass instrument.*

Advanced skill development in a group performance on a brass instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

**MUS-64 - Percussion Techniques for Marching Band 1 unit**

CSU

*Prerequisite: MUS-47.*

*Corequisite: MUS-48.*

*Limitation on enrollment: Basic instrumental skills on a percussion instrument.*

Advanced skill development in a group performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

**MUS-65 - Basic Musicianship 2 units**

UC, CSU

*Prerequisite: None.*

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.

**MUS-66 - Advanced Auxiliary Marching Units 2 units**

CSU

*Prerequisite: MUS-61.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Further rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. 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)

**MUS-67 - Community Chamber Ensemble 1 unit**

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.*

A course in developing advanced individual skills through ensemble performance. 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 advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.



**MUS-68 - Community Symphony** **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.*

A course that rehearses and performs advanced 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-69 - Festival Choir** **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** **1 unit**  
CSU*Prerequisite: None.**Limitation on enrollment: Previous experience with classical guitar and 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** **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. 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** **2 units**  
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-74 - Jazz Proficiency** **1 unit**  
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** **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. (TBA option)

**MUS-76 - Advanced Instrumental Ensembles** **1.5 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Performance of music literature at an advanced level for small instrumental ensembles. Public performance in concert or recital situations. May be taken a total of four times. 81 hours laboratory. (TBA option)

**MUS-77 - Guitar Ensemble** **2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience with classical guitar and an audition on or before the first class meeting.*

An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-78 - Beginning Applied Music Training II** 2 units  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-79 - Advanced Applied Music** 3 units  
UC, CSU*Prerequisite: None.**Corequisite: Enrollment in a 2-unit performance ensemble.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual advanced instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-80 - Master Singers** 1 unit  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

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)

**MUS-81 - Consort Singers** 2 units  
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced select vocal group dedicated to the study, rehearsal and public performance of complex smaller choral repertoire from the Middle Ages to the 20th century. Activities include concerts, festivals, and radio and TV broadcasts, and concert tours. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-82 - Wind Symphony** 2 units  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*

Study and performance of literature written for the contemporary wind symphony as it pertains to standard performance practice. Public concerts on campus and in the community each semester. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-83 - Advanced Chamber Choir** 1 unit  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-84 - Jazz Orchestra** 2 units  
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-42 or 82.**Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting.*

Study and performance of literature written for the contemporary 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. 108 hours laboratory. (TBA option)

**MUS-85 - Summer Chamber Ensembles** 1 unit  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-86 - Summer Instrumental Ensembles** 1 unit  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Performance and rehearsal of standard music literature for the large instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-87 - Applied Music Training** 1 unit  
CSU*Prerequisite: None.**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. Attendance at related live performances required. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-88 - Pageantry Ensemble** 2 units  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting.*

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)

**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. 54 hours lecture.

**MUS-89H - Honors Music of Multicultural America** 3 units  
CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

An honors course that offers a comparative and integrative study of the multicultural musical styles of the United States. Includes the musics 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 a 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 lessons for beginners on piano. Basic music reading in three keys using simple melodies and three chords. 8 hours lecture and 16 hours laboratory.

**MUS-93 - The Business of Music** 3 units  
CSU*Prerequisite: None.*

Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, 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** 1 unit  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. The ability to sightread 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.

**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**MUS-P12 - Intermediate Applied Piano** 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.*

Individual instruction on the piano, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-P28 - Symphony Strings** 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. 18 hours lecture and 54 hours laboratory. (TBA option)

**MUS-P36 - Piano Ensemble 1 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Study and performance piano ensemble literature. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-P44 - Jazz Lab Band 1 unit**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting. Designed for students who are beginning or intermediate jazz performers.*

Study and performance of beginning and intermediate literature for jazz ensemble. 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.*

An ensemble dedicated to the study, rehearsal and performance of advanced literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours of laboratory. (TBA option)

**MUS-P84 - Jazz Lab Orchestra 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)

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**NATIVE AMERICAN STUDIES**

In cooperation with representatives of the Native American community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Native American students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Native American heritage and its contributions to American life.

**Among these courses are:**

- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature
- HIS-28 - Native American History: Early Contact Period
- HIS-29 - Native American History: Contemporary Society
- PHI-19 - Native American Thought

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**SCHOOL OF NURSING**

Two curricula are offered in nursing: The Associate Degree Nursing (ADN) Program leading to licensure as an RN and the Vocational Nursing Program leading to licensure as an LVN. The Associate Degree Nursing Program (ADN) is approved by the California Board of Registered Nursing (BRN) and accredited by the National League for Nursing Accrediting Commission (NLNAC). An additional program option is a one-year LVN-to-ADN course of student. The Vocational Nursing Program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Information concerning nursing education can be obtained from these agencies. You may write the BRN at 1747 North Market Blvd., Suite 150, Sacramento, CA 95834, Website: [www.rn.ca.gov](http://www.rn.ca.gov), or the BVNPT at 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) or the NLNAC at 3343 Peachtree Rd. N.E., Suite 850, Atlanta, GA. 30326; Website: [www.nlnac.org](http://www.nlnac.org)

**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 licensure by the BRN and 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**

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of justice and FBI.

**ASSOCIATE IN SCIENCE DEGREE IN NURSING PROGRAM (ADN)**

The two-year program fulfills all the requirements for the Associate in Science Degree from Riverside City College 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.

RCC has established clinical partnerships with local acute care hospitals, skilled nursing facilities, clinics, doctors’ offices, and other community-based agencies.

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 School of Nursing, the RCC Counseling Department, or by visiting [www.rcc.edu/academicprograms/nursing](http://www.rcc.edu/academicprograms/nursing).

### **RN EXPENSES/GENERAL INFORMATION**

**(All expenses are approximate)**

Uniforms: \$250.

Books and supplies: \$2,500 for two years.

Health Examination/Immunization: \$200-\$250. 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.

Background Check/Drug Screen: \$130. 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.

Health Services, Student Services, Parking, and tuition fees each semester. See the current schedule of classes for the per semester cost.

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.

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.

ATI Products (approximate cost \$450).

### **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 first semester of the ADN program will be selected based on a multicriteria point system. These criteria include: general education GPA, pre-requisite course GPA, TEAS test scores, degrees/work experience, life experiences, and second language proficiency.

Applicants for the LVN to ADN: Advanced Placement program will be admitted based on prioritization and random selection. First priority LVN-to-ADN applicants have completed all pre-requisites with a minimum 2.3 GPA, completed general education coursework with a 2.0 GPA, passed Nursing 18 and the Advanced Placement/HESI test. LVN-to-ADN applicants who have not met all of these criteria, or submit any documents late will be lower priority. First priority applicants will be put into random selection for the available spaces.

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 3 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:**

RCC application on file and eligibility to attend RCC.

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.

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.

GPA of at least 2.5 in all general education coursed required for completion of the Associates Degree in Nursing.

Prerequisite Courses (12 units):

1. Minimum combined GPA of 2.5 in the following science prerequisite courses:

a. Anatomy and Physiology 2A (4 units)

b. Anatomy and Physiology 2B (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 1 (4 units)

If Microbiology was taken at any institution in Fall 2005 or later, Chemistry is a required pre-requisite for Microbiology. The Chemistry requirement can be satisfied

by any of these three methods:

Complete Chemistry 2A, or 1A, or

Pass the RCC Chemistry Diagnostic Test. To do this you must submit official high school transcripts showing a year of chemistry completed with a C or better. Then, request to take the Chemistry Diagnostic, available from Counseling or

Submit official AP Chemistry test results with a score of 3 or higher.

2. Minimum combined GPA of 2.3 in the science prerequisite courses for advanced placement applicants.
3. Completion of PSY-9 with a grade of "C" or better.

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 TEAS V. Study materials for preparation or this test are available at [www.atitesting.com](http://www.atitesting.com).

See current enrollment requirements available in the School of Nursing.

#### 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 in 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
___ <i>English Composition</i> : English 1A	4
___ <i>American Institutions</i> : (History 6, 7, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 5)	3
___ <i>Social and Behavioral Sciences</i> : (Sociology 1 or Anthropology 2)	3
___ <i>Communications and Analytical Thinking</i> : (Communication Studies 1 or 9 plus one of the following: CIS 1A-30; English 1B; Math 1-49; Philosophy 11, Philosophy/Math 32)	6
___ <i>Humanities</i> : (see RCCD catalog)	3
___ <i>Competency</i> : 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 pre-requisite 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/academicprograms/nursing](http://www.rcc.edu/academicprograms/nursing). 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 on-line at [www.rcc.edu/academicprograms/nursing](http://www.rcc.edu/academicprograms/nursing). 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:

- a. Official up-to-date (within 90 days) transcript for the nursing program from which they are transferring.
- b. Course outlines and syllabi from completed nursing courses.
- c. Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment and Evaluation Specialist.
- d. Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 18 within two years 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/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.

<http://www.rcc.edu/academicPrograms/nursing/curriculumRN.cfm>

**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-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry-level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. 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-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. 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-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. 108 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-11- Foundations of Nursing Practice Across the Lifespan 9.5 units CSU**

*Prerequisite: AMY-2A, AMY-2B, MIC-1 and PSY-9.*

*Corequisite: NRN-11A.*

*Advisory: ENG-1A and COM-1 or COM-9 and CIS-80 or CIS-84 and the mathematics, reading and English competencies.*

*Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.*

This course focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating professional, legal, and ethical responsibilities of the nurse. The course addresses health promotion across the lifespan; introduces critical thinking applied to nursing; the nursing process; communication techniques used when interacting with patients and members of the interprofessional team; evidence-based nursing practice; and nursing informatics. Application of knowledge and skills occurs in the nursing skills lab, simulator lab, and a variety of clinical settings. 90 lecture hours and 243 laboratory hours. (Letter Grade only.)

**NRN-11A - Nursing Learning Laboratory .5 unit CSU**

*Prerequisite: AMY-2A, AMY-2B, MIC-1 and PSY-9.*

*Corequisite: 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. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-11B - Nursing Learning Laboratory 1 unit**

*Prerequisite:* AMY-2A, AMY-2B, MIC-1 and PSY-9.

*Corequisite:* 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)

**NRN-11C - Nursing Learning Laboratory 2 units**

*Prerequisite:* AMY-2A, AMY-2B, MIC-1 and PSY-9.

*Corequisite:* 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 - Chronic Illness/Acute Maternal Child Specialty 8 units CSU**

*Prerequisite:* NRN-11.

*Corequisite:* NRN-12A.

*Limitation on Enrollment:* Enrollment in the Associate Degree Nursing Program.

Focuses on concepts necessary to provide safe, patient-centered nursing care for developmentally and culturally diverse patient-specific populations which include infants, children, childbearing and childrearing families, and chronically ill adults. 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 nurse in various healthcare settings. Includes acquisition of nursing skills required in chronic care and maternal/child settings. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 72 hours lecture and 216 hours laboratory.

**NRN-12A - Nursing Learning Laboratory .5 unit CSU**

*Prerequisite:* NRN-11.

*Corequisite:* NRN-12.

*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 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. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-12B - Nursing Learning Laboratory 1 unit**

*Prerequisite:* NRN-11.

*Corequisite:* 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. Additional 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:* 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. Additional 108 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-13- Acute and Chronic Illness 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 variety of clinical settings. 18 hours lecture and 81 hours laboratory.

**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 RCC 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 in 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 Care and Chronic Illness II/Mental Health** 9 units

CSU

*Prerequisite: NRN-13.**Corequisite: NRN-21A.**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 medical/surgical and mental health 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 medical/surgical settings and acute and chronic mental health care settings. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 243 hours laboratory.

**NRN-21A - Nursing Learning Laboratory** .5 unit

CSU

*Prerequisite: NRN-13.**Corequisite: 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. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-21B - Nursing Learning Laboratory** 1 unit*Prerequisite: NRN-13.**Corequisite: 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: 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 - Integrated Care Across the Lifespan** 9 units

CSU

*Prerequisite: NRN-21.**Corequisite: NRN-22A.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.*

Focuses on concepts necessary for safe, patient-centered nursing care to developmentally and culturally diverse patient populations experiencing complex alterations in health across the lifespan. 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 specifically to care for patients experiencing complex alterations in health at all ages. The course is designed to prepare students to function as an entry-level professional nurse generalist upon completion. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 72 hours lecture and 270 hours laboratory.

**NRN-22A - Nursing Learning Laboratory .5 unit  
CSU**

*Prerequisite:* NRN-21.

*Corequisite:* 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. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-22B - Nursing Learning Laboratory 1 unit**

*Prerequisite:* NRN-21.

*Corequisite:* 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:* 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 clients in all age groups. Computation of dosage problems encountered in actual nursing practice. Approved by the California Board of Registered Nursing for continuing education units. 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. (Pass/No Pass only.)

**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**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 or 24 month part-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 10, 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.

  - a. Admission to Riverside Community College District.
  - b. 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.
  - c. A cumulative grade point average of at least a 2.0 ("C") in all college course work attempted.
  - d. 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, Nursing 50 and/or Anatomy and Physiology 10. 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 10 or Anatomy 2A and 2B or equivalent.
  - b. Nursing 50
  - c. Nursing 55
  - d. Psychology 9
  - e. 100% on Nursing Program Arithmetic Proficiency Exam.
  - f. Be at least 17 years of age (Section 2866a, VN Practice Act).
  - g. 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/academicPrograms/nursing/process.cfm](http://www.rcc.edu/academicPrograms/nursing/process.cfm) and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

**VN PROGRAM EXPENSES (All expenses are approximate)**

1. Uniform: \$200.
  2. Books and supplies: \$800.
  3. Health examination/immunizations \$200-\$250. 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.
  4. Per Semester: Health Services, Student Services, Parking and Enrollment fees, see current schedule of classes for the per semester fees.
  5. 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.
  6. 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.
  - 7.\* Background check and drug screen must be clear prior to participation in clinical courses. Fee: approximately \$130.
  8. ATI: approximately \$450.
- \* 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 51, 52, 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/academicPrograms/nursing/process.cfm](http://www.rcc.edu/academicPrograms/nursing/process.cfm) 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/academicPrograms/nursing/process.cfm](http://www.rcc.edu/academicPrograms/nursing/process.cfm) 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 most timely 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.

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**NURSING (VOCATIONAL) COURSES:**
**NVN-50 - Introductory Vocational Nursing Foundations 2 units**

*Prerequisite: None.*

Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Describes the nursing process and introduces the concept of culture as it impacts nursing care. 36 hours lecture.

**NVN-51 - Introductory Concepts of Vocational Nursing-Health/Illness 3 units**

*Prerequisite: NVN-50.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology are applied. The responses of the body to diseases which affect basic human needs are discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. 54 hours lecture.

**NVN-52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units**

*Prerequisite: NVN-50.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages 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-55 - An Introductory Course to Contemporary Vocational Nursing Practice 5 units**

*Prerequisite: AMY-10 or AMY-2A and 2B.*

Focuses on the definition, functions, responsibilities, and roles of the vocational nursing student, and the Licensed Vocational Nurse as members of the interdisciplinary 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. This course provides the student with an introduction to the responses of the body to diseases that affect basic human needs and are discussed in terms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essential of nutrition throughout the life cycle and an introduction to therapeutic diet therapy are examined. 90 lecture hours.

**NVN-60 - Intermediate Vocational Nursing Foundations-Nursing Process/Communication** **1 unit**

*Prerequisite: NVN-50.*

*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 clients' basic human needs that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied in relationship to the nursing process, with beginning application to clients in various stages of the life cycle. Review of the Riverside Community College Vocation Nursing Program philosophy and conceptual framework. 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 clients 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 clients 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 which impact on 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-60 and PSY-9.*

Application of the nursing process and principles of mental health in the care of clients, 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 clients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with clients 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 Concepts of Vocational Nursing-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. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and management 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.*

Reviews the major classes of medications used in community-based settings that provide primary, secondary and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Approved by the California Board of Registered Nursing for continuing education. Provider number 00100. 54 hours lecture.

**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 Community College District (RCCD) 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 for continued education units. Provider number 00100.

**OCEANOGRAPHY****OCE-1 - Introduction to Oceanography 3 units UC, CSU***Prerequisite: None.**Advisory: A course in geology recommended.*

Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis forces, 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.**Corequisite: Concurrent or previous enrollment in 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. Such topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; and dynamic topography, waves and tides. 54 hours laboratory.

**OFFICE ADMINISTRATION**

See [COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY](#)

**PARALEGAL STUDIES****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

**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, 68 or 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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**PHILOSOPHY**
**PHI-10 - Introduction to Philosophy** **3 units**  
 UC, CSU

*Prerequisite: None.*

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**  
 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.*

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**  
 UC, CSU (C-ID PHIL 120)

*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.*

A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and modern Western slave and liberation periods. Representative thinkers of the modern periods are discussed. 54 hours lecture.

**PHI-19 - Native American Thought** **3 units**  
 UC, CSU

*Prerequisite: None.*

Philosophical and religious beliefs and practices of Native Americans. Their history, views of man and nature. Emphasis placed on Native American thought as conveyed by Indian people, and its relevance to contemporary problems and conflicts between the two societies. 54 hours lecture.

**PHI-20 - History of Western Philosophy I: Greek, Roman, and Medieval** **3 units**  
 UC, CSU

*Prerequisite: None.*

A survey of the beginning and rise of Western science and philosophy; pre-Socratic era, Socrates, Plato, Aristotle; Greek philosophical influence upon the Roman Empire and Medieval Europe. 54 hours lecture.

**PHI-21 - History of Western Philosophy II: Modern and Contemporary** **3 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: PHI-10 or 10H, 12, or 20.*

A survey of the history of Western philosophy beginning with the transition from the medieval period and ending with contemporary philosophy. Topics covered will include renaissance humanism, the rise of modern science, continental rationalism, British empiricism, the Enlightenment, German romanticism and idealism, and such contemporary movements as Marxism, existentialism, positivism, American pragmatism and analytic philosophy. 54 hours lecture.

**PHI-22 - Philosophy of Science** **3 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

An examination of philosophical ideas about the nature of scientific knowledge, how it enables us to understand the world, and the role of values in science. Historical and current examples from the various sciences will be used to explore these questions. The dependence of contemporary policy and personal decisions on scientific knowledge will also be explored. 54 hours lecture.

**PHI-32 - Introduction to Symbolic Logic** **3 units**  
 (Same as MAT-32)  
 UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*

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.*

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.

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**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: \$15.00)

**PHO-9 - Intermediate Photography** 3 units  
CSU

*Prerequisite: PHO-8 or 20.*

An intermediate course in black and white 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, and production of fine black and white prints. Introduces professional medium and large format cameras. Students required to provide their own 35 mm camera with aperture and shutter controls or a digital camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**PHO-10 - Advanced Photography** 3 units  
CSU

*Prerequisite: PHO-9.*

Advanced concepts of black and white photography, with emphasis on utilization of 35 mm and medium and large format cameras in the studio and on location. Application of advanced lighting techniques for products and portraiture. Includes an introduction to studio management and the legal and financial considerations of the professional photographer. Students required to provide their own 35 mm camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**PHO-12 - Photojournalism** 3 units  
(Same as JOU-12)

CSU (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. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**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, editing and output of color photographs using film and digital media, scanners and commercial print processing. Includes color theory, analysis of light sources, color spaces, digital workflow, history of color photography and the work of contemporary color photographers. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**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 3 units**

(Same as BUS-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.

**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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)

UC, CSU (C-ID GEOG 130)

*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**

UC\*, CSU

*Prerequisite: None.**Corequisite: Enrollment in 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 mechanics, including Newton's laws, energy, momentum and rotational motion; study of fluid mechanics; study of thermodynamics, including heat, temperature, kinetic theory of gases, and the laws of thermodynamics; study of oscillatory motion. 54 hours lecture and 54 hours laboratory.

**PHY-2B - General Physics, II 4 units**

UC\*, CSU

*Prerequisite: PHY-2A.*

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: study of wave motion, including Doppler effect for sound waves, intensity of sound waves; study of electricity and magnetism, including electric field and potential, Gauss' Law, current and DC circuits, capacitance and inductance, Faraday's Law; study of light including electromagnetic waves, reflection, refraction and diffraction; study of modern physics, including special relativity, quantum, atomic and nuclear physics. 54 hours lecture and 54 hours laboratory. Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

**PHY-4A - Mechanics 4 units**

UC\*, CSU

*Prerequisite: None.**Corequisite: 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**

UC\*, CSU

*Prerequisite: PHY-4A.**Corequisite: 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**

UC\*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

**PHY-4D - Modern Physics** **4 units**

UC, CSU

*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.

**PHY-10 - Introductory General Physics** **3 units**

UC\*, CSU

*Prerequisite: MAT-52.*

A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture.

**PHY-11 - Physics Lab** **1 unit**

UC, CSU

*Prerequisite: None.**Corequisite: PHY-10.*

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

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**PHYSIOLOGY AND ANATOMY**  
See [ANATOMY AND PHYSIOLOGY](#)

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**POLITICAL SCIENCE****POL-1 - American Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government are included. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-1H - Honors American Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

The principles and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-2 - Comparative Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: 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 and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-2H - Honors Comparative Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A comparative study of selected European, Asian, African, Latin American, Middle Eastern and 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 and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-3 - Introduction to Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the major concepts, theories, 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, and Political Theory. 54 hours lecture.

**POL-4 - Introduction to World Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: 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 UC, CSU 3 units***Prerequisite: None.**Advisory: 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. The honors course offers and 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 UC, CSU 3 units***Prerequisite: None.**Advisory: 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) UC, CSU 3 units***Prerequisite: None.**Advisory: 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 CSU 3 units***Prerequisite: None. Sections may be taken in any sequence.**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 UC, CSU 3 units***Prerequisite: None.**Advisory: 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 CSU 3 units***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 UC, CSU 3 units***Prerequisite: None.**Advisory: 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 CSU 3 units***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****PSY-1 - General Psychology 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. 54 hours lecture.

**PSY-2 - Biological Psychology 3 units**

UC, CSU

*Prerequisite: PSY-1.*

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 3 units**

UC, CSU (C-ID PSY 170)

*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 3 units**

UC, CSU

*Prerequisite: None.*

This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

**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 merits of their assumptions and propositions. 54 hours lecture.

**PSY-35 - Abnormal Psychology 3 units**

UC, CSU (C-ID PSY 120)

*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-50 - Research Methods in Psychology** **4 units**  
CSU*Prerequisite: PSY-1 and MAT-12/12H.*

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.

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**READING****REA-2 - Rapid Reading** **2 units**  
CSU*Prerequisite: None.*

Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying placement level is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**REA-3 - Reading for Academic Success** **3 units**  
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**REA-4 - Critical Reading as Critical Thinking** **3 units**  
CSU*Prerequisite: None.*

This course is intended for students to fully understand 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 - Reading, Level I** **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 - Reading, Level II** **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 - Reading, Level III** **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. hours lecture. (Non-degree credit course. Pass/No Pass only.)

**REA-87 - Reading Clinic** **.5 unit***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. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**REA-95 - Special Topics in Reading** **.5 unit***Prerequisite: None.*

Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. 9 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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**REAL ESTATE****RLE-80 - Real Estate Principles** **3 units**  
CSU*Prerequisite: None.*

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent 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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**RUSSIAN****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**
**SOC-1 - Introduction to Sociology 3 units**  
**UC, CSU (C-ID SOCI 110)**

*Prerequisite: None.*

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 3 units**  
**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 3 units**  
**UC, CSU (C-ID SOCI 115)**

*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 in American Society 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**  
**UC, CSU (C-ID SOCI 150)**

*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**  
**UC, CSU**

*Prerequisite: None.*

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

**SOC-15 - Women in American Society 3 units**  
**UC, CSU**

*Prerequisite: None.*

The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. 54 hours lecture.

**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**  
**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-22 - American Deaf Culture 3 units**  
**(Same as AML-22)**

**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.

**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  
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-45 - Childhood and Culture 3 units  
CSU***Prerequisite: None.*

The cultural impact of child rearing on the development, personality and behavior of a child. How this culture effects motivation, goals and probability of success in society. 54 hours lecture.

**SOC-50 - Introduction to Social Research Methods 3 units  
UC, CSU***Prerequisite: None.*

Designed to introduce the student to the nature of scientific inquiry and to the basic principles and procedures applied to the conduct of research in the social sciences. The course is organized around the generally accepted sequential steps in the research process; from the inception of a research idea to the research design for inquiry, to the gathering and analysis of data, to the final report of the findings. 54 hours lecture.

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**SPANISH****SPA-1 - Spanish 1 5 units  
UC\*, CSU (C-ID SPAN 100)***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 Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-1A - Spanish 1A 2.5 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 Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. 45 hours lecture and 9 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-1B - Spanish 1B 2.5 units  
UC\*, CSU***Prerequisite: SPA-1A.*

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 Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1B is equivalent to the second half of SPA-1. 45 hours lecture and 9 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-1H - Honors Spanish I 5 units  
UC, CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

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 Spanish at the beginning level. This course 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. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-2 - Spanish 2 5 units  
UC, CSU***Prerequisite: SPA-1, 1H, or 1B.*

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.)

**SPA-3 - Spanish 3 5 units  
UC\*, CSU***Prerequisite: SPA-2 or 2H.*

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.)

**SPA-3N - Spanish for Spanish Speakers** **5 units**  
**UC\*, CSU***Prerequisite: None.*

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.)

**SPA-4 - Spanish 4** **5 units**  
**UC, CSU***Prerequisite: SPA-3 or 3N.*

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.)

**SPA-8 - Intermediate Conversation** **3 units**  
**UC, CSU***Prerequisite: SPA-2 or 2H.*

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.*

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. 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.*

Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs 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.*

This concentrates on developing basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-52 - Introductory Listening Comprehension II** **2 units***Prerequisite: SPA-1, 1H, 1B, or 51.*

This continues the development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52, and 53, may be taken independently or as supplements to SPA-1, 2, and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-53 - Intermediate Listening Comprehension I** **2 units***Prerequisite: SPA-2, 2H, or 52.*

This begins the development of intermediate skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on the acquisition of strategies for coping with imperfect comprehension. This course includes an expanded introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52, and 53, may be taken independently or as supplements to SPA-1, 2, and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

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**SPEECH COMMUNICATION**  
See [COMMUNICATION STUDIES](#)

**SUPERVISION**  
See [MANAGEMENT](#)

**TELECOMMUNICATIONS**  
See [FILM, TELEVISION AND VIDEO](#)

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**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**  
**UC, CSU (C-ID THTR 111)**

*Prerequisite: None.*

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting 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**  
**UC, CSU (C-ID THTR 191)**

*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. (TBA option)

**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. (TBA option)

**THE-25 - Makeup for the Stage**      **2 units**  
**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 54 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. (TBA option)

**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. (TBA option)

**THE-32 - Acting Fundamentals-Theater Games and Exercises** **3 units**  
**UC, CSU (C-ID THTR 151)**  
*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. (TBA option)

**THE-33 - Scene Acting: Creating a Role** **3 units**  
**UC, CSU (C-ID THTR 152)**  
*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. (TBA option)

**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**  
**UC, CSU (C-ID THTR 171)**  
*Prerequisite: None.*  
*Advisory: Concurrent enrollment in THE-2 or 4 or 5 or 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. (TBA option)

**THE-44 - Theatrical Set Design** **3 units**  
**UC, CSU (C-ID THTR 172)**  
*Prerequisite: None.*  
*Advisory: Concurrent enrollment in 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**  
**UC, CSU (C-ID THTR 174)***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** **3 units**  
**UC, CSU (C-ID THTR 173)***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: Concurrent enrollment in 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. For further information see section VIII of the catalog regarding course repetition. 54 hours lecture.

**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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**WELDING****WEL-15 - Introduction to Basic Shielded Metal Arc** **3 units**  
**Welding**  
**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-16 - Advanced Shielded Metal Arc Welding** **3 units**  
**CSU***Prerequisite: WEL-15.*

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-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. 18 hours lecture and 54 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, Flux-cored-arc-welding, and Submerged-arc-welding. The course covers the responsibilities of integrating computers and automated manufacturing with high-tech joining processes. 27 hours lecture and 81 hours laboratory.

**WEL-55A - Gas Tungsten Arc Welding-Plate Material** 3 units*Prerequisite: None.*

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. 27 hours lecture and 81 hours laboratory.

**WEL-55B - Gas Tungsten Arc Welding-Exotic Metals** 3 units*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in WEL-55A.*

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. 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-61A - American Welding Society/ Los Angeles City Welding I** 3 units*Prerequisite: WEL-16.*

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-61B - American Welding Society/ Los Angeles City Welding II** 3 units*Prerequisite: WEL-16.*

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 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-62 - Blueprint Reading for Welders** 2 units*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-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 classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. 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. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**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 lecture 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 lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

**ZOOLOGY**See [BIOLOGY 2A, 2B](#)

**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.

**COSMETOLOGY****COS-801 - Level VI Cosmetology Concepts 0 units**

*Prerequisite: 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 instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (TBA option)

**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 instructor in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory. (TBA option)

**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. (TBA option)

**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)

**ENGLISH AS A SECOND LANGUAGE****ESL-801 - ESL Support for Career and Technical Programs 0 units**

*Prerequisite: None.*

*Advisory: Qualification for 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.) (TBA option)

**GUIDANCE****GUI-801 - Testing for Success CAHSEE Preparation 0 units**

*Prerequisite: None.*

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement. (Materials fee: \$16.00)

**INTERDISCIPLINARY STUDIES****ILA-800 - Supervised Tutoring 0 units**

*Prerequisite: None.*

*Co-Requisite: Student must be enrolled in at least one other non-tutoring course.*

*Limitation on Enrollment: Student must be referred by an instructor or a counselor.*

This self-paced open-entry/open-exit course provides supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class time in the Learning Center, which is designed to help achieve specific course objectives related to college courses and/or to improve learning and study skills in specific subject matter. Content varies according to the course for which tutoring is sought. 216 hours laboratory. May be taken a total of twelve times. (TBA option) (Non-degree, non-credit course.)

**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)

**SENIOR CITIZEN EDUCATION**

For information about Senior Citizen Education courses, contact the Young @Heart Program at 152 East Sixth Street, Corona, CA. The telephone number is (951) 222-8090

**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 as Therapy 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.

**SCE-811 - Drawing and Painting for Older Adults 0 units***Prerequisite: None.*

This course is designed for students 55 years and older, and will include a potpourri of 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. Students will be 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.*

This course is 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.

**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 needs for older adults. Topics can include general health, nutrition, consumer awareness, market trends/dietary fads, healthy food preparation and safety. Emphasis will be placed on nutrition and the role it plays throughout the aging process. 24 hours laboratory; Positive Attendance.

**SCE-834 - Weight Management for Older Adults 0 units***Prerequisite: None.*

This course is designed for older adults who desire to lose between 5 and 40 pounds. Emphasis is placed on developing nutritionally sound eating habits to reduce weight by 1-2 pounds per week. The course 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.*

This course offers students 55 years and older the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that give students an opportunity to use their creative talents while retaining and continuing to develop their fine motor skills and improve memory skills. Some of the crafts featured in various classes might 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.

**SCE-842 - Needle Arts Therapy for Seniors 0 units***Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. The course will feature a wide variety of needle arts instruction to give students an opportunity to use their creative talents while retaining and continuing to develop fine motor skills memory improvement and will provide an opportunity to share backgrounds and family history through the various projects and offer in a socially interactive environment. Some of the various needle arts that might be included in various classes are: 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



*Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors that the faculty can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 53<sup>rd</sup> Distinguished Faculty Lecturer is*

**ALEXIS GRAY**  
**ASSOCIATE PROFESSOR**  
**ANTHROPOLOGY**

Dr. Alexis Gray attended Santa Monica College and California State University, Los Angeles earning her B.A. in Anthropology. She received her M.A. in Anthropology from California State University, Fullerton. At the University of California, Riverside, she completed the requirements for a second Master's degree and completed her Ph.D. in Anthropology in 2006.

Dr. Gray began teaching at Cal State Fullerton. She also taught part time at Cerritos College, Rancho Santiago College, Mt San Jacinto College, UCR, and Cal Poly Pomona but found her niche at Norco in 2000. In 2006, she was hired as a full-time professor

at Norco College. She often laughingly tells her colleagues at other institutions that she has the best students anywhere and that she should know as she has taught everywhere. Dr. Gray won "Teacher of the Year" at Norco twice, and she was selected as the Distinguished Faculty Lecturer for 2013.

In addition to teaching, Dr. Gray has been a forensic anthropologist for over ten years. She consults for the San Bernardino County Sheriff's department on matters of skeletal, decomposed or traumatic accident victims. In both of her occupations, she is passionate about what she does; she enjoys teaching the future generations to become well informed members of society, equally so she is dedicated to identifying the unidentified and discovering what has happened to the deceased so their loved ones can find closure. To this end, Dr. Gray participated in the San Bernardino County DNA recovery project, attempting to connect "cold" cases with current technology. She has also consulted for the television show, "Bones."

Dr. Gray lives with her husband, her son, her nephew, and a host of animals in an historic home they restore on weekends. Her son and nephew will both begin Norco College in the fall.

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

- ABBATE, NICOLE** Assistant Professor,  
Counseling  
B.A., California State University, Chico; M.S.W., California State University, Stanislaus. At Riverside Community College District since 2011.
- ACHARYA, SUREKHA** Associate Professor,  
English  
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.
- ALEXANDER, SHARON** Associate Professor,  
Nursing  
A.S., Riverside Community College; B.S.N., M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2007.
- ALJORD, HUDA** Associate Professor,  
Arabic  
B.A., M.A., Damascus University. At Riverside Community College District since 2005.
- ALLEN, THOMAS** Associate Professor,  
English  
A.A., Los Angeles City College; B.A., California State University, Northridge; M.A., California State University, San Bernardino. At Riverside Community College District since 1986.
- ALVARADO, CECILIA** Dean,  
Student Services  
B.A., California State University, Fullerton; M.S., Pepperdine University. At Riverside Community College District since 2010.
- AMIDON, TUCKER** Associate Professor,  
English  
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.
- ANDERSON, KIMBERLY** Associate Professor,  
Nursing  
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.
- ANDERSON, KRISTINE R.** Professor,  
English  
B.A. (summa cum laude), M.A., San Diego State University; M.F.A., New England College. At Riverside Community College District 1989-95, and since 1997.
- ANGUIANO, JOE W.** Associate Professor,  
English  
B.A., California State University, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College District since 1999.
- ARGUELLES, RUDOLPH** Associate Professor,  
Kinesiology  
A.A., Riverside Community College; B.A., Arizona State University; M.Ed., Azusa Pacific University. At Riverside Community College District since 2005.
- ASHBY, HAYLEY** Associate Professor,  
Library Services  
Network/Multimedia Specialist  
B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College District since 2001.
- AVALOS, DAVID** Associate Professor,  
Culinary Arts  
B.V.E., California State University, San Bernardino, M.A., Florida International University. At Riverside Community College District since 2004.
- AVILA, PATRICIA** Interim Dean,  
Career and Technical Education  
Associate Professor, Counseling  
B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College District since 1997.
- BAKER, DAVID V.** Associate Professor,  
Sociology  
B.A., California State University, Northridge; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.
- BAKER, SANDRA L.** Dean,  
School of Nursing  
A.A., Maryville College, Missouri; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills; D.N.P., Case Western Reserve University. At Riverside Community College District since 1989.
- BARADARAN, ROBERT** Associate Professor,  
Culinary Arts  
B.S., M.A., California State University, Long Beach. At Riverside Community College District since 2004.
- BARNES, MICHEAL E.** Associate Professor,  
Counseling  
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.
- BENDSHADLER, CINDY M.** Associate Professor,  
English  
B.A., Scripps College; M.A., University of Pennsylvania. At Riverside Community College District since 2001.
- BERNIER, DANIEL** Associate Professor,  
Chemistry  
A.S., Long Beach City College; B.A., California State University, Long Beach; M.S., University of California, Irvine; Ph.D., University of California, Riverside. At Riverside Community College District since 2004.
- BHATIA, SHAILESH D.** Associate Professor,  
Computer Information Systems  
B.S., M.B.A., M.S., University of Toledo. At Riverside Community College District since 1990.

- BLAIR, SCOTT** Associate Professor,  
Astronomy  
A.S., Riverside Community College; B.S., M.S., University of California, Riverside. At Riverside Community College District since 1994.
- 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.
- 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** Associate 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, MARSHA** Assistant Professor of  
Career and Technical Education,  
Cosmetology  
A.S., Riverside Community College. At Riverside Community College District since 2008.
- BROWN, SCOTT A.** Associate 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.** Associate Professor,  
Biology  
B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 2000.
- BURRIS, ROBERT** Assistant Professor of  
Career and Technical Education,  
Air Conditioning  
A.A., Riverside Community College. Community College Credential. At Riverside Community College District since 1991.
- BUSH, EDWARD** Vice President, Student Services  
Associate Professor, Student Activities  
B.A., University of California, Riverside; M.P.A., California State University, San Bernardino; Ph.D., Claremont Graduate University. At Riverside Community College District since 1998.
- 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.
- CAMAK, SHELAGH** Vice President,  
Workforce and Resource Development  
A.A., San Bernardino Valley College; B.A., M.A., California State University, San Bernardino; Ed.D., Pepperdine University. At Riverside Community College District since 1998.
- CARRERAS, SOFIA** Associate Professor,  
Dance  
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- 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** Associate Professor,  
Economics  
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- CAZARES, DEBORAH A.** Associate Professor,  
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- CERWIN-BATES, STACEY** Associate Professor,  
Reading  
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- CHAMBERS, JOY** Dean,  
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B.A., M.A., California Polytechnic State University, San Luis Obispo. At Riverside Community College District since 2011.

- CHENEY, JAMES R.** Associate Professor,  
Physics  
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- COLUCCI, MARIE** Professor,  
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B.S. (magna cum laude), Boston College; M.N., University of California, Los Angeles; Ed.D., Nova University. At Riverside Community College District since 1983.
- CRAFT, THOMAS** Director,  
Football Operations/Head Football  
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- CRAMM, KENNETH P.** Associate Professor,  
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- CREGG, JAMES** Associate Professor,  
Computer Information Systems  
A.A.S., Community College Air Force; B.S., Southern Illinois University; M.S., California State University, San Bernardino. At Riverside Community College District since 2000.
- CROAN, DEBORAH** Director, Health Services  
M.S., Western University of Health Sciences. At Riverside Community College District since 2013.
- CRYDER, MICHAEL** Associate Professor,  
Biology  
B.S., La Sierra University; M.S., Loma Linda University. At Riverside Community College District since 2002.
- CURTIS, ANTONIO** Associate Professor,  
Mathematics  
A.A., Solano Community College; B.A., California State University, Hayward; M.S., California State University, East Bay. At Riverside Community College District since 2008.
- CURTIS, PETER** Professor,  
Music  
B.M., Berklee College of Music; M.M., Yale University; D.M., Indiana University. At Riverside Community College District since 2001.
- DADDONA-MOYA, MICHELLE** Associate Professor,  
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- DAVIN, RICHARD** Professor,  
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B.S., University of Wyoming; M.A., University of North Colorado; Ph.D., University of California, Riverside. At Riverside Community College District since 1999.
- DAWSON, SHELLY** Associate Professor,  
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- DEAN, LESLIE** Professor,  
Geography  
B.S., M.A., University of Utah. At Riverside Community College District since 1979.
- DELGADILLO-FLORES, MONICA** Associate Professor,  
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- DiBENEDETTO, TAMRA** Professor,  
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- DOUGLASS, KELLY** Associate Professor,  
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B.S., Willamette University, Salem; M.A., California State University, Fullerton; Ph.D., Capella University. At Riverside Community College District since 2000.

**GOBATIE, CYNTHIA** Associate Professor,  
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Anthropology  
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**GRENFELL, JOHN** Associate Professor,  
Mathematics  
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**GREY, BOBBIE** Associate Professor,  
Chemistry  
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**GUTIERREZ, EDGAR IVAN** Associate Professor,  
History  
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**HAGHIGHAT, DARIUSH** Professor,  
Political Science  
B.A., M.S., and Ph.D., University of California, Riverside. At Riverside Community College District since 1988.

**HAINES, MARK A.** Associate Professor,  
Dance  
B.F.A., Cornish College of the Arts; M.F.A., University of California, Irvine. At Riverside Community College District since 2000.

**HALL, DEBORAH** Associate Professor,  
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**HAROLD, GINA** Assistant Professor,  
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**HAYES-TRAINER, MONICA** Associate Professor,  
Kinesiology/  
Women's Head Volleyball Coach  
B.S., San Jose State University; M.A., California State University, San Bernardino. At Riverside Community College District since 2008.

**HERRICK, SCOTT** Associate Professor,  
Biology  
B.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.



- HOPKINS, JOHN W.** Professor, Art  
A.A., Santa Ana College; B.A., M.A., M.F.A., California State University, Fullerton. At Riverside Community College District since 1980.
- HORN, STEPHEN** Professor, Art  
A.A., Rio Hondo College; B.A., M.A., M.F.A., California State University, Fullerton. At Riverside Community College District since 1991.
- HOWARD, LIN DUAN** Associate Professor, English  
B.A., M.A., University of California, Riverside. At Riverside Community College District since 1994.
- HOWARD, LISA** Associate Professor, Nursing  
A.S., Riverside Community College; B.S.N., Loma Linda University; M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2000.
- HUFF, TONYA** Associate Professor, Biology/Health Science  
B.S., B.F.A., University of Nebraska; Ph.D., University of California, San Diego. At Riverside Community College District since 2009.
- INDERMUEHLE, DENISE** Associate Professor, Nursing  
A.D.N., Riverside Community College; B.S.N., M.S.N., University of Phoenix. At Riverside Community College District since 2006.
- ISAAC, WOLDE-AB** Interim President  
B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006.
- ISHIHARA, CHIE** Associate Professor, Business Administration  
B.A., Pomona College; M.B.A., California Polytechnic University, Pomona. At Riverside Community College District since 2005.
- ISSA, ALI Y.** Associate Professor, Health Sciences  
B.S., Somali National University; M.S., California Polytechnic University, San Luis Obispo; Ph.D., Utah State University. At Riverside Community College District since 1992.
- JEW, ROBERT K.** Associate Professor, Art  
B.F.A. with Distinction, Art Center College of Design, Pasadena. At Riverside Community College District since 2001.
- JIMENEZ, GARY M.** Associate Professor, Counseling  
A.A., Citrus College; B.S.W., California State Polytechnic University, Pomona; M.S., California State University, Los Angeles. At Riverside Community College District since 2001.
- JOHNSON, DERRICK** Director, Athletics  
B.S., University of South Carolina; M.S., United States Sports Academy. At Riverside Community College District since 2012.
- JUDON, LANESHIA R.** Associate Professor, Business Administration  
A.A., University of Maryland, European Division; B.A. (cum laude), Southern Illinois University; J.D. (American Jurisprudence, Trust and Wills), Loyola Law School. At Riverside Community College District since 1997.
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- KNECHT, JASMINKA** Associate Professor, Music  
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- MORRILL, CYNTHIA** Associate Professor,  
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- MOWREY, JODI L.** Associate Professor,  
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- MULARI, JEFFREY** Associate Professor,  
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**Section VIII**  
**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

Academic Affairs . . . . .	571-6351	Dean of Instruction . . . . .	571-6163	Library . . . . .	571-6111
Academic Departments:		Dean of Public Safety Education		Mailroom . . . . .	571-6145
Business, and Information Technology		and Training . . . . .	571-6314	Math Lab . . . . .	571-6232
Systems . . . . .	571-6125	Dean of Student Services . . . . .	571-6137	Matriculation . . . . .	571-6131
Communications . . . . .	571-6325	Dental Hygiene/Assisting Program		Middle College High School . . . . .	571-6463
Health, Human, and Public Services		. . . . .	571-6433	Outreach . . . . .	571-6409
. . . . .	571-6251	Disabled Student Services . . . . .	571-6138	Physician Assistant Program . . . . .	571-6166
Humanities and Social Sciences		Early Childhood Education Center		Police Dispatch . . . . .	222-8171
. . . . .	571-6134	. . . . .	571-6214	President's Office . . . . .	571-6161
Mathematics, Sciences, Kinesiology and		Emergency Medical Services . . . . .	571-6395	Puente Program . . . . .	571-6240
Physical Education . . . . .	571-6125	Employment Placement . . . . .	571-6414	Student Activities . . . . .	671-6105
Public Safety Education and Training		Extended Opportunity Programs and		Student Government . . . . .	571-6268
. . . . .	571-6197	Services . . . . .	571-6253	Student Services Upward Bound Math and	
Admissions . . . . .	571-6101	Facilities Office . . . . .	571-6113	Science . . . . .	571-6382
Assessment and Placement Testing		Fire Technology . . . . .	571-6197	Student Support Services . . . . .	571-6275
. . . . .	571-6492	Health Services . . . . .	571-6103	Student Financial Services . . . . .	571-6139
Bookstore . . . . .	571-6107	Information Services . . . . .	571-6116	Title V Office . . . . .	571-6260
Business Services . . . . .	571-6342	Institutional Research and Assessment		Tutorial Services . . . . .	571-6167
Career and Transfer Center . . . . .	571-6205	. . . . .	571-6303	Veterans Services . . . . .	571-6157
College Police . . . . .	571-6190	Instructional Media Center . . . . .	571-6201	Web	
Computer Lab . . . . .	571-6127	KMVC TV, Channel 17 . . . . .	571-6100 x 4317	Development . . . . .	571-6380
Counseling . . . . .	571-6104	Law Enforcement Programs . . . . .	571-6316	Workforce Preparation . . . . .	571-6154
				Writing and Reading Center . . . . .	571-6128

## Norco College

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Academic Departments		24-Hour Dispatch Center . . . . .	222-8171	Student Activities . . . . .	372-7007
Art, Humanities and World Languages		College Receptionist . . . . .	372-7044	Student Employment . . . . .	372-7190
. . . . .	372-7076	Counseling . . . . .	372-7101	Student Financial Services . . . . .	372-7009
Business, Engineering and Information		Dean of Instruction . . . . .	372-7018	The Talented Tenth Program (T3p) . . . . .	
Technologies . . . . .	372-7079	Dean of Student Services . . . . .	372-7081	. . . . .	372-7148
Communications . . . . .	372-7067	Disability Resource Center . . . . .	372-7070	Transfer Center . . . . .	372-7151
Mathematics and Sciences . . . . .	372-7079	Extended Opportunity Programs and		Trio Programs	
Social and Behavioral Sciences . . . . .	372-7076	Services . . . . .	372-7128	Student Support Services . . . . .	372-7163
Admissions and Records . . . . .	372-7003	Health Services . . . . .	372-7046	Upward Bound Programs . . . . .	739-7807
Assessment Center . . . . .	372-7176	Honors Program . . . . .	739-7846	Tutorial . . . . .	372-7143
Bookstore . . . . .	372-7085	Library/Resource Center . . . . .	739-7896	Veterans Services . . . . .	372-7142
CalWORKs . . . . .	372-7052	Outreach . . . . .	739-7856	Writing and Reading Center	
Career Placement . . . . .	372-8086	Puente Program . . . . .	372-7146	. . . . .	372-7000 x 4545
College Police . . . . .	372-7088	STEM/MESA . . . . .	739-7806		

## Riverside City College

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

Admissions and Records . . . . .	222-8600	Disabled -Student Services . . . . .	222-8060	Performance Riverside . . . . .	222-8100
Applied Technology . . . . .	222-8491	Diversity and Equity Compliance . . . . .	222-8435	Senior Citizen Education . . . . .	222-8090
Art . . . . .	222-8395	Early Childhood Education . . . . .	222-8068	Student Activities . . . . .	222-8570
Art Gallery . . . . .	222-8358	Extended Opportunity Programs and		Student Financial Services . . . . .	222-8710
Athletics . . . . .	222-8892	Services . . . . .	222-8045	Student Health and Psychological Services	
Bookstore . . . . .	222-8140	Human Resources . . . . .	222-8588	. . . . .	222-8151
Business Administration . . . . .	222-8550	Information Systems and Technology		Transcript Office . . . . .	222-8603
Career and Technical Education . . . . .	222-8131	. . . . .	222-8556	Transfer Center . . . . .	222-8446
College Police . . . . .	222-8520	International Student Center . . . . .	222-8160	Tutorial . . . . .	222-8168
24 Hour Dispatch Center . . . . .	222-8171	Library/Learning Resources . . . . .	222-8560	Veterans Office . . . . .	222-8602
Parking Control (Citations) . . . . .	222-8520/21	Math Learning Center . . . . .	222-8000 x 4100	Writing and Reading Center . . . . .	222-8632
Community Education . . . . .	222-8090	Nursing, School of . . . . .	222-8405	Workforce Preparation . . . . .	222-8648
Cosmetology . . . . .	222-8181	Open Campus . . . . .	www.opencampus.com		
Counseling . . . . .	222-8440	Outreach . . . . .	222-8574		





## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



### OFFICE OF THE CHANCELLOR

Dr. Cynthia E. Azari  
Interim Chancellor

Ms. Chris Carlson  
Chief of Staff and Facilities Development

Mr. Jim Parsons  
Associate Vice Chancellor, Strategic Communications and Relations

### OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori  
Provost/Vice Chancellor, Educational Services

Ms. Sylvia Thomas  
Associate Vice Chancellor, Educational Services

Mr. Raj Bajaj  
Dean, Educational Services

Mr. Richard Keeler  
Dean, Grants

Mr. James Miyashiro  
Chief of Police

Dr. John Tillquist  
Associate Vice Chancellor, Economic Development

Mr. David Torres  
Dean, Intuitional Research

### OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

Mr. Aaron Brown  
Vice Chancellor, Business and Financial Services

### OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane  
Vice Chancellor, Diversity and Human Resources

### DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon  
Committee Member  
Riverside Curriculum Committee Chair

Mr. Brian Johnson  
Committee Member  
Norco Curriculum Committee Chair

Mr. Greg Burchett  
Committee Member\*  
Tech Review Committee Chair  
CurricUNET Liaison

Dr. Carolyn Quin  
District Curriculum Chair  
Moreno Valley Curriculum Committee Chair

Ms. Sylvia Thomas  
District Administrative Co-Chair\*

Ms. Toni Van Buhler  
Committee Secretary\*

Ms. Naomi Foley  
Committee Clerk\*

\*Non-voting member



## 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.

### OUR 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

##### 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 2013-16

### STUDENT ACCESS

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 all students, while making the process of accessing new student information and applying to District 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 District 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 and 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 Office, 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 College 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 Community 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 Unified School Districts and the Val Verde School District.

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, more than 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 RELATIONS

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 college 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 and Relations. 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 2013-2014 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

## THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$5 million, with \$500,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than \$21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and

support the development of a construction management program at Norco College.

In September, 2011, The RCCD Foundation and RCCD together launched **Invest in Excellence, 100 @100**, a comprehensive effort to reach the \$100 million mark in total public and private external resources by 2016 when Riverside City College celebrates its 100th Anniversary, coinciding with the 25th anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at [www.rccd.edu/foundation](http://www.rccd.edu/foundation).

## RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

## RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

## OPEN CAMPUS

The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a "campus without walls," distributing courses through a variety of online-based technologies including the Internet and streaming media. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.\* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit [www.opencampus.com](http://www.opencampus.com).

\*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

## RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

## ARMY AND AIR FORCE ROTC PROGRAMS

### Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

### Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved.** For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit [www.usc.edu/afrotc/](http://www.usc.edu/afrotc/). No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

### Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

## SPECIAL SUPPORTIVE SERVICES

### Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. 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) 222-8060.

## 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 with RCCD may go to the Student Services office at Moreno Valley or Norco College or to the Admissions and Records office at Riverside City College 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 disclose 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](http://www.rccd.edu/pages/ferpa) 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 and Records, along with a photo I.D. It is the responsibility of the student to update Web Advisor to advise the Admissions and Records Office of any change in address or telephone number and change of information forms are also available at [www.rcc.edu](http://www.rcc.edu).

## **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**

All course material fees shall be printed in the class schedule and available on the District's web-site. 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. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

### **III. Refunds**

Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) 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 (2) 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.

### 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 (3) 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**

References: 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.

Students may not repeat any portion of the curriculum for the course unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.

## **REPEATABLE COURSES**

Reference:

Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

Students may repeat courses in which a C or better grade was earned. Only the following types of courses are repeatable: 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 following conditions apply to repeatable courses:

- A. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be 4 enrollments.
- B. Repeatable courses are identified in the college catalog.
- C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
  1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
  2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statute or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student’s grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three (3) times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions and Records office of any campus.



# 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/human resources](http://www.rccd.edu/administration/human%20resources), 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 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.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear

## 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 REPRESALIAS

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 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.

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.

If you pursue the informal process, you should note the following important points:

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

- 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/human\\_resources](http://www.rccd.edu/administration/human_resources) 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:

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449  
(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

## 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,

acerca del resultado de la investigación del proceso informal, y 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/human\\_resources](http://www.rccd.edu/administration/human_resources) 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).
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le 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 confirma 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:

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)



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:

### ALL 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  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449

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.

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).

o con:

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

## ¿ 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 APELACIÓN 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 APELACIONES 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  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449

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 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)**

Director  
 Diversity, Equity and Compliance  
 Riverside Community College District  
 450 E. Alessandro Blvd.  
 Riverside, CA 92508-2449  
 (951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

U.S. Department of Education Office for Civil Rights (OCR)  
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**Section IX**  
**INDEX**

**INDEX**

- A**
- Academic Appeals by Students . . . . . 12
  - Academic Calendar . . . . . vi
  - Academic Freedom . . . . . 2
  - Academic Honesty . . . . . 12
  - Academic Renewal . . . . . 12
  - Academic Success Guide . . . . . 31
  - Accounting
    - Courses . . . . . 111
    - Curricular Pattern . . . . . 79
  - Accreditation . . . . . 3
  - Add Procedures . . . . . 4
  - Additional Degree Requirements . . . . . 42
  - Administration . . . . . v, 265
  - Administration and Information Systems Degree . . . . . 37
  - Administration of Justice
    - Associate in Science for Transfer Degree . . . . . 52
    - Courses . . . . . 112
    - Curricular Pattern . . . . . 72
  - Admission and Registration of Students . . . . . 3
  - Advanced Placement . . . . . 44
  - Advisory . . . . . 5, 111
  - Air Conditioning and Refrigeration
    - Courses . . . . . 114
    - Curricular Pattern . . . . . 73
  - Alumni House . . . . . 268
  - American Sign Language
    - Courses . . . . . 115
    - Curricular Pattern . . . . . 106
  - American Studies . . . . . 37
  - Anatomy and Physiology
    - Course . . . . . 116
  - Anthropology
    - Courses . . . . . 116
  - Appeals, Academic . . . . . 12
  - Application for Admission . . . . . 3
  - Applied Digital Media and Printing
    - Courses . . . . . 117
    - Curricular Pattern . . . . . 73
  - Arabic
    - Courses . . . . . 119
  - Areas of Emphasis . . . . . 37
  - Art
    - Courses . . . . . 120
    - Curricular Pattern . . . . . 75
  - Arts, The
    - Art, Dance, Film, Music, Theater . . . . . 12
    - Assessment . . . . . 5
    - Associate Degree in Arts . . . . . 37
    - Associate Degrees for Transfer . . . . . 52
    - Associate Degree in Science . . . . . 41, 66
    - Associate Degree, Graduation Requirements . . . . . 35
    - Associate Degree, Philosophy for . . . . . 36
  - Astronomy
    - Courses . . . . . 125
  - Athletics . . . . . 13
  - Attend, Who May . . . . . 3
  - Attendance . . . . . 4
  - Auditing Classes . . . . . 44
  - Automotive Body Technology
    - Courses . . . . . 125
  - Automotive Technology
    - Courses . . . . . 126
    - Curricular Pattern . . . . . 76
- B**
- Banking and Finance
    - Courses . . . . . 130
    - Curricular Pattern . . . . . 79, 80
  - Basic Skills Competency Requirement . . . . . 41
  - Biology
    - Courses . . . . . 131
  - Black Studies . . . . . 133
  - Board of Trustees . . . . . inside front cover
  - Bookstore . . . . . 13
  - Books, Equipment and Supplies . . . . . 8
  - Business Administration
    - Courses . . . . . 133
    - Curricular Pattern . . . . . 79
- C**
- Calendar . . . . . vi
  - California State University (CSU) Admission Requirements . . . . . 51
  - CalWORKS Program . . . . . 31
  - Career and Technical Education Programs . . . . . 41, 66
  - Career Center . . . . . 13
  - Catalog Rights . . . . . 43
  - Certificate Programs . . . . . 42, 66, 68
  - Change of Information . . . . . 270
  - Chemistry
    - Courses . . . . . 135
  - Chicano Studies . . . . . 137
  - Chinese
    - Courses . . . . . 137
  - Clubs and Organizations . . . . . 20
  - College Connection . . . . . 30
  - College Hour . . . . . 31
  - College Level Examination Program (CLEP) . . . . . 47
  - College Transfer Requirements . . . . . 49
  - Communications, Media, and Languages Degree . . . . . 38
  - Communications Studies
    - Associate in Arts for Transfer . . . . . 53
    - Courses . . . . . 137
  - Community Education . . . . . 248
  - Community for Academic Progress (CAP) . . . . . 13
  - Community Interpretation
    - Courses . . . . . 139
  - Completion Counts . . . . . 31
  - Computer Applications and Office Technology
    - Courses . . . . . 140
  - Curricular Patterns . . . . . 84
  - Computer Information Systems
    - Courses . . . . . 143
  - Curricular Patterns . . . . . 86
  - Computer Science
    - Courses . . . . . 149
  - Concurrent Enrollment . . . . . 3
  - Conduct, Standards . . . . . 23, 43
  - Cooperative Agencies Resources for Education (CARE) . . . . . 15
  - Corequisites . . . . . 4, 6, 12, 110
  - Cosmetology
    - Courses . . . . . 151, 247
    - Curricular Pattern . . . . . 91
  - Counseling Center . . . . . 6, 14
  - Course Descriptions . . . . . 109
  - Course Identification Numbering Systems (C-ID) . . . . . 52, 110
  - Course Repetition . . . . . 271
  - Courses, Repeatable . . . . . 272
  - Credit by Examination . . . . . 47
  - Culinary Arts
    - Courses . . . . . 153
    - Curricular Pattern . . . . . 93
  - Curricular Patterns . . . . . 63

**D**  
 Dance (academic)  
     Courses..... 155  
 Dance (The Arts)..... 12  
 Dean’s List ..... 43  
 Disabled Student Services..... 14, 269  
 Discipline ..... 14  
 Discrimination Policy ..... 273  
 Dismissal..... 22  
 Drop Procedures ..... 4

**E**  
 Early and Middle College Programs.....14  
 Early Childhood Education  
     Associate in Science Degree for Transfer ..... 53  
     Courses..... 160  
     Curricular Pattern..... 93  
 Economics  
     Courses..... 163  
 Education  
     Courses..... 164  
 Education Paraprofessional  
     Curricular Pattern..... 96  
 Educational Plan, Student..... 5  
 Electronics  
     Courses..... 165  
 Engineering  
     Courses..... 165  
 English  
     Associate in Arts for Transfer Degree ..... 54  
     Courses..... 166, 247  
 English as a Second Language ..... 171, 247  
 Enrollment, Limitations on ..... 4, 110  
 Enrollment, Open ..... 3  
 Evaluation of Credit ..... 5  
 Expenses (see Fees)  
 Extended Opportunity Program and Services (EOPS) ..... 15  
 Extenuating Circumstances Petition..... 44

**F**  
 Faculty..... 251  
     Riverside City College..... 253  
     Faculty, Emeriti ..... 279  
 Family Educational Rights and Privacy Act (FERPA)..... 269  
 Fees..... 7  
 Film Studies  
     Courses..... 173  
 Film, Television and Video  
     Courses..... 174  
     Curricular Pattern..... 96  
 Final Examinations, Final Grades..... 44  
 Financial Services, Student..... 15  
     Federal Aid (FAFSA)..... 15  
     Federal Work Study ..... 17  
     Student Employment ..... 22  
     State Aid..... 16  
     Student Financial Services Counseling..... 18  
     Student Loans ..... 17  
     Scholarships..... 18  
 Fine and Applied Arts Degree..... 38  
 Food Services ..... 19  
 Foreign Students (see International Student Center)  
 Foster / Kinship Care Education Program ..... 32  
 Foundation .....268  
 French  
     Courses..... 177  
 Full-time Status..... 4

**G**  
 Gateway to College Early College High School ..... 32  
 General Business (see Business Administration)  
 General Education Requirements for Transfer ..... 51, 58  
 General Education Requirements ..... 42  
 General Education Student Learning Outcomes..... 36  
 Geography  
     Courses..... 177  
 Geology  
     Courses..... 178  
 German  
     Courses..... 179  
 Greek  
     Courses..... 180  
 Goals, Institutional .....2, 266  
 Government, Student ..... 21  
 Grade Point Requirement ..... 37  
 Grading System..... 43  
 Graduation, Petition for ..... 43  
 Graphics Technology (see Applied Digital Media and Printing)  
 Grievance Procedure..... 27  
 Guidance  
     Courses..... 180, 247

**H**  
 Harassment and Retaliation Policy ..... 273  
 Health Fee..... 7  
 Health Requirements..... 5  
 Health Science  
     Courses..... 180  
 Health and Psychological Services..... 19  
 Healthcare Technician  
     Courses..... 181  
 High School Articulated Courses ..... 64  
 High School Students ..... 3  
 History  
     Courses..... 181  
 History and Development of the District ..... 267  
 Holds..... 9  
 Home College ..... 3  
 Honors at Graduation, Scholastic ..... 43  
 Honors Program ..... 19  
 Human Services  
     Courses..... 184  
     Curricular Pattern..... 98  
 Humanities  
     Courses..... 185  
 Humanities, Philosophy, and Arts Degree ..... 39

**I**  
 Independent Living Program ..... 32  
 Information Center ..... 20  
 Interdisciplinary Studies  
     Courses.....187, 247  
 International Education (Study Abroad Program) ..... 20  
 International Students ..... 8, 20  
 Intersegmental General Education Transfer Curriculum (IGETC)..... 51, 60  
 Italian  
     Courses..... 187

**J**  
 Japanese ..... 188  
 Job Placement Services..... 20  
 Journalism  
     Associate in Arts for Transfer Degree ..... 55  
     Courses..... 188  
 Justice Studies  
     Courses..... 190

- K**  
 Kinesiology  
   Courses. . . . . 191  
   Curricular Pattern. . . . . 98  
 Kinesiology, Health and Wellness Degree . . . . . 39  
 Korean  
   Courses. . . . . 203
- L**  
 Latin  
   Courses. . . . . 204  
 Learning Skills Courses (see Reading)  
 Library (academic courses). . . . . 204  
 Library/Learning Resource Center . . . . . 8, 20
- M**  
 Management (also see Business Administration)  
   Courses. . . . . 204  
 Manual Communications (see American Sign Language)  
 Map of Campus. . . . . iv  
 Marketing (also see Business Administration)  
   Courses. . . . . 205  
 Math and Science Degree . . . . . 41  
 Mathematics  
   Courses. . . . . 206  
 Matriculation. . . . . 5  
 Medical Assisting  
   Courses. . . . . 208  
 Memberships, District. . . . . 268  
 Microbiology  
   Courses. . . . . 210  
 Military Credit . . . . . 47  
 Military Personnel/Family Members . . . . . 9  
 Military Science  
   Courses. . . . . 210  
 Mission Statement  
   College. . . . . 2  
   District. . . . . 266  
 Music (The Arts). . . . . 13  
 Music  
   Associate in Arts for Transfer . . . . . 55  
   Courses. . . . . 210  
   Curricular Pattern. . . . . 100  
 Musical Performance . . . . . 212
- N**  
 Native American Studies. . . . . 220  
 Non-Credit Courses . . . . . 247  
 Non-Degree Credit . . . . . 110  
 Non-Discrimination and Prohibition of Harassment and Retaliation. . . . . 273  
 Non-Resident Tuition and Fees. . . . . 7  
 Nursing, School of  
   Courses. . . . . 220  
   Curricular Patterns. . . . . 102
- O**  
 Occupational Programs (see Career and Technical Education)  
 Oceanography . . . . . 230  
 Office Administration (see Computer Applications and Office Technology)  
 Open Campus . . . . . 268  
 Organizations and Clubs. . . . . 20  
 Orientation . . . . . 6
- P**  
 Paralegal Studies  
   Courses. . . . . 230  
   Curricular Pattern. . . . . 104  
 Parking . . . . . 8  
 Pass/No Pass . . . . . 44  
 Petition for Graduation . . . . . 43  
 Philosophy  
   Courses. . . . . 232  
 Phone Listing . . . . . 264  
 Photography  
   Courses. . . . . 233  
   Curricular Pattern. . . . . 105  
 Physical Education (see Kinesiology)  
 Physical Science  
   Courses. . . . . 234  
 Physics  
   Courses. . . . . 234  
 Physiology and Anatomy (see Anatomy and Physiology)  
 Police Science (see Administration of Justice or Justice Studies)  
 Political Science  
   Courses. . . . . 235  
 Portuguese  
   Courses. . . . . 237  
 Prerequisites . . . . . 4, 6, 12, 110  
 Printing (see Graphics Technology)  
 Privacy Act . . . . . 269  
 Private and Out-of-State Colleges and Universities . . . . . 50  
 Probation and Dismissal . . . . . 22  
 Program Length . . . . . 3  
 Psychology  
   Courses. . . . . 235  
 Public Affairs (see Strategic Communications and Relations)  
 Publications, College . . . . . inside back cover
- R**  
 Reading  
   Courses. . . . . 238, 247  
 Real Estate (also see Business Administration) . . . . . 238  
 Refunds . . . . . 8  
 Registration . . . . . 3  
 Remedial Limitations . . . . . 4  
 Repeat Policy . . . . . 272  
 Repetition, Course. . . . . 271  
 Requirements for College Transfer. . . . . 47  
 Residence Requirement for Degree . . . . . 51  
 Residency Requirements. . . . . 7  
 Retail Management (WAFC) Curricular Pattern. . . . . 105  
 Rights and Responsibilities, Student. . . . . 6  
 Russian  
   Courses. . . . . 239
- S**  
 Scholarship, Standards of . . . . . 22  
 Scholarships, Student . . . . . 17  
 Second Degrees. . . . . 43  
 Senior Citizen Education . . . . . 248  
 Sign Language Interpreting (see also American Sign Language)  
   Curricular Pattern. . . . . 106  
 Skills Classes . . . . . 32  
 Smoking Policy. . . . . 21  
 Social and Behavioral Studies Degree . . . . . 40  
 Social Events. . . . . 20  
 Sociology  
   Associate in Arts for Transfer . . . . . 56  
   Courses. . . . . 240  
 Spanish  
   Courses. . . . . 241  
 Special Supportive Services . . . . . 269  
 Specialized Training . . . . . 66  
 Speech Communication (see Communications Studies)  
 Standards of Conduct . . . . . 23, 43  
 Stenographer Courses  
 (see Computer Applications and Office Technology)  
 Strategic Communications and Relations. . . . . 268

Student Educational Plan . . . . . 5  
 Student Employment Services . . . . . 22  
 Student Financial Services . . . . . 15  
 Student Government . . . . . 21  
 Student Activities Office . . . . . 21  
 Study Abroad Program (see International Education) . . . . . 20  
 Supervision (see Management)

**T**  
 Table of Contents . . . . . i  
 Telecommunications (see Film, Television and Video)  
 Theater Arts  
     Courses . . . . . 243  
     Associate in Arts for Transfer . . . . . 56  
 Title V Pathways to Excellence . . . . . 32  
 Transcripts . . . . . 8  
 Transfer Programs . . . . . 52  
 Transfer Requirements . . . . . 49  
 Tutorial Services . . . . . 30

**U**  
 University of California (UC) Admission Requirements . . . . . 51

**V**  
 Veterans Assistance . . . . . 30  
 Veterans Fees – Personnel/Family . . . . . 9  
 Veterans Military Credit . . . . . 47  
 Vision and Values  
     College . . . . . 2  
     District . . . . . 266  
 Vocational Nursing  
     Courses . . . . . 227  
     Curricular Pattern . . . . . 102

**W**  
 Welding Technology  
     Courses . . . . . 245  
     Curricular Pattern . . . . . 106  
 Withdraw Procedures . . . . . 4  
 Work Experience . . . . . 64, 246  
 Workforce Preparation Department . . . . . 31  
 Workshop Courses . . . . . 62

**Z**  
 Zoology (see Biology)





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Riverside City College

\_\_\_\_\_  
Name of School

4800 Magnolia Avenue, Riverside, CA 92506

\_\_\_\_\_  
Address

June 2013

\_\_\_\_\_  
Date

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Dr. Wolde-Ab Isaac

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Interim President

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Catalog, 2013-2014



# 2013-2014 Catalog

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