CATALOG

JUNE, 1977

with announcements for 1977-78

RIVERSIDE CITY COLLEGE

Administrative Officers

Foster Davidoff .................. President and Superintendent
Dr. Kenneth Brown .............. Registrar
Eloy R. Brugman ................ Assistant Dean of Student Personnel Services, Admissions
Frank Budd ..................... Director, Administration of Justice
Dr. Brenda Davis ................ Director, Nursing
Nate DeFrancisco ............... Associate Dean of Student Personnel Services, Support Services
Salvador Duarte ................ Assistant Dean of Academic Services, Instructional Media and Grants Officer
James K. Duncan ............... Associate Dean of Academic Services, Extended Day and Summer Session
Arthur C. Knopf ............... Director, Community Services and Public Information
Lee B. Kraus .................... Assistant Dean of Academic Services, Extended Day and Summer Session
Dr. Howard Larsen ............. Assistant Superintendent and Dean of Academic Services
Dr. Thoyd O. Latham .............. Associate Dean of Academic Services, Occupational Education
John Matulich .................. Deputy Superintendent and Dean of Student Personnel Services
Leonard Metcalf ................. Associate Dean of Student Personnel Services, Student Affairs
Mrs. Irmy Tilton ................ Director, Cosmetology
Gordon R. Woolley .............. Assistant Superintendent and Business Manager
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### RIVERSIDE CITY COLLEGE CALENDAR — 1977-1978

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**THE COLLEGE**

**STATEMENTS OF POLICIES IN THIS CATALOG**

Because of the time lag between the preparation of the catalog and its distribution, it is not possible to reflect all changes in district policy for 1977-78. Please consult the Admissions office or other appropriate campus centers for any changes that might have occurred after the publication of this catalogue.

**THE NATURE AND ROLE OF THE COLLEGE**

Riverside City College is a public community two-year college and thus part of the California state system of higher education. As such, and in keeping with the policies endorsed by both the state legislature and its own Board of Trustees, the college exists to serve members of its community who are high school graduated, or who are more than eighteen years of age and capable of profiting from appropriate instruction, and who diligently seek an education.

The primary purpose of the college is to offer education which will equip the student to live successfully in his society through courses of study which will enlarge his perspective and make him more aware of the possibilities of life and the value of these possibilities, thus fulfilling his potentialities as a person and as a member of the human community.

**THE PHILOSOPHY OF THE COLLEGE**

Riverside City College is dedicated to providing educational opportunity at minimum cost to the student because of the conviction that the fullest possible development of each individual's abilities is essential to the welfare of the community, the state, and the nation.

Riverside City College is dedicated to the nurture of the free and rational mind—the mind free from unthinking conformity, bias and prejudice—the mind free to create and innovate, to move from mental adolescence to intellectual maturity.

This dedication commits the college to offer opportunities to every student to develop his unique potential and to explore his abilities and talents. It commits the college to present diversified programs and to experiment with instructional methods within the limit of its resources. It commits the college to promote the idea that students pursue education beyond the curriculum, to widening horizons, and throughout their lifetime, and thus it commits the college to provide post secondary opportunities to all, including senior citizens. It commits the college to evaluate continuously the quality of its offerings, the standard of achievement, the effectiveness of its instruction, and the relevance of its programs.
THE PURPOSE OF THE COLLEGE

In view of its nature, its role, and its philosophy, Riverside City College designs its educational programs to meet its purposes, singly or in combination.

General education is available everywhere in the college. 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 himself and society will have the tools by which he may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of and 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 sustain our society. Specifically, the college offers to all of its students, and requires of its graduates, 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 the language of quantity; (3) a knowledge of American history and government, including a sense of history and its relation to our governmental institutions; (4) regard for health—mental and physical—of his own person 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.

Transfer or lower division education — The college provides courses paralleling those of lower division of the California state colleges or the University of California so that qualified students may transfer to four-year public or private institutions in junior standing with the ability to continue upper division work.

Occupational - Technical Education — The college recognizes an obligation to provide specialized programs leading directly to employment or improving the skill and knowledge of those already employed. Such programs are developed to meet the needs of the students and the community, with due regard for limitations on the resources of the college district, and with the assistance of advisory committees from the occupations concerned.

Remedial or Foundation Education — In view of its open door policy the college recognizes an obligation to provide certain foundation courses in the use of verbal and quantitative language at levels appropriate to those students who must remedy basic deficiencies in these subjects in order to proceed with the normal curricular offerings.

Continuing Education — As an institution interested in the educational needs of the entire community, the college makes available as many of its courses as possible through the extended day program. In addition it creates new courses designed to meet special needs in the community.

Counseling and Guidance — A program of counseling and guidance is provided so that every student may recognize his capabilities and limitations, develop his educational goals, select wisely from the offering of the college, and lay a foundation for career interests.

Special Education — Special educational programs and services are provided to disabled students, veterans, the aging, women, culturally disadvantaged, and bilingually oriented.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside City College is well into its second half century of existence. In the beginning the college enrolled one hundred students in Polytechnic High School District. On July 1, 1964, a separate Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The college district includes the Alvord, 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 Arlington area. Funds for the construction of buildings on this campus depend on approval of special tax levies by voters in the district.

ACCRREDITATION

Riverside City College is a California public community college fully accredited by the Western Association of Schools and Colleges. It is approved under the regulations of the Board of Governors, California Community Colleges and by the Veterans Administration 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 Colleges and other colleges and universities give full credit for appropriate courses completed at Riverside City College.

COLLEGE MEMBERSHIPS

Riverside City College holds membership in the California Community and Junior College Association, the American Association of Community and Junior Colleges, and the Riverside Chamber of Commerce.

COMMUNITY SERVICES

Service to the community is a significant function of all public two-year colleges. An important part of this service is providing the public with information about the college and the activities of its students. At Riverside City College this is part of the responsibility of the Office of
the Community. Student groups are assisted in securing newspaper and radio publicity, and news releases about other college developments are distributed regularly. This office also prepares a number of publications describing the college and its curricular programs. It functions as a booking office for the college speakers bureau, which lists faculty members who are prepared to speak on a variety of topics. The college serves in other ways as well, providing lectures and dramatic and musical programs, making its facilities available for the use of responsible organizations in the community, and conducting a variety of special programs.

BUILDINGS AND FACILITIES

Administration Building

The Administration Building includes in the west wing a complex of four rooms especially equipped for office practice and other business classes. Also located in this part of the building is the district Business Services Offices. In the east wing, the Administration Building houses the offices of the Deputy Superintendent, the offices of instruction, extended day office, the Personnel office and the office of Community Services. It also includes a meeting room for the Board of Trustees and the office of the Superintendent/President.

Administration of Justice

In addition to classrooms on campus, the College leases facilities from Riverside County at the Sheriff's Training Center and the Academy of Justice. These facilities include classrooms, offering range, auditorium, kitchen, and dining room.

Admissions-Counseling and Health Services Building

Admissions-Counseling and Health Services Building is located on Terracina Avenue, across from Landis Auditorium. In addition to Admissions and Counseling, it also houses the Health Services office.

Art Department

The Art Department offers elementary and advanced work in drawing, painting, ceramics, sculpture, and commercial art. Equipment includes airbrushes, three gas-fired kilns, one electric kiln, and 14 potters' wheels. For classes in history and appreciation of art, the department has an extensive collection of colored slides, prints, and original paintings. A spacious art gallery is located in the northeast corner of the Quadrangle. The painting and graphics classes are offered in the Art Building; ceramics and sculpture courses are given in a separate Ceramics/Sculpture building nearby.

Landis Auditorium and Backstage Theater

Landis Auditorium has a seating capacity of 1,400. It is used for both college and community functions. The Backstage Theater at the rear of the Auditorium, has a capacity of 125 with various arrangements which allow a flexibility for staging productions.

Automotive Technology

The Automotive Technology facility consists of an air-conditioned laboratory and classroom in Technology Building A. A new Automotive Technology building across from Technology Building A is now in use. Equipment includes three hydraulic lifts, a mobile brake shop, parts cleaning facilities, portable wheel alignment equipment, a full complement of engine analyzers and tuneup devices, and a wide variety of specialized and general purpose tools. Engine rebuilding equipment includes cylinder boring bar, valve seat grinders, valve seat refacer and the usual auxiliary tools. This building also houses the college's new program in Auto Body Repair and Painting.

Bookstore

A bookstore is located in the Student Center. Operated by and for the Associated Students of Riverside City College, it carries an ample stock of all required books and specialized supply items, as well as a variety of other books and soft goods.

Business Education Building

The new Business Education Building contains ten classrooms. In the secretarial field, there are special rooms for office practice, shorthand, and typing. In data processing, in addition to the two special classrooms, there are two laboratories. Another especially equipped room is used by the marketing classes. Accounting and office machines are taught in rooms particularly designed for their use.

Child Development Center

A college-operated Child Development Center has been established to provide preschool activities and experiences for the children of Riverside City College students. Priority is given to children of parents units of college credit. A physical examination and an up-to-date immunization record will be required of each child admitted.

Students in the college's Early Childhood Studies program leading to a Certificate and/or AA degree will receive instruction at this center. They will be observing and participating in supervised lab experiences involving the children, parents and staff. Students from various departments of the
college will also be involved in observation, supervised lab experiences, and work experiences at the Center.

**Cosmetology**

Cosmetology facilities are located in the building on the corner of Cridge and Olivewood. The building has attracted statewide attention for its unique design. Instructional units are located around a central service core, and much of the equipment has been especially designed for the college in the interests of economy and teaching effectiveness. As part of the instructional program, complete beauty services for both women and men are offered at nominal cost. These services are performed by students under the supervision of experienced cosmetology faculty.

**Cutter Pool**

Cutter Pool is two swimming pools, one 35 by 75 feet, the other 42 by 75 feet. Each is used for competitive swimming events. One is of moderate depth to facilitate its use for the instruction of beginning swimmers. There are available one-meter and three-meter diving boards and other facilities necessary for competitive swimming and all phases of aquatic instruction. The water and the decks are heated to permit year-around activities. Registered students may use the pool on weekdays from 9 a.m. to 3 p.m. On Saturdays and throughout the summer the pool is also used for community recreational programs.

**Data Processing Education Center**

The Data Processing Education Center includes an IBM 3780 remote job entry terminal consisting of a card reader and a line printer; 029 keypunch; 402 accounting machine; 082 sorter; 514 reproducer-summary punch and 085 collator. For compilation of student programs, the 3780 terminal is connected by private line to the IBM 360/50 at the University of California at Riverside.

**Electronics Laboratory**

The Electronics Department facilities include three laboratory lecture rooms, a centrally located storage and issue room, and instructors' offices. All spaces are well-lighted, acoustically treated and air-conditioned.

The latest instruments from manufacturers such as Tektronix, Hewlett-Packard and other precision equipment makers are in use. The quality and amount of test and measuring equipment is constantly being renewed to keep facilities comparable to those used in industry.

All facilities are available to Extended Day Classes as well as to Day Classes.

**Forum**

Located in the northwest corner of the Quadrangle, the Forum is actually two lecture halls separated by a movable acoustical partition and designed for a large-group instruction. Theater-type tablet arm seats—many for either right or left handed students—are provided on a sloping floor to enhance visibility. Room Q134A will accommodate 150, Room Q134B 100, for a total of 250 students when the partition is withdrawn. In each room, space has been left at the rear where wheel chairs can be placed while still leaving aisles clear. Each room is equipped for both rear-screen and conventional projection.

**Graphics Technology Laboratory**

Located in an air-conditioned, humidity-controlled building with adjoining lecture room, the graphics technology department combines classroom instruction with a wide variety of practical experiences gained through working on actual printing jobs produced in the department. The laboratory area features a wide variety of modern equipment and presses for both the letterpress and offset printing, including computerized typesetting.

**Instructional Media Center/Learning Skills Center**

An instructional media center is available on the lower level of the library building (opposite the planetarium) for use by both faculty and students. The center is an extension of the Office of Instruction. Services to faculty include delivery of audio-visual equipment and related materials to classrooms, assistance with the preparation of instructional materials, and assistance with the acquisition of commercially prepared materials. Services to students include the use of a learning skills center, an audio information retrieval system, a computer instructional/learning system and a wide variety of audio visual equipment. The Instructional Media Center is open from 8:00 a.m. to 9:30 p.m., Monday through Thursday; Fridays to 4:30 p.m., Saturday hours are 8 a.m. to noon. The facilities are closed Sundays.

**Journalism**

Journalism facilities are located in the east wing of the Quadrangle. These include a newsroom, a darkroom for beginning students and another for advanced photographers and a photographic studio.

**Martin Luther King Library**

The Library occupies the two upper floors of the Martin Luther King Library building, centrally located on the campus. It provides a seating capacity of 484 and a collection which includes 70,000 books, 500 magazines and 8000 pamphlets. Facilities in the Library include individual
study carrels, seminar and typing rooms, and photocopying machines. Information about library policies as well as research procedures can be found in "Key to Your Library," a booklet obtainable at the loan or reference desk.

The services of the Library are available to students and residents of this area without charge.

**Life Science Building**

The Life Science Building houses facilities for biological sciences and nursing. These are equipped with experimental apparatus, polygraphs, microprojectors, growth chambers and other facilities. There are also such visual aids as films, slides, charts, models, museum specimens, and closedcircuit television. Each student has the use of a microscope, preserved and living specimens, and other aids.

**Music Building**

The air-conditioned Music Building contains rehearsal rooms for vocal and instrumental music, practice rooms and a twenty-five station electronic piano laboratory for the use of piano and theory classes. Four grand pianos, eleven practice pianos, two organs, major band and orchestra instruments and stereo recording and sound systems are available for class and student use. The music department has an extensive library of vocal and instrumental music, books and recordings.

**Off-campus Centers**

In recent years classes have been given at March Air Force Base, the Riverside County Sheriff’s Training Center, the NECA Building, the Riverside City Corporation Yard, the Riverside Public Library, the Riverside City Museum, La Sierra and Moreno Valley High Schools, and various community centers operated by the Riverside Park and Recreation Department. From time to time, other classes are offered at additional off-campus locations.

**Physical Education**

Facilities for physical education classes, recreation, intramurals, and intercollegiate athletic programs include Wheelock Gymnasium and Stadium and the surrounding outdoor area and the Women’s Gymnasium and its adjacent athletic field. Eight tennis courts are located at the corner of Magnolia Avenue and Terracina Drive, and five more are located on Saunders Street, near the Women’s Gymnasium. The latter are lighted by the City of Riverside to provide nighttime recreation.

**Physical Science Laboratories**

The Physical Science Building houses chemistry, physics, oceanography, and geology laboratories. Advanced, up-to-date chemistry facilities include U.V.-visible and I.R. spectrophotometers, gas liquid chromatographs, refractometers, high speed centrifuge, polarization equipment, analytical and digital balances, and hydrogen equipment. The geology lab includes a wide variety of lapidary equipment as well as a carbon arc spectrophotometer. Oceanography labs contain a digital water quality analyzer and a settling tube, both rare pieces of equipment in any college or university. Equipment in the physics laboratory includes such instruments as a micro-wave transmitter and receiver, radiation detectors with mounts and decade scalers, continuous gas laser, frictionless air track and air table, Tektronix oscilloscope, and electronic calculators and computers.

**Planetarium**

The planetarium adjoins the library. The domed ceiling within this building serves as a screen upon which star images can be projected, thus creating the illusion of the night-time sky. The projector is a Spitz Model A-4. Other audio-visual equipment is also used to create realistic situations for the purpose of instruction. The foyer of this building contains the astronomy-geology museum. During the day time a live image of the sun is projected in the foyer by means of a heliostat (sun telescope).

**Reading Laboratory**

The College maintains especially equipped facilities for reading improvement and developmental reading classes. The lab is open on a walk-in basis from 8 a.m. until 4:30 p.m. Film projectors, pacers, the tachistoscope, the controlled reader, the Craig reader, cassette tapes, film strips, the SRA reading laboratory and practice books and materials are available for classroom use in helping students to read more efficiently.

**Women’s Center**

The Women’s Center exists to meet the needs and interests of all women students. It offers the campus and community such services as counseling, referrals, workshops, job information, library facilities, testing, support, community information, and an extensive re-entry program. At press time, the Women’s Center was located across from Quadrangle Room 109, but there was consideration being given to moving the Center for the 1977-78 academic year.
GENERAL INFORMATION

COLLEGE YEAR

The college year consists of two regular fall and spring semesters which extend from September to June plus a summer session. The calendar for the 1977-78 college year will be found on pages 4 to 6. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

SUMMER SESSIONS

Summer session classes will be held for six weeks, with longer sessions for some curricula. Qualified high school students may enroll in college summer sessions prior to entering the twelfth grade. Arrangements are made through the high school principal and the College admissions office.

WHO MAY ATTEND

Individuals wishing to enroll in Riverside City College for credit in day or Extended Day must file an official application at the Admissions Office. Admission to Riverside City College is regulated by State Law as prescribed in the California Education Code.

Residents of the District

Any graduate of an accredited high school (or any person who has passed his eighteenth birthday and who can profit from instruction) and whose legal residence is in the Riverside Community College District (or not in any other California community college district) will be admitted provided he completes the Matriculation requirements. The college district includes the Val Verde School District and the unified school districts of Alvord, Jurupa, Moreno Valley, and Riverside.

High School Students Attending Riverside City College

High school students who qualify on the basis of their scholastic records or vocational abilities may be eligible to attend Riverside City College classes as part-time students. Arrangements for entrance into this program are made through the high school principal and the College Admissions Office.
Residents of Other Community College Districts

A student whose legal residence is in another community college district must present a release from that district before he may enroll at Riverside City College.

Residents of Areas Not in a Community College District

A student whose legal residence is in California in an area that is not in a community college district is eligible for admission to Riverside City College.

Out of State Residents

A student whose legal residence is not in California may be eligible for admission to Riverside City College. Such a student will be classified as a nonresident and required to pay a nonresident tuition fee of $39 per unit or a maximum of $585 per semester at the time of registration. Nonresident tuition fees are full or partially refundable prior to the first day of classes if the student withdraws from a class or from the College.

After, and including the first day of classes, refunds shall not be made for reductions in program unless the class was officially canceled by the college. To ensure prompt refund of nonresident fees, students who withdraw should apply for refund as they withdraw from college.

Any fee collected in error will be fully refunded. All requests for refund of nonresident fees must be filed in the Admissions Office prior to the end of the semester for which the fee was paid.

Refunds of tuition authorized by this policy will be made according to the following schedule:

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<th>Time Of Withdrawal</th>
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<tr>
<td>Before Instruction Begins</td>
<td>100% of Original Fee Paid</td>
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<tr>
<td>During 1st Week of Instruction</td>
<td>80% of Original Fee Paid</td>
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<td>During 2nd Week of Instruction</td>
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<td>During 4th Week of Instruction</td>
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Notice of Restriction

Any person who is a legal resident of the Riverside Community College District may not attend another public community college in California unless a permit for such attendance has been issued by the

Riverside Community College District. This can be secured from the Admissions Office.

No Restriction on Basis of Sex

The college fully complies with the requirement of the Federal Government that “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving financial assistance.”

ADMISSION AND REGISTRATION OF DAY STUDENTS

Application

Official application forms may be obtained by calling in person or by writing to the Admissions Office of Riverside City College, 4800 Magnolia Avenue, Riverside, California 92506. Application forms for the fall semester will be available after April 1, 1977. Forms for the spring semester will be available after November 1, 1977.

Transcripts

It is the responsibility of the applicant to have official transcripts of high school and all previous college records on file in the Admissions Office as early as possible after the current semester’s work has been completed. These transcripts must be received before an appointment for registration counseling can be made. Credit for previous work at accredited colleges will be accepted upon receipt of an official transcript.

Health Requirements

It is recommended that each student new to Riverside City College have a physical examination by his family physician before he enrolls. Audiometric and vision screening are available in the Health Services Office.

Students who plan to participate in intercollegiate athletics are given a physical examination by a physician on campus. Cases needing further attention are referred to the physician or medical service of the student’s choice.

Counseling Examinations

All students entering Riverside City College are required to take two tests. One is a general college aptitude test that measures verbal and quantitative abilities. The other is an English test which measures reading ability and effectiveness of expression. The information obtained from these tests is used in counseling students and planning programs. Although
no student is denied admission to the college on the basis of the test results, the scores are used by several divisions in determining qualifications to enter certain courses.

The test battery includes a measure of competence in mathematics. To receive an A.A. degree a student must have a satisfactory score on this test or pass a college mathematics course.

All students who wish to qualify for English I-A or certain social science courses (e.g., history, political science) must qualify by test scores. Students who fail to qualify are advised to register in an appropriate course that will help them qualify (e.g., English 50-A for the student trying to qualify for English I-A). After enrolling in the appropriate course or courses, the student may repeat all or part of the test battery. If after completing the appropriate course or courses and repeating the test battery the student still does not qualify for the desired course, he has the right to petition through his English 50-A instructor and the chairperson of the English Division.

Test Permits for Prospective Day Students

A test permit is issued as soon as an application for admission is filed. To insure a reservation for a given test, the student should have his application on file at least one week before the test is scheduled. See Test Schedule on pages 20-21. If the test permit is issued by mail, it is the student's responsibility to complete and return the stub by mail.

Tentative Testing Schedule

Students are advised to allow at least four hours for the complete test battery. Permits are required, and these can be obtained from the Admissions Office. However, the Admissions-Counseling Building is closed on Saturday, so test permits must be obtained prior to a Saturday testing date.

FOR SUMMER SESSION AND FALL SEMESTER, 1977

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<tr>
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<td>Saturday</td>
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Strong Vocational Interest Blank and Kuder Occupational Interest Survey

The Strong and Kuder Tests provide measures of occupational interests. They enable a student to compare his pattern of interests with those of people judged to be successful in specific occupations. Students must obtain a test permit from the College Bookstore. The fee for scoring either the Strong or Kuder is $1.50, and both may be taken individually through the Counseling Center.

Appointments for Registration counseling

A student is ready for final registration only after he has filed an application and all official transcripts at the College and has taken the required guidance tests. Appointments for counseling may be made by following the instructions included in the Application for admission packet.

Expenses

Nonresident Tuition

Nonresident students will be charged a tuition of $37 per unit per semester, not to exceed $555 per semester or $1110 maximum.
Military Personnel

A student who is a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification for one year from the time the member reports for duty in California.

Dependents of Military Personnel

A student who is a natural or adopted child, stepchild, or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.

This exemption does not require any intent on the part of the military member or dependent to become a resident of California. If, however, after the one year has elapsed, the member or dependent has not satisfied California residence requirements, he or she will not be entitled to resident classification until the intent requirements have been fulfilled for the one year period.

Books and Equipment

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books and materials is approximately $150, but if second-hand books are purchased, the cost can be reduced. A list of texts and materials required for all courses, together with prices, is published in a separate bulletin and is available at the College Bookstore. Checks can be accepted only for the amount of the purchase. Students of limited funds should consult the office of the Dean of Student Personnel Services, Support Services.

Health Fee

The Board of Trustees has authorized a non-refundable health fee which will be collected at the time of registration from each student taking one or more classes on campus. This pays for student health services and provides insurance coverage for activities off campus.

Other Charges

A charge will be made for excess breakage in chemistry and vocational laboratories.

All chemistry students will be required to purchase eye protection glasses, which may be obtained in the Bookstore.

Transportation and Parking

The college is located near downtown Riverside and is accessible by bus or car. On-campus parking is available by permits which can be purchased at the college bookstore on a first-come, first-serve basis.

Privileged special parking is provided for the physically handicapped at the same cost.

Educational Objectives

A student's college program will be more meaningful if he has acquired a clear educational objective. This may be a desire to broaden his knowledge as a foundation for upper division college work or to develop marketable occupational skills. If a student is undecided about his objective he may receive help by studying the sections in the catalog entitled "Curricular Patterns." He is also invited to discuss his goals with a college counselor.

Foreign Students on F-1 Visa Status

Under Federal Law, Riverside City College is authorized to enroll non-immigrant alien students on F-1 student visas for two-year vocational and semi-professional curricula and for the first two years of an accredited baccalaureate degree program.

All F-1 visa students are subject to non-resident tuition as set by the Board of Trustees.

Requirements for College Transfer

Requirements for Admission to the University of California

Students who have earned fewer than 56 semester units of college work will be admitted to the University of California on the basis of their high school records.

A student who was eligible to enter the University of California directly from high school must maintain a C average in all work taken in a community college.

Students with High School Deficiencies

A high school graduate not qualified to enter the University of California directly from high school must present at least 56 semester units of transferable courses from a community college with a grade point average of 2.0 (C equals 2). Seventy semester units is the maximum allowed in transfer from a community college.

General Education Breadth Requirements for a Degree from the University of California

Copies of the breadth requirements for each University of California campus are available in the Counseling Center.
Requirements for Admission to the California State University and Colleges

High School Requirements

High School graduates are classified as "eligibles" or "ineligibles" on the basis of an Eligibility Index. This Index is a weighted total of either the ACT Composite Score (American College Testing Program), or the SAT Total Score (Scholastic Aptitude Test of the College Entrance Examination Board), and the student's grade point average. Based on work completed in the last three years of high school exclusive of physical education and military science.

Community College Transfers

A student who was eligible to enter a California State College as a freshman must maintain a C average in all work taken at a community college. A student who was ineligible to enter a California State College on his high school record may transfer from a two-year college on completion of 56 transferable units with a C average. Seventy units is the maximum allowed for transfer from a community college.

General Education Breadth Requirements for a Degree from the California State University and College System

Riverside City College will certify to the California State University and College System that students who have completed requirements below have met the general education requirement. Completion of this pattern will satisfy 40 units of general education. Each California State university or college may specify additional general education requirements for the bachelor's degree, provided that such requirements apply equally to all students. Transfer students shall not be required to take additional general education units (including prerequisites) in excess of the difference between 40 semester units and the total number of general education units required by the State University or College.

Proper planning normally should enable students to satisfy the State University or College general education-breadth requirements concurrently with requirements for graduation from Riverside City College. See the Associate in Arts degree requirements in this catalog.

Students must complete 40 units in five areas outlined below. Thirty-two units must be completed in the first four areas (natural sciences, social sciences, humanities, and basic subjects). A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. In general, courses used to satisfy requirements for the major may not be used to satisfy general education-breadth requirements.

1. Natural Sciences (6 units minimum)
   Select two or more courses from the following:
   (One course from the biological sciences and one from the physical sciences is recommended. It is also recommended that one course have a laboratory.)
   (a) Biological Sciences
      Agri-business A, B, C
      Anatomy and Physiology A, B
      Anthropology I (if not used as a social science)
      Botany A, B
      Microbiology I
      Psychology I (if not used as a social science)
      Zoology A, B
   (b) Physical Sciences
      Astronomy A, B
      Chemistry A, B
      Geology A, B
      Oceanography A
      Physical Science A, B
      Physics A, B, C, D

2. Social Sciences (6 units minimum)
   Anthropology A, B, C
   Economics A, B, C, D
   Geography A, B
   Gerontology A, B
   History A, B, C, D
   Political Science A, B
   Psychology A, B

3. Humanities (6 units minimum)
   Art A, B
   English A, B, C, D
   German A, B, C, D
   Italian A
   Library A
   Mathematics A, B, C, D
   Philosophy A, B
   Spanish A, B, C
   Speech A

4. Basic Subjects (6 units minimum)
   (a) English A is required
   (b) At least 3 units from among:
      English A
      French A, B, C
      German A, B
      Italian A
      Library A
      Mathematics A, B, C, D
      Philosophy A, B
      Spanish A, B
      Speech A, B

4. Basic Subjects (6 units minimum)
   (a) English A is required
   (b) At least 3 units from among:
      English A
      French A, B, C
      German A, B
      Italian A
      Library A
      Mathematics A, B, C, D
      Philosophy A, B
      Spanish A, B
      Speech A, B

4. Basic Subjects (6 units minimum)
   (a) English A is required
   (b) At least 3 units from among:
      English A
      French A, B, C
      German A, B
      Italian A
      Library A
      Mathematics A, B, C, D
      Philosophy A, B
      Spanish A, B
      Speech A, B

4. Basic Subjects (6 units minimum)
   (a) English A is required
   (b) At least 3 units from among:
      English A
      French A, B, C
      German A, B
      Italian A
      Library A
      Mathematics A, B, C, D
      Philosophy A, B
      Spanish A, B
      Speech A, B
5. Electives (8 units maximum)
   If additional units are needed, they may be selected from:
   - Accounting I-A, I-B
   - Administration of Justice 1, 2, 3, 4, 5
   - Art 4-A, 4-B, 10, 11, 12, 15, 16, 20, 21, 22, 23, 25, 26, 30, 37, 40, 41, 47-AB, 48-AB
   - Business Administration 10, 18-A, 18-B
   - Data Processing 1, 2, 10, 11-AB, 13-AB, 14, 15
   - Early Childhood Studies 1, 2, 7
   - Education 1
   - Engineering I-A, I-B, 22, 23, 24, 35
   - Health Science 1, 2, 44
   - Home Economics 1, 4, 5, 7, 10, 20, 21-AB, 25-AB, 30
   - Journalism 1, 2, 5, 7, 11-ABCD, 12, 15
   - Photography 8, 9, 10, 11-ABCD, 12, 19, 20
   - Physical Education 27, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 44
   - Physical Education activities course (4 units maximum)
   - Speech 3-A, 3-B, 4-A, 4-B, 5, 7, 8, 10-ABCD
   - Theater Arts 7, 8, 10, 11, 15, 17, 25-ABCD, 26, 27, 28-ABCD, 29-ABCD, 30-ABCD, 31-AB

Requirements for Admission to Independent California Colleges and Universities

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college.

Admission Policies

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. If the requirements are outlined in the respective college catalogs, available upon request from the college's or university's Office of Admissions.

Independent institutions are generous in awarding credit. They invite you to make an appointment with their Office of Admissions in order to discuss your transfer opportunities on a personal basis. Copies of breadth requirements and major requirements for some of the nearby independent colleges and universities are available in the R.C.C. Counseling Center.

Transferability of Courses

Questions regarding the transferability of courses should be referred to a college counselor. A listing of baccalaureate level courses — acceptable courses for admissions purposes to California State University and College System — is available from any college counselor or in the Career Center in the Admissions Building. A list of baccalaureate courses acceptable for admissions to the University of California is also available.

VETERANS EDUCATION

Riverside City College is accredited to offer four different programs to provide opportunities to veterans. These programs are (1) Cold War G.I. Bill; (2) Federal Rehabilitation Program for veterans who have service-connected or aggravated disabilities; (3) children and widows of deceased or disabled veterans; and (4) State of California Veterans Education Institute Act.

Students may obtain information from Veterans in the Admissions Office.

In addition to the usual steps required in filing an application for admission, a veteran wishing to attend on one of the assistance bills should complete the Veterans Enrollment Record Card at the Veterans Office after scheduling classes. The assistance allowance is available for full-time, three-fourth time or half-time students.

PROGRAM FOR THE DEAF

Purposes of the Program

The College conducts an educational program for high school graduates with impaired hearing. This program is designed so these students can get a vocational certificate or an Associate in Arts degree in approximately two years of study. The vocational curriculum does not normally prepare students for transfer to Gallaudet or any other four-year college. However, transfer courses are available for students who qualify.

Admission

Because the number of students in this program must be limited, admission is based on entrance tests, recommendations from previous teachers, and transcripts of high school records. Since there is a large number of applications from within the state, current high school graduates from California will be given preference. Entrance examinations are given each spring, usually in April, and after evaluation of these and other pertinent factors, applicants are notified as soon as possible.

Classes Available

Students can major in accounting clerk, early childhood studies, electronics, drafting, auto mechanics, business, art, cosmetology,
vocational nursing, dental technology, teachers' aide, data processing, engineering aide, graphic arts, home economics, library technology, and gerontology. Classes for the non-transfer student in English and individualized classes in mathematics are taught separately from the hearing classes through the Total Communications Method by two trained instructors of the deaf. These special instructors also act as counselors for each of the deaf students. In all other classes, deaf students join regular hearing groups where hearing people are employed as interpreters or tutors for the deaf student as needed.

ENROLLMENT, EXTENDED DAY

Extended Day Program

The College offers a wide selection of Extended Day classes. These are designed to serve two types of students—day students who find it necessary to take classes in the evening to complete their schedules and students who are able to take college classes only in the evening.

Because the Extended Day is, as its name implies, essentially a continuation of the college's regular daytime program, the same entrance requirements are observed and the same standards of attendance and achievement are maintained as in the daytime schedule.

While not all courses offered in the day schedule are available in the evening, it is nevertheless possible for a student to complete entirely through evening classes their requirements for the Associate in Arts degree and for transfer in most majors with advanced standing to four-year collegiate institutions. In addition, a wide variety of a occupational technical courses is also available.

Schedule of Classes

A schedule of all college classes listing all courses offered and special registration procedures for Extended Day students is available in the college Admissions Office. All courses published in this bulletin are part of the regular curricula and unless otherwise specifically noted carry credit and can therefore be applied to the requirements of the Associate in Arts degree.

Admission and Registration of Extended Day Students

Anyone who is a high school graduate or who is 18 years of age or over and can profit from instruction may carry on a program which leads to (1) an A.A. degree, (2) with proper selection of courses, a program of study leading to transfer to a four-year college or university, (3) occupational-technical training, or (4) personal improvement through general education.

Fees

All students are required to pay a health fee each semester. The amount of the fee for 1977-78 will be determined prior to the beginning of the fall semester, 1977. The fee is non-refundable and must be paid at the time of registration. The health fee will provide students with on-campus accident insurance and will entitle them to full use of the college health services.

Non-California resident students will be charged a tuition fee of $37 per unit per semester, not to exceed $555 per semester. Non-resident students who are on active military duty and dependents of military personnel on active duty who are stationed in California or outside the continental United States are exempt from payment of this fee. They are entitled to resident classification until the student has resided in the State of California the minimum time necessary to become a resident. (ESC 22853)

Counseling Examinations

Students wishing to enroll in courses requiring qualifying tests must obtain a test permit and take the college aptitude tests. Allow four hours for the tests.

Test Permits for Prospective Extended Day Students

A test permit is issued by the Admissions Office upon request. The test permit forms must be filled out and stub filed with the office. To insure a reservation for a given test, a student should have his test request on file at least one week before the test is given. See test schedule on pages 20 and 21.

Counseling in the Extended Day Program

Counseling is available to Extended Day students Monday through Thursday between 6:00 and 9:00 p.m. Appointments may be made at the Counseling Center, either in person or by telephone (684-3240).

Educational Objectives

An Extended Day college program will be more meaningful if the student has acquired a clear educational objective. If an adult is undecided about his objectives, he may receive help by studying the sections in the catalog entitled “Curricular Patterns.” He is invited to discuss his goals with an Extended Day counselor.

ASSOCIATE IN ARTS DEGREE, DAY AND EXTENDED DAY

The Associate in Arts degree will be conferred on any student who has completed satisfactorily not less than 60 units of college work. In order to receive the degree from Riverside City College, a student must complete the final 12 or at least 500 of the required units in residence at Riverside City College and also in all work attempted at all accredited colleges attended. The following requirements must be fulfilled:
A major of at least 18 semester units in a discipline or related discipline indicated in one of the four groups listed below:

Group 1. Natural science (life and physical), or engineering, or mathematics, or any combination of these.

Group 2. Administration of justice, anthropology, or business administration, or economics, or geography, or history, or physical education (academic courses only), or political science, or psychology, sociology, or any combination of these.

Group 3. Art, or English, or dactylogy courses, early childhood studies, or foreign languages, or home economics, or humanities, or journalism, or music, or philosophy, or speech, or theater arts, or any combination of these.


B. General Education of at least 20 semester units which shall include at least one course and a specified minimum number of units in each of the following 4 areas:

1. **Natural Sciences** (Choose at least one course from a. and one course from b.)
   - a. Health Science I or Physical Education 44 or completion of LVN or RN programs
   - b. Any courses for which the student is eligible in Anatomy and Physiology, Astronomy, Biology, Botany, Chemistry, Geology, Microbiology, Oceanography, Physical Science, Physics and Zoology.

2. **Social Sciences** (Choose at least one course from a. and one course from b.)
   - a. American Studies
   - b. Behavioral Sciences or Global Concepts

3. **Humanities**
   - Any courses for which the student is eligible in Art, English I-B, or 50-B (if not used in 4.c. Learning Skills), Foreign Languages, History 4, 5 (if not used under 2.b.), Humanities, Literature, Music Philosophy, Speech (7, 8 only), or Theater Arts.

4. **Learning Skills**
   - (Choose at least one course from b. and one course from c.)

   - a. Mathematics competency is required
     - It may be satisfied by obtaining a satisfactory score on a test or by completing a mathematics course at the college level.
   - b. Communication (Written)
     - English I-A or 50-A
   - c. Communication (Reading or Oral)
     - English 1-B or 50-B (if not used in 3. Humanities) or Speech 1 or 51.

5. **Physical Education**
   - Enrollment in an activity course is required for the first two semesters a student under 21 is enrolled in 9 or more units. Two semesters of activity courses completes the requirement. Not more than 4 semester units of activity courses may be counted toward the 50 semester units minimum requirement for the A.A. degree. Exemption from this requirement shall be made for students in the following categories:
     - 1. Students over the age of 21.
     - 2. Students providing medical excuses.
     - 3. Students enrolled in 8 units or less.
     - 4. Students enrolled in a Cosmetology or Licensed Vocational Nursing program.

**SCHOLASTIC HONORS AT GRADUATION**

Honors at graduation are awarded to students with exceptionally high grade point averages. These students are the first to receive their degrees. Their names are listed on the graduation program as receiving the Associate in Arts degree With Distinction or With Great Distinction. the principal speaker at graduation exercises is a student chosen by permanent members of Alpha Gamma Sigma.

**CLASSIFICATION OF STUDENTS**

- **Freshman:** Students with fewer than 30 units of college credit.
- **Sophomore:** Students who have completed 30 units of college credit.

**STUDY LIST REGULATIONS**

Official recognition is given only to those courses which have been approved by a counselor and entered upon the student's official study list.

So far as possible, all students should attempt to plan their programs for a full year.

Physical Education is required of all students. Exemption from Physical Education may be granted to the student who is registered for less than 9 units, to the student who is 21 years of age or over. to the student who has a physical disability, or to the student who has completed four semesters of Physical Education.
For those who are in good health and able to devote the major part of their time to college study, the normal load is 16-17 units. No one may enroll for more than 18 units (including physical education) without permission from the Dean of Academic Services. Any units in excess of 18 which have not been approved by the Dean of Admissions may be deducted by the Admissions Office. Extended Day classes are part of the student's regular study load.

**PETITION FOR CREDIT BY EXAMINATION**

**General Information**

Students may apply in the Admissions Office for credit by examination under the following conditions:

1. Credit by examination may be granted only for courses listed in the Riverside City College Catalog. Unit values will be granted equal to the catalog courses.
2. To petition for credit by examination, a student must be fully matriculated in good standing and have completed not less than 12 units of work at Riverside City College with an overall grade point average 2.0 (C).
3. A student may receive credit by examination in one course for each semester or summer session in a total amount not to exceed 15 units.
4. The student who petitions for credit by examination will receive the grade which he earns on the examination. The results of all such examinations with grades will be entered in the student's permanent record in the same manner as for regular courses. If a student fails an examination he will receive an "F" on his transcript.
5. Credit by examination is not treated as part of the student's study load for any given semester, and therefore, will not require a petition for excess study load; is not part of the study load for Selective Service Deferment, or for Veteran's Administration.
6. Examinations usually will be given during the regularly scheduled time for other students taking the course.

Special examinations at times other than the regularly scheduled time may be approved at the option of the division chairperson.

**Conditions for Petitioning**

The petition requesting permission to challenge a course is initiated by the student in the Admissions Office. Approval from the division chairperson shall require presentation by the student of acceptable evidence of having had special training, experience or independent study presumed to be equivalent to the course for which credit by examination is requested. The division chairperson, after discussion with the staff concerned, must approve or disapprove the petition.

**GRADING SYSTEM**

**Grades**

Riverside City College uses the letter system of grading the quality of work performed by students.

Grade reports are issued at the close of each semester. The following grades are used:

- A, excellent; B, above average; C, satisfactory; D, below average but passing; F, failed; I, incomplete; CR, credit; NC, non-credit; W, formal withdrawal from the college or a course.

The "W" grade will be awarded to any student who voluntarily drops a course between Monday of the seventh week and one week prior to the start of final examinations. The deadline date is shown in the college calendar on page 00. A student who withdraws from college will receive a "W" in each course in which he is enrolled at the time of withdrawal if the withdrawal is filed in the Admissions Office prior to the deadline shown in the calendar.

The "I" grade is given only in cases where a student is doing passing work but for reasons beyond his control is unable to complete the requirements of the course. Such a grade should be made up as soon as possible following the semester in which the "I" grade was assigned. Upon completing the requirements for the course, the student must initiate a request for change of grade with the instructor of the course. An "I" grade appearing on the student's permanent record will not be counted as units attempted in computing grade point average.

**Grade Points**

On the basis of scholarship grades, grade points are awarded as follows: A, 4 points per unit of credit; B, 3 points per unit of credit; C, 2 points per unit of credit; D, 0 points per unit of credit.

Credit-No Credit

A. Any Student may elect Credit-No Credit in any class that is offered on a Credit-No Credit basis.
B. An instructor may offer any or all classes on a Credit-No Credit basis.
C. Credit or CR is equivalent to completing the course work and earning a "C" grade or better in the class.
D. Students may elect Credit-No Credit option during the week deadline.

Students should be aware that transfer institutions may not accept courses for transfer taken in a student's major on a Credit-No Credit basis. All classes taken on a Credit-No Credit basis in which credit is earned will count toward an Associate in Arts degree at Riverside City College.

Credit-No Credit provides an opportunity for students to take a course without being overly concerned about a grade. If a student performs at a satisfactory level he would earn a "CR" and would earn the units for that course. If the student performs at less than a satisfactory level he would receive an "NC." No units would be earned for an "NC." In neither case, "CR" nor "NC," would the student be charged with units attempted in computing the grade point average.
A student who elects to take a course on the credit-No Credit system and who subsequently performs at a high level will not be awarded grade points that are normally assigned to the student who earns an “A” or “B” grade. A student who receives a “CR” may not repeat the course for a grade.

Mid-Term Grades

Normally instructors will advise students at the end of the first nine weeks of each semester concerning their progress in class.

Final Examinations—Final Grades

Final semester examinations are required in all classes. All students must take these examinations at the scheduled time and place. Failure to appear for a final examination may result in an “F” grade in the course. Final grades will be mailed to each student soon after the end of each semester.

Grades Required in Prerequisite Courses

A student who receives a grade of “D” for the first semester in a year-course may be denied admission to the second semester of that course. He may also be denied admission to a course if he receives a grade of “D” in a prerequisite subject.

Grades for Repeated Courses

Students may repeat any course previously attempted whether or not the course is successfully completed. By filing a petition in the Admissions Office the student may elect to have the highest grade earned by him used to compute his grade point average. In the computation of the grade point average only the highest grade will be counted. The adjusted grade point average will be used in determining the academic status and in establishing eligibility for the Associate in Arts degree and occupational certificates.

Courses repeated to raise a grade must be counted in the study list total. Additional units are not allowed if units were earned in the previous attempt.

This policy does not guarantee comparable action by four-year colleges and universities in their evaluation.

Students should file a petition in the Admissions Office to select the highest grade after the course has been repeated.

APPEALS BY STUDENTS

When a student takes issue with a decision or an application of a stated policy, the student should first discuss this matter with the individual 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.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate division chairperson or director responsible for the instructional area. If the problem cannot be resolved at that level, the student should then present the problem to the Dean of Academic Services who will first attempt an informal resolution of the problems, and that failing, will establish a formal ad hoc committee to review the matter and to make recommendations to the College President who will attempt to resolve the problem. The final appeal a student can make is to the College Board of Trustees.

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

Further specific detail on disciplinary matters may be obtained by referring to the RCC Student Handbook for additional information.

A CHANGE IN THE STUDENT’S PROGRAM

Procedure for Adding Courses

If a class is open, students may add classes to their schedule by filing a petition in the Admissions Office prior to the first meeting of the class in the second week of the semester. After this time, or if the class is closed, the instructor’s written approval is required. All add petitions must be filed prior to 4:00 P.M. on Friday of the third week of the semester.

Procedure for Dropping Courses

A course may be dropped by petition on forms that may be obtained in the Admissions Office. After completing the form the student must file the petition at the Admissions Office.

A student may drop a class with no grade at any time during the first six weeks of the semester. A student may drop a class between Monday of the seventh week and the date shown below for the semester with a grade of “W.” Students enrolled in any course after the date shown below are responsible for completing the course and will receive a final grade.

<table>
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<tr>
<th>Semester</th>
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<tr>
<td>Summer School, 1977</td>
<td>Friday, July 22, 1977</td>
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<td>Fall, 1977</td>
<td>Friday, January 16, 1978</td>
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<tr>
<td>Spring, 1978</td>
<td>Friday, May 26, 1978</td>
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Each student is responsible for filing a drop card in the admissions Office if he wishes to drop a class.

Courses are not considered officially dropped unless the Admissions Office has been notified on the form provided.

AUDITING CLASSES

Students will not be permitted to attend classes in which they are not officially registered.
STANDARDS OF SCHOLARSHIP:
PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. The following policies relating to grade point average and probation and dismissal will also apply to students transferring from other colleges.

Appeals of Probation or Dismissal

Any student who is placed on probation and who feels that an error has been made in the determination of his academic status should notify his counselor of the error. Any student who is dismissed may file a Petition for Waiver of Dismissal in the Admissions Office. Each petition will be evaluated by a Committee on Standards of Scholarship.

Attainment of Single Probation

If the student earns less than a 2.0 grade point average for the semester or summer session in all units attempted, he/she will be on single probation during the next semester in which that student is enrolled.

NOTE: Veteran students are not eligible to receive Veterans' benefits after a single period of academic probation. The college is required to notify the Veterans Administration and to indicate the need to discontinue benefits should a veteran student be placed on double probation.

Attainment of Double Probation

If the student on single probation earns less than a 2.0 grade point average for the semester or summer session in all units attempted, he/she will be on double probation during the next semester in which that student is enrolled.

Removal of Probation

In order to remove probation, a student must earn a “C” average (2.0 g.p.a.) or better in a minimum of 12 units in one semester provided he completed all courses in which he is enrolled as of Monday of the seventh week. A student enrolled in less than 12 units may remove probation by earning a “C” average in and completing all courses until he accumulates a total of 12 units in successive semesters.

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. A student may be dropped from a course for excessive absence, regardless of cause, if the number of absences is having an adverse effect upon his success in college. Religious observations, however are excused. The student should inform his 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 his instructor about the completion of missed assignments.

Standards of Conduct

Students enrolling at Riverside City College 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 campus, 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 Section 16072) for disciplinary action.

CHANGE OF ADDRESS

It is the responsibility of the student to advise the Admissions Office of any change in either his legal or temporary address.
TRANSCRIPT REQUESTS

Upon request to the Admissions Officer, each student will be provided with two official copies of his college record without charge. For each copy after the second, a fee of one dollar is charged. Applications for transcripts should be filed at least two weeks before transcript is needed. Riverside City College will supply a transcript of records only of work taken at this institution.

CONCURRENT ENROLLMENT

Riverside City College extends an opportunity to eligible high school students who have completed the tenth grade to attend college on a limited basis while attending high school. Concurrent enrollment is similar to the advanced placement programs that some other colleges offer. The student may choose to attend the fall, spring or summer session in either day or Extended Day classes.

Prior to the time of registration in college classes, the student must present a written recommendation from the high school principal that he be permitted to register at the college.

COUNSELING CENTER

A variety of counseling services is provided at Riverside City College to assist students during their college career. Counselors are available to aid each student in making his own decisions concerning education and career directions.

Special courses are offered to assist each student in gaining the maximum benefit from his college experience.

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 secretary in the Counseling Center, which is open Monday through Friday, 8 a.m. to 4:30 p.m., Counseling for Extended Day students is available 6 p.m. to 9 p.m., Monday through Thursday. It is important to keep appointments.

Educational and Occupational Information

College and university catalogs are kept in the Career Center, these are useful in selecting a college for transfer and in planning lower division programs. The Career Center has extensive occupational information, including films, film strips, tapes and printed material.

Special Testing

Various tests of occupational interest and aptitude are available. The student should consult his counselor for further information.

Vocational Counseling

Vocational Counseling is available in the Counseling Center to all students who seek such assistance. Appointments may be made with the counseling secretary.
STUDENT SERVICES

Dean of Student Personnel Services

All student services and student government activities are the responsibility of the Dean of Student Personnel Services whose office is located in the Administration Building. However, offices of the Associate Dean of Student Personnel Services—Student Affairs, and of the Associate Dean of Student Personnel Services—Support Services, are located in the Student Center.

Student Health Services

The Student Health Service, located in the Admissions Building, is open from 8:00 a.m. to 4:30 p.m. Monday through Friday, and from 6:00 p.m. to 10:00 p.m. Monday through Thursday. Health services are provided from 6:00 p.m. to 10:00 p.m. Friday evening and from 8:00 a.m. to 12:00 noon Saturday, in the Administration Building. Services include first aid, health counseling, health education, and referral to physicians and community agencies by registered nurses. The Student Health Service is supported by the health fee which is collected during registration.

The health fee also provides accident insurance for students injured on campus or during school-sponsored activities off campus. Voluntary, low-cost medical and surgical insurance is also available, and may be purchased during the first month of each semester. Brochures for both insurance plans are available during registration and from the Health Service. All campus accidents should be reported to the Health Service so that the appropriate froms can be processed.

The Student Health Service is here to serve you. No appointment is necessary, and students are encouraged to drop by.

Student Placement Service

The college maintains a placement in the Student Center to assist graduates in finding full-time career positions and to help regularly enrolled students obtain suitable part-time employment related to their occupational objectives. Placement referrals are made on the basis of the student's academic record and upon the possession of skills required by the employer. Since employers rely upon the college to furnish them with information helpful in evaluating applicants, the placement office works in close cooperation with instructors, division chairpersons and counselors.

It is the responsibility of the student seeking employment to register in the placement office and to report regularly after filing the initial application. Job applications may be filed between 8 a.m. and 4:30 p.m., Monday through Friday, there is no charge for the service. While every effort is made to find employment opportunities, the Student Placement Service cannot guarantee placement to all applicants.

Housing

Housing accommodations available to students are listed in the Placement Office; however, the college does not assume the responsibility for student residence.

A.S.R.C.C. Offices

Conference rooms and offices for the Associated Students of Riverside City College are located in the Student Center.

SPECIAL SUPPORTIVE SERVICES

Educational Opportunity Program and Services

Special state funding is available to all students in financial need. Funds are limited, so students should apply at the earliest opportunity. Deadline dates for accepting applications is the first week of September for the fall semester and the third week in January for the spring semester. Student counselors are available on a daily basis to assist in application requirements, academic counseling and to provide information in many aspects dealing with the campus. Office is located in the Student Center.

Tutorial Department

Tutoring is available to all students in all subjects on a one-to-one basis as well as in group sessions. Students may apply at any time on a walk-in basis. The Tutorial Office is located in the Martin Luther King Library, Room 307.

Financial Aid

Riverside City college participates in the Work Study Program, EOP and the SEOG Grant Programs, Federally Insured Loans, the Federal Nursing Grant Program, and the BEOG Grant Program. Limited funds for small loans are available to eligible students for emergency purposes. Information concerning these programs or scholarships may be obtained in the Associate Dean of Students Office and the EOPS Office, both located in the Student Center.

ORGANIZATIONS

The ASRCC Sponsors many organizations on campus with open membership and classified as honorary, social service, and professional interest. Students are encouraged to form new organizations according to the simple procedure in the student handbook.

Honorary

Riverside City college 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. Gamma Sigma chapter of Riverside City College was granted its charter on May 8, 1953.
Service-Social

Sororities and fraternities are student organizations which 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. Other organizations, although they have many social objectives, also exist to provide various kinds of services to the college and to the larger community as well. Among these are Alpha Gamma Sigma (scholarship society), Progressive Black Students Association, MECHA (Movimiento Estudiantil Chicoano de Aztlan), Native American Students, Newman Club, Veterans Club, and Soccer Club.

Professional Interest Groups

The following professional interest groups are active on campus:

- Beta Phi Gamma, a national journalism fraternity open to both men and women.
- Cosmos, an organization of students in the Cosmetology program.
- Engineering Club.
- Future Secretaries.
- Kappa Kappa Chi, a campus organization of students enrolled in the R.N. and L.V.N. programs.
- Phi Rho Pi, national junior college speech honorary.
- Delta Psi Omega, made up of students interested in dramatics.
- VICA (Vocational Clubs of America)

Handicapped Students

Students who are hearing impaired or orthopedically handicapped are eligible for assistance. Services provided such student are dictated by individual needs.

The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment.

ARTS

Art

Painting, drawing, ceramics and sculpture students exhibit their work during the Christmas season and again in the spring. Art students also contribute frequently to college publications.

Music

Musical activities are a significant part of college life. These activities include instrumental, choral, and recital programs, and the annual musical comedy. Musical organizations include the college choir, chamber singers, and wind and jazz ensembles.

Choral and instrumental groups represent the college at the annual festivals presented by the combined community colleges of Southern California. College choral and instrumental groups give numerous performances throughout the valley.

Drama, Speech, and Forensics

Several plays and a musical comedy highlight the annual drama program. These A.S.R.C.C. sponsored productions are open to the general public as well as to the student body. Students interested in competitive speech activities, including intercollegiate debate, may have an opportunity to participate in the Pacific Southwest Collegiate Forensic Association and Phi Rho Pi (National community college speech fraternity) tournaments by enrolling in the forensics and debate classes and taking part in the Forensic Association activities.

Dance

The Riverside City College Performing Modern Dance Group, formerly Orchesis, is made up of members of the Advanced Modern Dance Class. They have opportunities to present lecture demonstrations and dance concerts and to participate in the college musicals.

Film Series

The college annually sponsors a free series of films open to students and the general public. Those who wish to remain after the showing of the films for lecture and discussion are welcome. The series is also open to registered students as a one-unit course, English 37, Film Appreciation.

Artist-Lecture Series

The Riverside City College Artist-Lecture Series is open to the students as well as the general public. Typically the series includes lectures on topics of current interest and performing artists of distinction.

PUBLICATIONS

Student publications include: Viewpoints, the weekly student body newspaper; the student handbook; and Tiger Talk, the weekly college bulletin announcing campus activities and events.

ATHLETICS

The College maintains a program of intercollegiate athletics as a member of the Mission Conference of the California Community and Junior college Association in the following sports — football, basketball, wrestling, cross country, water polo, swimming, track, baseball, golf and
tennis. The college also conducts a program of intercollegiate athletics for women. Questions about athletic eligibility should be directed to the Associate Dean of Student Personnel Services, Student Affairs.

Members of many campus organizations, and non-affiliated students as well, also have the opportunity of participating in a variety of intramural sports and in extramural competition with other colleges in tennis, badminton, bowling and archery.

STUDENT GOVERNMENT

The opportunity of self-government is extended to students. Principal governing bodies are the Executive Board, which is elective, and the Forum, which is made up of representatives of all student organizations on campus. Student volunteers are solicited in planning and organizing student body projects.

SOCIAL EVENTS

An extensive program of social activities is provided by the Associated Student Body. A master calendar of these events is maintained in the Student Center.

DISCIPLINE

It is understood that each student who registers at the College is in sympathy with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior.

TRANSFER PROGRAMS

Each institution of higher education has its own requirements for admission, majors, and general education. The student should consult the catalog of the college or university to which he intends to transfer for its requirements. Catalogs of other institutions are on file in the Counseling Center. Course descriptions should be examined carefully to determine if a Riverside City College course is the equivalent of the course required by the transfer institution. The counseling staff can be helpful here.

Note that the following majors are for specific colleges and universities. Requirements for the same major at other institutions may be different. These are merely a few samples of the many majors available and represent, for the most part, those of nearby colleges and universities.

In developing a program it should be remembered that in addition to the requirements in the major, each student should complete the general breadth requirements for the college of his choice. State University and College requirements are listed on pages 00. Breadth requirements for all branches of the University of California and various private colleges are available in the Counseling Center. Proper planning normally should enable students to satisfy the general education-breadth requirements concurrently with requirements for graduation from Riverside City College. See the Associate in Arts degree requirements on pages 00-00.

ACCOUNTING

Cal Poly Pomona
Accounting 1-A, 1-B, 61; Business Administration 18-A, 18-B; Business Education 60; Data Processing 1, 2, 20; Economics 7, 8; Math 5-A, 5-B, 12; English 1-A, 1-B; Speech 1; Psychology 1; History 7; Political Science 1

CSU Fullerton
Accounting 1-A, 1-B; Business Administration 18-A; Data Processing 12-A and Mathematics 25, 5-A; Economics 7, 8

CSU Long Beach
Accounting 1-A, 1-B; Business Administration 18-A; Data Processing 1, 2; Economics 7, 8; Math 5-A, 5-B; Philosophy 12 or 32
## Transfer Programs

### ADMINISTRATION OF JUSTICE

<table>
<thead>
<tr>
<th>Institution</th>
<th>Corrections Option:</th>
<th>Criminalistics Option:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Long Beach</td>
<td>Psychology 33</td>
<td>Anatomy and Physiology 2-A or Botany 1 or Microbiology 1; Chemistry 1-A, 1-B, 5; Math 10; Physics 2-A, 2-B</td>
</tr>
<tr>
<td>CSU Los Angeles</td>
<td></td>
<td></td>
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<tr>
<td>CSU San Diego</td>
<td>Math 12; Political Science 1; Sociology 1; Psychology 1</td>
<td></td>
</tr>
<tr>
<td>CSC San Bernardino</td>
<td>Administration of Justice 1, 2, 3, 4, 5, 6, 7, 13; Political Science 1; Psychology 1; Sociology 1</td>
<td></td>
</tr>
</tbody>
</table>

### APPLIED SCIENCE

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses Required:</th>
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</thead>
<tbody>
<tr>
<td>UC Riverside</td>
<td>Chemistry 1-A, 1-B, 5; English 1-A, 1-B; Geology 1-A; Math 1-A, 1-B, 2-A, 2-B, 8; Physics 4-A, 4-B, 4-C, 4-D</td>
</tr>
<tr>
<td></td>
<td>Options available are Instrumentation, Automated Instrumentation, and Computer Science</td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td>Art 1, 2, 4-A or 22, 23, 40 or 41</td>
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<tr>
<td></td>
<td><strong>Art History Emphasis:</strong></td>
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<tr>
<td></td>
<td>Art 1, 2; 6 units in studio courses; 12 units in Art, Anthropology, Foreign Language; History, Literature; Music; Philosophy or Theater Arts</td>
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<tr>
<td></td>
<td><strong>Studio Emphasis:</strong></td>
</tr>
<tr>
<td></td>
<td>Art 1, 2, 4-A, 4-B, 22, 23, 40, 48-A, 48-B</td>
</tr>
<tr>
<td></td>
<td><strong>Teaching Emphasis:</strong></td>
</tr>
<tr>
<td></td>
<td>Art 1, 2, 4-A, 4-B, 15, 22, 23, 40</td>
</tr>
<tr>
<td>UC Riverside</td>
<td><strong>Art History Emphasis:</strong> Art 1, 2</td>
</tr>
<tr>
<td></td>
<td><strong>Studio Emphasis:</strong> Art 4-A, 4-B, 1, 2</td>
</tr>
</tbody>
</table>

### ART

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<tr>
<th>Institution</th>
<th>Courses Required:</th>
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<tbody>
<tr>
<td>CSC San Bernardino</td>
<td>Art 1, 2, 4-A or 22, 23, 40 or 41</td>
</tr>
<tr>
<td></td>
<td><strong>Art History Emphasis:</strong></td>
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<tr>
<td></td>
<td>Art 1, 2; 6 units in studio courses; 12 units in Art, Anthropology, Foreign Language; History, Literature; Music; Philosophy or Theater Arts</td>
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<tr>
<td></td>
<td><strong>Studio Emphasis:</strong></td>
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<tr>
<td></td>
<td>Art 1, 2, 4-A, 4-B, 22, 23, 40, 48-A, 48-B</td>
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<td></td>
<td><strong>Teaching Emphasis:</strong></td>
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<td>Art 1, 2, 4-A, 4-B, 15, 22, 23, 40</td>
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### BIOLOGY

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses Required:</th>
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<tbody>
<tr>
<td>CSC San Bernardino</td>
<td>Biology 1, 11; Chemistry 1-A, 1-B, 12-A, 12-B; Math 10 or 12 or 5-A; Physics 2-A, 2-B or 4-A, 4-B</td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td>Biology 1, 11; Chemistry 1-A, 1-B, 12-A, 12-B; Math 1-A; Physics 2-A, 2-B</td>
</tr>
<tr>
<td>UC Riverside</td>
<td>Biology 1, 11; Chemistry 1-A, 1-B, 12-A, 12-B; English 1-A, 1-B; Foreign Languages 3 semesters (suggested Russian, German, French); Math 1-A, 1-B or 5-A, 5-B; Physics 2-A, 2-B or 4-A, 4-B; Humanities and Social Sciences (21 units). Foreign language is not required for the B.S. degree.</td>
</tr>
<tr>
<td>U of So. Cal.</td>
<td>Biology 1, 11; Chemistry 1-A, 1-B; Foreign Language 1, 2, 3; Math 1-A; Physics 2-A, 2-B</td>
</tr>
</tbody>
</table>

### AGRI-BUSINESS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal Poly Pomona</td>
<td>Agri-Business 10, 13, 20; Business Administration 18-A; Data Processing 1; Economics 7, 8; English 1-A; Math 12, 35; Speech 1; Political Science 1; History 7</td>
</tr>
<tr>
<td></td>
<td>Options are available in Agricultural Economics, Food Distribution and Management</td>
</tr>
</tbody>
</table>

### ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC San Bernardino</td>
<td>Anthropology 1, 2</td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td>Anthropology 1, 2, 3</td>
</tr>
<tr>
<td>UC Riverside</td>
<td>Anthropology 1, 2, 3</td>
</tr>
<tr>
<td>U of So. Cal.</td>
<td>Anthropology 1, 2; Foreign Language 1, 2, 3</td>
</tr>
</tbody>
</table>
### Transfer Programs

**BLACK STUDIES**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Cal Poly Pomona</td>
<td>English 16; History 15; Music 25; Philosophy 14. Recommended: Humanities 45; Sociology 1, 2, 10, 35</td>
</tr>
<tr>
<td>CSC San Bernardino</td>
<td>Concentration within other bachelor's degree majors. Check the handout sheets in the Career Center library for various options</td>
</tr>
<tr>
<td>UC Riverside</td>
<td>English 1-A, 1-B; additional courses which can be used to fulfill general education requirements: English 16; History 14, 15; Humanities 45; Philosophy 14. Recommended: Sociology 1, 2, 10, 35</td>
</tr>
</tbody>
</table>

**BOTANY**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal Poly Pomona</td>
<td>Biology 1; Botany 1, 2; Chemistry 2-A, 2-B, 8; English 1-A, 1-B; History 7; Math 36, 10; Microbiology 1, Physics 2-A, 2-B; Zoology 1, 2; Political Science 1</td>
</tr>
<tr>
<td>UC Riverside</td>
<td>Biology 1, 11; Botany 1, 3; Chemistry 1-A, 1-B, 12-A, 12-B; Math 1-A, 1-B or 5-A, 5-B; Physics 2-A, 2-B; English 1-A, 1-B</td>
</tr>
<tr>
<td>CSU Long Beach</td>
<td>Botany 1; Chemistry 1-A, 1-B; Math 10, 1-A or 5-A; Microbiology 1; Physics 2-A, 2-B; Zoology 2</td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Cal Poly Pomona</td>
<td>Accounting 1-A, 1-B; Business Administration 10, 18-A, 18-B; Business Education 60; Data Processing 1, 20; Economics 7, 8; English 1-A, 1-B; Math 12; Psychology 1; Speech 1; History 7; Political Science 1</td>
</tr>
<tr>
<td>CSC San Bernardino</td>
<td>Accounting 1-A, 1-B; Economics 7, 8; Math 35, 12; Data Processing 1</td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td>Accounting 1-A, 1-B; Data Processing 12-A; Math 25; Economics 7, 8; Business Administration 18-A; Math 1-A or 5-A</td>
</tr>
</tbody>
</table>

**CHEMISTRY**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Cal Poly Pomona</td>
<td>Biology 1; Chemistry 1-A, 1-B, 5, 12-A, 12-B; English 1-A, 1-B; Math 1-A, 1-B, 2-A, 2-B; Physics 4-ABC; History 7; English 1-A, 1-B; Political Science 1</td>
</tr>
<tr>
<td>CSC San Bernardino</td>
<td>Chemistry 1-A, 1-B, 5; Math 1-A, 1-B, 2-A; Physics 2-A, 2-B or 4-A, 4-B</td>
</tr>
<tr>
<td>UC Riverside</td>
<td>Chemistry 1-A, 1-B, 5 (12-A, 12-B for A.B. degree); Math 1-A, 1-B; Physics 4-A, 4-B, 4-C; a reading knowledge of a foreign language is recommended; English 1-A, 1-B</td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td>Chemistry 1-A, 1-B, 5, 12-A, 12-B; Math 1-A, 1-B, 2-A, 2-B; Physics 4-A, 4-B, 4-C; Biological Science; and a reading knowledge of French, German or Russian is recommended</td>
</tr>
</tbody>
</table>

**CHICANO STUDIES**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Pomona</td>
<td>History 30, 31; English 20; Spanish 4</td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td>History 25, 30, 31; English 20</td>
</tr>
<tr>
<td>CSU Long Beach</td>
<td>History 30; English 20; Spanish 1, 2, 3, 4</td>
</tr>
<tr>
<td>UC Riverside</td>
<td>English 1-A, 1-B; Spanish 4; 6 units of natural sciences; 3 courses in Mexican-American Studies.</td>
</tr>
</tbody>
</table>

**DATA PROCESSING**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Cal Poly Pomona</td>
<td>Accounting 1-A, 1-B, 61; Business Administration 18-A, 18-B; Data Processing 1, 2, 12-A, 13-A, 30</td>
</tr>
<tr>
<td></td>
<td>Support courses: Economics 7, 8; English 1-A; History 7; Math 5-A, 5-B, 12; Political Science 1; Psychology 1; Speech 1</td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td>Accounting 1-A, 1-B; Data Processing 12-A; Economics 7, 8; Math 1-A, 25; Business Administration 18-A</td>
</tr>
</tbody>
</table>
### Transfer Programs

#### DENTAL HYGIENE

**UC San Francisco**
- UC Dental Hygiene Performance Test; Biology 1, 11; Chemistry 1-A, 1-B; English 1-A, 1-B; History 6 and 7 or History 6 or 7 and Political Science 1; Physics 2-A, 2-B; Psychology 1 and 4 or 33; 14 units from Social Sciences, Humanities or Foreign Languages

**Loma Linda Univ.**
- Chemistry 1-A, 1-B or 2-A, 2-B, 22; English 1-A, 1-B; Speech 1; Zoology 1, 2; Social Sciences — 12 units from Anthropology, Economics, History, Psychology, Sociology; Humanities — 10 units from Art, Foreign Language, Literature, Philosophy, Music

**Univ. of So. Cal.**
- Biology 1, plus one additional course in Biological Sciences; Chemistry 1-A, 1-B; English 1-AB; Psychology 1; Sociology 1; Speech 1

#### Pre-DENTISTRY

**UC Los Angeles**
- Biology 1, 11; Chemistry 1-A, 1-B, 12-A, 12-B; English 1-A, 1-B; Physics 2-A, 2-B; Psychology 1; Social Sciences and/or Humanities — 12 units

**UC San Francisco**
- Biology 1, 11; Chemistry 1-A, 1-B, 12-A, 12-B; English 1-A, 1-B; Psychology 1; Psychology 2, 4 or 33; Physics 2-A, 2-B; Social Sciences, Humanities, or Foreign Languages — 11 units

**Loma Linda Univ.**
- Biology 1, 11 or Zoology 1, 2; Chemistry 1-A, 1-B, 12-A, 12-B; English 1-A, 1-B; Physics 2-A, 2-B; to complete 64 units select from: Anthropology, Art, Foreign Language, History, Literature, Psychology, Sociology, Speech, Math (Calculus)

#### ECONOMICS

**Cal Poly Pomona**
- Accounting 1-A, 1-B; Economics 7, 8; English 1-A, 1-B; Speech 1; History 7; Political Science 1

**CSC San Bernardino**
- Economics 7, 8; Math 12 (Math 5-A is highly recommended)

**CSU Fullerton**
- Accounting 1-A, 1-B; Math 1-A, 1-B or 5-A; Data Processing 12-A and Math 25; Economics 7, 8

**UC Riverside**
- Economics 7, 8

#### EDUCATION — TEACHING

**Pre-school, Elementary or Secondary**

For the student seeking a California Teaching Credential, a degree in Education does not exist. The major consists of a single-subject and/or a multiple-subject major. Upon transferring from the community college, the prospective teacher must affiliate himself with a four-year institution which has a teacher education program accredited by the California Commission for Teacher Preparation and Licensing. Worksheets for majors at nearby 4-year institutions are available in Career Center.

**Community College**

The student planning to teach at the community college level must complete at least a master’s degree in a subject matter area normally taught in the community college. The credential will carry a list of subjects which the holder is authorized to teach.

**Vocational**

For teaching in occupational areas, a combination of work experience in the field (normally seven years) and education is needed.

#### ENGINEERING — MECHANICAL

**Cal Poly Pomona**
- Chemistry 1-A, 1-B; Economics 8; Engineering 22, 23; English 1-A; Math 1-A, 1-B, 2-A, 2-B; Physics 4-A, 4-B, 4-C; History 7; Political Science 1

**UC Irvine**
- Chemistry 1-A, 1-B; Engineering 22, 23, 35; Math 1-A, 1-B, 2-A, 2-B, 8; Physics 4-A, 4-B, 4-C

**Univ. of So. Cal.**
- Chemistry 1-A; English 1-A; Math 1-A, 1-B, 2-A, 2-B; Physics 4-A, 4-B, 4-C; Psychology 1

#### ENGLISH

**Cal Poly Pomona**
- Accounting 1-A, 1-B; Economics 7, 8; English 1-A, 1-B; Speech 1; History 7; Political Science 1

**CSC San Bernardino**
- Economics 7, 8; Math 12 (Math 5-A is highly recommended)

**CSU Fullerton**
- Accounting 1-A, 1-B; Math 1-A, 1-B or 5-A; Data Processing 12-A and Math 25; Economics 7, 8

**UC Riverside**
- Economics 7, 8

English 1-A, 1-B or equivalency test required at all colleges listed.

**Cal Poly Pomona**
- Art 5, English 6, 7, 14, 15, 40, 49; French 2 or Spanish 2 or German 2; History 4 or 5; Music 18; Psychology 1; Speech 1; History 7; Political Science 1

**CSC San Bernardino**
- English 6, 7, 14 or 15

**CSU Fullerton**
- 2 courses from: English 11-A, 40, 41, 44, 45, 48

(ENGLISH continued on next page)
Transfer Programs

ENGLISH — (Continued)

CSU Long Beach  English 6, 7, 11A (for Creative Writing option)
CSU Los Angeles  English 44, 45, 48
CSU San Diego  English 6, 7, 14, 15 (electives: 3 units); Foreign Language 1, 2, 3
UC Riverside  English 6, 7, 14 or 15
Univ. of So. Cal.  English 6, 7; Foreign Language 1, 2, 3

ENVIRONMENTAL SCIENCE

CSC San Bernardino  Major is called Environmental Studies. Biology 36; Chemistry 1-A or 2-A; Geography 1; Math 12; Physics 10, 11
UC Riverside  Biology 1, 11; Chemistry 1-A, 1-B, Math 10, 12; Options under Physical-Biological and Social-Political-Economic have additional requirements

FORESTRY

UC Berkeley  Botany 1; Chemistry 1-A, 1-B; Economics 7, 8; Engineering 1-A; English 1-A, 1-B; Geology 1-A; Math 1-A, 12; Physics 2-A, 2-B; Zoology 1 or Zoology 2 or Microbiology 1 or Biology 1

FOREST MANAGEMENT, FOREST SCIENCE AND WILDLIFE MANAGEMENT

CSC Humbolt  Biology 1, 11; Botany 1; Chemistry 1-A; Math 8, 5-A or 1-A; Physics 2-A
Wildlife Management majors do not need the above Math or Physics. Chemistry 1-B; Math 35; Zoology 2; Math 5-A or 1-A is recommended but not required.

GEOLOGY

Cal Poly Pomona  (Earth Sciences)

Geology 1-A, 1-B, 21; English 1-A, 1-B; Engineering 22, 23; Math 1-A, 1-B; Chemistry 1-A, 1-B; Economics 8; Physics 4-A, 4-B, 4-C; Psychology 1; Speech 1; Zoology 1; History 7; Biology 1; Political Science 1

CSU San Diego  Biology 1; Chemistry 1-A, 1-B; Geology 1-A, 1-B, 21; Math 1-A, 12; Physics 4-A, 4-B, 4-C
UC Riverside  Biology 1; Chemistry 1-A, 1-B; Math 1-A, 1-B, 2-A or 12; Physics 4-A, 4-B, 4-C; Zoology 1 or Biology 11; Geology 1-A, 1-B, 21
Univ. of So. Cal.  Geology 1-A, 1-B, 21; Chemistry 1-A, 1-B; Foreign Language 1, 2, 3; Math 8, 10, 1-A, 1-B; Physics 2-A, 2-B

HEALTH SCIENCE

CSU Long Beach  School Health Option: Anatomy and Physiology 2-A, 2-B; Biology 1; Chemistry 2-A; Microbiology 1; Psychology 1
Community Health Education Option: Anatomy and Physiology 2-A; Anthropology 2; Biology 1; Chemistry 2-A; Microbiology 1; Psychology 1; Sociology 2

CSU San Diego  Anatomy and Physiology 2-A; Biology 30; Physical Education 44; Home Economics 4; Psychology 1; Sociology 1

HISTORY

Cal Poly Pomona  Anthropology 1, 2 or Sociology 1, 2; Economics 7, 8; English 1-A, 1-B; History 4, 5, 6, 7; Political Science 1; Psychology 1; Speech 1

CSC San Bernardino  History 6,7
CSU Fullerton  History 4, 5, 6, 7, 8, 9, 14, 19, 20, 25, 35 (choose four courses from 3 different areas)
UC Riverside  No required courses. Recommended: Survey courses in Asian, European & American History
Loma Linda Univ.  History 4, 5, 6, 7
### Transfer Programs

#### HOME ECONOMICS

**Cal Poly Pomona**
- Anatomy and Physiology 2-A, 2-B; Biology 1; Chemistry 2-A, 2-B; Economics 8; English 1-A, 1-B; Health Science 1; Home Economics 1, 4, 5, 20; Math 35; Psychology 1; Sociology 1, 12; Speech 1; History 6, 7; Early Childhood 7

**CSU Long Beach**
- Anatomy and Physiology 2-A, 2-B; Chemistry 1-A or 2-A; Economics 7, 8; English 1-A, 1-B; Psychology 1; Sociology 1 or 2 or Anthropology 2

**CSU San Diego**
- Anthropology 2 or Sociology 1; Art 22; Chemistry 2-A, 2-B; Early Childhood 7; Home Economics 1, 4, 20, 30; Economics 4 or 8; Sociology 12

#### INDUSTRIAL ARTS

**CSU Long Beach**
- Auto Tech 50; Electronics 10; Engineering 50; Graphic Arts 1; Photography 8; Welding 15-A

**CSU San Diego**
- Auto Tech 60-A; Electronics 10; Engineering 50; Graphic Arts 1; Photography 8; Welding 15-A

#### JOURNALISM

**Cal Poly Pomona**
- Journalism 1, 7, 4 units from 50, 51, 54; Photography 8, 12; Graphic Arts 1; support courses: Economics 7, 8; English 1-A, 1-B; History 6, 7; Library 1; Political Science 1; Psychology 1; Speech 1; Philosophy 32; Sociology 1; Secretarial Science 50-AB

**CSU Fullerton**
- Journalism 1, 2, 7; Photography 8

**CSU Long Beach**
- Journalism 1, 2, 7, 12

#### Pre-LAW

Admission to most law schools requires a bachelor's degree from an accredited college or university. The major can be in any academic discipline, but the student must have achieved a good grade point average.

(Pre-LAW continued on next page)

### Pre-LAW — (Continued)

Undergraduate courses should provide an adequate foundation for broad culture: English, History, Philosophy, Math and Logic, Science, Economics, Political Science, Psychology, Sociology, Anthropology, Speech and Debate.

#### MATHEMATICS

**Cal Poly Pomona**
- Chemistry 1-A, 1-B; English 1-A, 1-B; Math 1-A, 1-B, 2-A, 2-B; Physics 4-A, 4-B, 4-C; History 7; Political Science 1

**CSC San Bernardino**
- Math 1-A, 1-B, 2-A, 2-B, 8, (for B.S. only); Physics 4-A, 4-B, 4-C recommended

**UC Riverside**
- Math 1-A, 1-B, 2-A, 2-B; recommended: Physics 4-A, 4-B, 4-C; Foreign Language 1, 2, 3

#### Pre-MEDICINE

Below are suggested courses to take at RCC if you plan to major in pre-med and attend one of the medical schools below:

**UC Irvine**
- Biology 1, 11 and Zoology 1 or 2; Chemistry 1-A, 1-B, 12-A, 12-B; English 1-A, 1-B; Math 1-A, 1-B or 5-A, 5-B; Physics 2-A, 2-B or 4-A, 4-B

**UC Los Angeles**
- Biology 1, 11 or Zoology 1, 2; Chemistry 1-A, 1-B, 12-A, 12-B, 22; English 1-A, 1-B; Math 1-A, 1-B or 5-A, 5-B, 10; Physics 2-A, 2-B or 4-A, 4-B

**Loma Linda Univ.**
- Biology 1, 11 or Zoology 1, 2; Chemistry 1-A, 1-B, 12-A, 12-B; English 1-A, 1-B; Math 1-A or 5-A; Physics 2-A, 2-B

#### MICROBIOLOGY

**Cal Poly Pomona**
- Biology 1; Botany 2; Chemistry 1-A or 2-A, 1-B or 2-B, 5, 12-A, 12-B; English 1-A, 1-B; Math 10, 36; Microbiology 1; Physics 2-A, 2-B; Zoology 1, 2; History 7; Political Science 1

**CSU Long Beach**
- Chemistry 1-A, 1-B, 5; Math 10 or 5-A; Microbiology 1; Physics 2-A, 2-B; Zoology 2

**CSU Los Angeles**
- Botany 1; Chemistry 1-A, 1-B, 5; Math 10, 36; Microbiology 1; Physics 2-A, 2-B; Zoology 1

**UC Riverside**
- B.A. Degree: Biology 1, 11; Chemistry 1-A, 1-B, 5, 12-A, 12-B; English 1-A, 1-B; Math 1-A, 1-B or 5-A, 5-B; Physics 2-A, 2-B; completion of course 3 in (MICROBIOLOGY continued on next page)
Transfer Programs

MICROBIOLOGY — (Continued)

Russian, German, or French; Math 12 is recommended

B.S. Degree: lower division requirements are the same as for the B.A. with the exception that foreign language is not required.

MUSIC

CSU Fullerton

Music 3, 4, 5, 20 or 21; four semesters from Music 40-ABCD, 41-ABCD, 42-ABCD, 43-ABCD or 44-ABCD; four semesters from Music 30-ABCD, 32-ABCD, 35-ABCD or 38-ABCD

Univ. of Redlands

Music 3, 4, 5, 7; not more than 18 units in applied and/or ensemble music. A background of music history, while not required, is strongly recommended. Piano proficiency is required.

Univ. of So. Cal.

Music 3, 4, 5, 7; Music 20, 21; four semesters of either Music 40-ABCD, 41-ABCD, 42-ABCD, 43-ABCD, 44-ABCD; Music 32-ABCD or proficiency exam; four semesters of either Music 39-ABCD, 32-ABCD, 35-ABCD, 38-ABCD, 45-AB, 46-AB, or 47-AB

NURSING — B.S. DEGREE

CSU Long Beach

Anatomy and Physiology 2-A, 2-B; Chemistry 2-A; Microbiology 1; two social science courses

CSU Los Angeles

Anatomy and Physiology 2-A, 2-B; Anthropology 2; Chemistry 1-A, 1-B or 2-A, 2-B; Home Economics 1, 1-B; Psychology 1; Sociology 1; Microbiology 1

CSU San Diego

Anatomy and Physiology 2-A, 2-B; Chemistry 1-A, 1-B, 12-A; Early Childhood Studies 7; Microbiology 1; Psychology 1, 33; Sociology 1, 12

UC Los Angeles

Anthropology 2; Biology 1, 11 or Zoology 1, 2; Chemistry 1-A, 1-B; English 1-A; Microbiology 1; Physics 10, 11; Psychology 1, 2; Sociology 1

NATURAL RESOURCES

CSU Humboldt

Biology 11; Botany 1; Zoology 2; Chemistry 1-A, 1-B; Geology 1-A; Art 4-A

Cal Poly

Botany 1, 2; Zoology 1, 2; Mathematics 35, 10, 5-A, 12; Chemistry 1-A; English 1-A, 1-B; Physics 2-A; Geology 1-A; Speech 1; Physical Education

(Unnatural Resources continued on next page)

Transfer Programs

NATURAL RESOURCES — (Continued)

UC Davis

(Revised Natural Resources)

Chemistry 1-A, 1-B, 5; English 1-A, 1-B; Math 1-A, 1-B or 5-A, 5-B; Physics 2-A, 2-B; Zoology 1, 1-B or Biology 1, 11

Univ. of Pacific

Biology 1, 11 or Botany 1 and Zoology 1 or 2; Chemistry 1-A, 1-B; Math 35, 36, 5-A; Physics 2-A; Zoology 2; Choose 6-8 units from: English 1-A; Foreign Languages; Speech 1; Theater Arts 3; Choose 6-8 units from: Anthropology 1, 2; Psychology 1; Sociology 1

Univ. of So. Cal.

Biology 1, Botany 1, Zoology 1, 2 (choose 2); Chemistry 1-A, 1-B, 12-A, 12-B; Economics 7; English 1-A, 1-B; Math 1-A, 1-B; Physics 2-A, 2-B; Psychology 1

PHILOSOPHY

CSC San Bernardino

Philosophy 10, 20, 30-A

CSU Fullerton

Philosophy 20

CSU Long Beach

Philosophy 10 or 12, 20, 21, 32

UC Riverside

Philosophy 11 or 32

PHYSICAL EDUCATION

Cal Poly Pomona

Anatomy and Physiology 2-A, 2-B; Anthropology 1 or 2; Biology 1; English 1-A, 1-B; Philosophy 10; Physical Education 32, 44; Physics 10; Psychology 1; Sociology 1; Speech 1; History 7; Chemistry 2-A; Home Economics 4; Political Science 1

CSU Fullerton

One or more of the following: Biology 1; Chemistry 2-A; Physical Science 1; Physics 2-A; Anatomy

(Physical Education continued on next page)
Transfer Programs

PHYSICAL EDUCATION — (Continued)

my and Physiology 2-A. Six units of different activity courses. Recommended: Physical Education 32, 35, 31 or 37

UC Santa Barbara
Anatomy and Physiology 2-A, 2-B; Chemistry 2-A; Math 12; Physical Education 32, Physics 10, 11; Psychology 1; Sociology 1

PHYSICAL THERAPY

CSU Long Beach
Anatomy and Physiology 2-A, 2-B; Biology 1; Chemistry 2-A or 3, or 1-A, 8; Physics 10 and 11; Psychology 1; complete 60-66 acceptable college units, including general education requirements. Grades of B or better are required in all science and psychology courses.

Univ. of Cal. (San Francisco)
Anatomy and Physiology 2-A, 2-B; Chemistry 1-A, 1-B; English 1-A, 1-B; Humanities — 9 units; Physics 10, 11; Psychology 33; Social Sciences — 9 units

Loma Linda Univ.
English 1-A, 1-B (6 units)

Biology 1, 11 or Zoology 1, 2; Microbiology 1; Chemistry 1-A, 1-B or 2-A, 2-B, 8; Physics 10, 11

Humanities (9 units) from: Foreign Language, Literature, Philosophy, Speech, Western Civilization (may count in Humanities or Social Sciences), Art, Music. Social Sciences (9 units) from: Anthropology, Sociology (recommended), Psychology 1 (required), Economics, Geography, History, Political Science

PHYSICS

Cal Poly Pomona
Biology 1; Chemistry 1-A, 1-B; English 1-A, 1-B; Math 1-A, 1-B, 2-A, 2-B; Physics 4-A, 4-B, 4-C, 4-D; History 7; Political Science 1

CSC San Bernardino
Chemistry 1-A; Math 1-A, 1-B, 2-A, 2-B; Physics 4-A, 4-B, 4-C

UC Riverside
Chemistry 1-A, 1-B; Math 1-A, 1-B, 2-A, 2-B; Physics 4-A, 4-B, 4-C, 4-D

A reading knowledge of French or German is recommended.

Univ. of So. Cal.
Chemistry 1-A, 1-B; French or German 1, 2, 3 recommended; Math 1-A, 1-B, 2-A, Physics 4-A, 4-B, 4-C

POLITICAL SCIENCE

English 1-A, 1-B; History 6, 7; Political Science 1, 2, 3

CSC San Bernardino
Political Science 1, 3

UC Riverside
Two courses: Political Science 1, 2, 4

PSYCHOLOGY

Cal Poly Pomona
Anatomy and Physiology 2-A, 2-B; Chemistry 1-A, 1-B; English 1-A, 1-B; Humanities — 9 units; Physics 10, 11; Psychology 33; Social Sciences — 9 units

CSC San Bernardino
Univ. of So. Cal.

SOCIAL SCIENCES

Anthropology 2; English 1-A, 1-B; Psychology 1; Sociology 1, 2; History 7; Political Science 1

Math 12; Psychology 1, 2

English 1-A, 1-B; Psychology 1, 2; Biology 1 or Zoology 1; 6 units in physical sciences; 6 units in social sciences taken from Chemistry 1-A, 1-B; Physics 2-A, 2-B, 4-A, 4-B; Geology 1-A, 1-B; Geography 1 or Mathematics

Univ. of So. Cal.

Lower Division requirements must be met for the department of concentration. Specific combinations of courses must be approved by the department of chief interest. Economics concentration: Economics 7, 8; History concentration: one (SOCIAL SCIENCES continued on next page)
## Transfer Programs

### SOCIAL SCIENCES — (Continued)

Course from each area: (1) United States; (2) Europe; (3) Latin America, Asia, or Africa; Political Science concentration: Political Science 1; Psychology concentration: Psychology 1, Math 12; Anthropology concentration: Anthropology 1, 2; Sociology concentration: Sociology 1. International Relations concentration: Economics 7, 8; Political Science 4. Three semesters of a foreign language is also required.

### SOCIAL WELFARE

<table>
<thead>
<tr>
<th>Institution</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>CSU Long Beach</td>
<td>Anthropology 2; Anatomy and Physiology 2-A; Math 12; Sociology 1; Psychology 1</td>
</tr>
<tr>
<td>CSU San Diego</td>
<td>Anthropology 2; Economics 7, 8; Political Science 1, 3; Psychology 1; Sociology 1; recommended Biology 1</td>
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</table>

### SOCIOLOGY

<table>
<thead>
<tr>
<th>Institution</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>CSC San Bernardino</td>
<td>Math 12; Sociology 1, 2</td>
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<tr>
<td>CSU Fullerton</td>
<td>Sociology 1, 2</td>
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<tr>
<td>CSU Long Beach</td>
<td>Anthropology 2; Math 12; Sociology 1, 2</td>
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<tr>
<td>CSU Los Angeles</td>
<td>Math 12; Sociology 1</td>
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<td>CSU San Diego</td>
<td>Math 12; Sociology 1, 2; Foreign Language 1, 2, 3</td>
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<td>UC Riverside</td>
<td>Sociology 1</td>
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<td>Univ. of So. Cal.</td>
<td>Foreign Language 1, 2, 3; Sociology 1</td>
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### SPEECH

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<tr>
<td>Cal Poly Pomona</td>
<td>English 1-A, 1-B; History 7; Journalism 7; Library 1; Philosophy 32; Psychology 1; Speech 1, 3-A, 4-A, 10-A; Political Science 1; Secretarial Science 50-AB</td>
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<tr>
<td>CSU Fullerton</td>
<td>Speech 1, 3-A; up to six units of electives, which could include Speech 2, 4-A, 5, 7, 10-A; Philosophy 32</td>
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<td>Univ. of So. Cal.</td>
<td>Speech 1, 7; Foreign Language 1, 2, 3</td>
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### THEATER ARTS

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<th>Institution</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Cal Poly Pomona</td>
<td>English 1-A, 1-B, 9, 40 or 41; History 4 or 5, 7; Theater Arts 3, 10, 11, 26, 29-AB, 30-AB; one course each in Art, Music, Philosophy; Political Science 1</td>
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<tr>
<td>CSU Long Beach</td>
<td>Theater Arts 3, 7, 10, 26, 29-A</td>
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### ZOOLOGY

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<th>Institution</th>
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<tr>
<td>Cal Poly Pomona</td>
<td>Biology 1; Botany 1, 2; Chemistry 2-A, 2-B, 8; English 1-A, Math 36, 10; Microbiology 1; Physics 2-A, 2-B; Zoology 1, 2; History 7; Political Science 1</td>
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<tr>
<td>CSU Long Beach</td>
<td>Botany 1; Chemistry 1-A, 1-B; Math 10, 5-A; Physics 2-A, 2-B; Zoology 2</td>
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<td>UC Riverside</td>
<td>Biology 1, 11; Botany 1, 3; Chemistry 1-A, 1-B; 12-A, 12-B; Math 5-A, 5-B or 1-A, 1-B; Physics 2-A, 2-B or 4-A, 4-B, 4-C; Zoology 1; English 1-A, 1-B</td>
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Staff Photo by W.L. Mitchell

The Quadrangle Houses Most English and Social Science Classes
## OCCUPATIONAL PROGRAMS

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<th>A.A. Degree</th>
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<tr>
<td>Administration of Justice</td>
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<tr>
<td>Agri-business</td>
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<td>Air Conditioning &amp; Refrigeration</td>
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<td>Apprentice Electrician</td>
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<td>Art-Commercial (Applied Design)</td>
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<td>Automotive Technology</td>
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<td>Automotive Body Repair</td>
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<td>Automotive Trim &amp; Upholstery</td>
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## NON-CREDIT COURSES FOR ADULTS

### Administration of Justice:
- Arrest & Firearms
- Complaints Desk/Dispatcher Training
- Concepts of Case Planning
- Court Room Deleton & Procedures
- First Aid For Public Safety Officers
- Issues in Criminal Justice (Seminar)
- Judicial Overview for Non-Legal Judicial Personnel
- Non-Lethal Chemical Agent Class
- Offenders Rights For Correctional Personnel
- Overview of the Criminal Justice System
- Police Non-Sworn Personnel Training
- Private and Retail Security Firearms
- Report Writing for Correctional Personnel
- Supervision for First Line Corrections Supervisors
- Techniques of Case Load Management

### Air Conditioning and Refrigeration

### Cosmetology
- Advanced Principles & Techniques
- Basic Principles of Manicuring
- Basic Principles of Teacher Training
- Basic Principles & Techniques
- Basic Principles Wig Stylist
- Competition Hairdressing
- Men's Hairstyling (Cosmetologists/Barbers)
- New Trends & Techniques in Hairdressing
- Insurance, C.I.U.
- Machine Shop
- Operation of Board & Care Facilities
- for the Mentally Ill and Mentally Retarded
- Preparation for Civil Service Test
- State & Federal Income Tax
- Reporting
- Welding

## OCCUPATIONAL PROGRAM

Riverside City College offers two types of programs with occupational emphasis. Both provide instruction in the skills and knowledge needed to enter a skilled or semi-professional occupation. Associate in Arts degree programs require completion of 60 units of credit which normally take four semesters to complete. On the other hand, certificate programs vary in the number of units required, but most can be completed in two semesters. Each course required for the certificate must be completed with a C grade, and all can be counted toward the degree as well as the major.

Certificate programs are developed by the college in close cooperation with advisory committees made up of representatives from business and industry. These advisory committees not only review course outlines to make sure the instructional program will provide precisely the kind of training needed in the field, but they also make recommendations about technical equipment needed so that students will become familiar with equipment and tools they will use when they begin their employment.
Need for Specialized Training

Many find it difficult to secure employment or to advance to increased responsibility and better paying jobs without specialized training. General education has its values, to be sure, but in the early stages of one's career it is the specific, technical skills that an employer seeks. The certificate is the best evidence that this specialized training has been secured; some employers actually require it as a condition of employment or for reclassification for higher pay.

Frequently students will combine work toward a certificate or an AA degree with courses leading to transfer with advanced standing to a four-year college or university, thus acquiring a salable skill with which they can support themselves and their families while they continue to work for a baccalaureate degree.

Who Can Enroll in the Occupational Programs?

Any resident of the Riverside Community College District who is at least 18 years of age or a high school graduate can enroll at Riverside City College. (Anyone who lives in the Val Verde School District or the Alvord, Jurupa, Moreno Valley, or Riverside Unified School Districts also lives in the community college district.) Those who do not live in any community college district also may attend Riverside City College. Residents of other community college districts should consult with the Admissions Office about the procedure for securing a release from their home district to attend classes at Riverside City College.

Individual approval by a Joint Apprenticeship Council supervised by the Division of Apprenticeship Standards in the Department of Industrial Relations is a prerequisite to enrollment in all apprentice-related training offered by Riverside City College.

Riverside City College extends an opportunity to eligible high school students who have completed the tenth grade to attend college on a limited basis while attending high school. Concurrent enrollment is similar to the advanced placement programs that some other colleges offer. The student may choose to attend the fall, spring or summer session in either day or Extended Day classes.

Prior to the time of registration in college classes, the student must present a written recommendation from the high school principal, that he be permitted to register at the college.

A great many students begin occupational programs at Riverside City College immediately upon graduation from high school. Many, however, have dropped out of high school before receiving their diplomas. Others went to work upon graduation from high school and now return to the classroom upon discovering that they need further training. The occupational programs have a particular meaning for these students. Some have even gone so far as to say a student is actually better off for having worked a couple of years after finishing high school, that the added maturity will give his subsequent education much more significance.

Procedures for Entering an Occupational Program

The student wanting to qualify for a certificate should examine this section of the catalog in detail, noting the certificate requirements.

Course descriptions in the colored pages of this catalog will give a clearer idea of the kinds of activities involved in preparing for the occupation. In some instances, he will find that courses which will help satisfy certificate requirements can be completed while he is still in high school. If he needs more information, he should contact a college counselor.

How to Get Further Information

Many occupational programs are described in special publications of the college. These can often be obtained from high school counseling offices, or prospective students may write or telephone the college's Office of Community Services or the Associate Dean of Academic Services, Occupational Education. The college phone number is 684-3240.

ACCOUNTING—CLERK

Associate in Arts Degree

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Psychology 49 (elective)</td>
<td>3</td>
</tr>
<tr>
<td>English 1-A or 50-A</td>
<td>3</td>
</tr>
<tr>
<td>English 1-B or 50-B or Speech 1 or 34</td>
<td>3</td>
</tr>
<tr>
<td>Business Ed. 50-AB</td>
<td>3</td>
</tr>
<tr>
<td>Acc't. 60-AB</td>
<td>3</td>
</tr>
<tr>
<td>Business Ed. 70-AB</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or Physical Education 44</td>
<td>2</td>
</tr>
<tr>
<td>Sec. Sci. 50-AB, 51-AB, 32-AB</td>
<td>3</td>
</tr>
<tr>
<td>Business Ed. 60</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>16-17</td>
<td>18</td>
</tr>
</tbody>
</table>

AGRI-BUSINESS

Associate in Arts Degree

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agri-Business 10</td>
<td>2</td>
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<tr>
<td>Agri-Business 12</td>
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<td>3</td>
</tr>
<tr>
<td>Agri-Business 22</td>
<td>3</td>
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<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or Speech 31 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 49 (elective)</td>
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</tr>
<tr>
<td>Psychology 50 (elective)</td>
<td>1</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>17</td>
<td>17</td>
</tr>
</tbody>
</table>

NOTE — Degree Programs are Suggested Patterns Only.
## Occupational Programs

### AIR CONDITIONING AND REFRIGERATION

**Associate in Arts Degree**

**Freshman Year**
- Physical Education 1
- Air Cond. & Refrig. 50-AB
- Air Cond. & Refrig. 70-AB
- Welding 15-A (optional)
- English 1-A or 50-A 1
- Health Science 1 or P.E. 44
- Health Science 1 or P.E. 44
- American Studies 2
- Behavioral Science 3
- English I-A or 50-A 3
- Health Science 1 or P.E. 44
- English I-B or 50-B or Speech 1 or 51 3
- American Studies 3
- Health Science 1 or P.E. 44
- Science (Chem. 20 recommended)
- English I-A or 50-A 3
- Health Science 1 or P.E. 44
- English I-B or 50-B or Speech 1 or 51 3
- American Studies 3
- Health Science 1 or P.E. 44

**Sophomore Year**
- Air Cond. & Refrig. 51-AB 5
- Air Cond. & Refrig. 51-AB 5
- Air Cond. & Refrig. 51-AB 6
- Air Cond. & Refrig. 51-AB 6
- Health Science 1 or P.E. 44
- American Studies 2
- Health Science 1 or P.E. 44
- Science (Chem. 20 recommended)
- English I-A or 50-A 3
- Health Science 1 or P.E. 44
- English I-B or 50-B or Speech 1 or 51 3
- American Studies 3

**Units:** 32

### APPRENTICE ELECTRICIAN

**Associate in Arts Degree**

Apprentice Electrician 50-AB — Wireman I
- Health Science 1 or 44 or P.E. 44
- American Studies 3
- Behavioral Science or Global Concepts 3
- Humanities 4
- Mathematics 6-2
- English 1-A or 50-A 3
- English 1-B or 50-B or Speech 1 or 51 3
- Plus electives to total 69 units. Completion of the Apprentice Electrician program satisfies the Science requirement.

**Units:** 60

### ART—COMMERCIAL

**Associate in Arts Degree**

**Freshman Year**
- Physical Education 1
- Psychology 49 (elective) 1
- English 50-A or 1-A 2
- English 50-B or 1-B or Speech 1 or 51 3
- Art 1, 2 3
- Art 4-A, 4-B 3
- Art 22 3
- Health Science 1 or P.E. 44 2-3
- Graphic Arts 30 2
- Art 30 3
- Behavioral Sciences 3
- Art 25 3
- Art 35 3
- Art 37, 39 3
- Art 48-AB 3
- Psychology 53 or 1 3
- Elective 2-3
- Science requirement 2-3
- American Studies 2
- Health Science 1 or P.E. 44 2-3
- Graphic Arts 30 2
- Art 30 3
- Behavioral Sciences 3
- Art 25 3
- Art 35 3
- Art 37, 39 3
- Art 48-AB 3
- Psychology 53 or 1 3
- Elective 2-3
- Science requirement 2-3

**Sophomore Year**
- American Studies 3
- Health Science 1 or P.E. 44 3
- Science requirement 3

**Units:** 43-45

### AUTOMOTIVE TECHNOLOGY

**Certificate Program**

**Auto Body 50**
- Auto Body Technology 8

**Auto Body 52**
- Auto Body Refinishing 4

**Welding 25A**
- Introduction to Oxyacetylene Welding 2

**Auto Tech 53**
- Alignment & Brake Service 2

**Auto Body 51**
- Advanced Auto Body Technology 8

**Auto Body 53**
- Auto Body Special Projects 4

**Welding 15A**
- Introduction to Basic Arc Welding 2

**Auto Tech 59**
- Automotive Air Conditioning 2

**Units:** 40

### AUTOMOTIVE TECHNOLOGY

**Certificate Program**

The Automotive Technology certificate is designed to prepare students for entry level employment as an automotive mechanic helper or assistant automotive-service mechanic. Successful completion of the certificate will qualify students for such assignments as new car get-ready mechanic or minor tuneup work in a service station. Further work experience and training will be required for additional responsibility and advancement in the field.

- **Auto Tech. 50**
  - Auxiliary Systems 4
- **Auto Tech. 51**
  - Engine Rebuilding 4
- **Auto Tech. 52**
  - Chassis and Drive Train Systems 4
- **Auto Tech. 53**
  - Alignment & Brake Service 2
- **Auto Tech. 54**
  - Tuneup 2
- **Auto Tech. 55**
  - Advanced Engine Rebuilding 8
- **Auto Tech. 56**
  - Advanced Alignment & Brakes 4
- **Auto Tech. 57**
  - Advanced Automatic Transmission 4
- **Auto Tech. 58**
  - Advanced Tuneup 8
- **Auto Tech. 60-AB** — Small Engine Operation & Servicing I and II (elective) 40
- **Auto Tech. 70-ABCD** — Work Experience (elective) 1-4

**Units:** 32

### ART-COMMERCIAL

**Associate in Arts Degree**

**Freshman Year**
- Physical Education 1
- Psychology 49 (elective) 1
- English 50-A or 1-A 2
- English 50-B or 1-B or Speech 1 or 51 3
- Art 1, 2 3
- Art 4-A, 4-B 3
- Art 22 3
- Health Science 1 or P.E. 44 2-3
- Graphic Arts 30 2
- Art 30 3
- Behavioral Sciences 3
- Art 25 3
- Art 35 3
- Art 37, 39 3
- Art 48-AB 3
- Psychology 53 or 1 3
- Elective 2-3
- Science requirement 2-3
- American Studies 2
- Health Science 1 or P.E. 44 2-3
- Graphic Arts 30 2
- Art 30 3
- Behavioral Sciences 3
- Art 25 3
- Art 35 3
- Art 37, 39 3
- Art 48-AB 3
- Psychology 53 or 1 3
- Elective 2-3
- Science requirement 2-3

**Sophomore Year**
- American Studies 3
- Health Science 1 or P.E. 44 3
- Science requirement 3

**Units:** 43-45

### ART-COMMERCIAL

**Associate in Arts Degree**

**Freshman Year**
- Physical Education 1
- Psychology 49 (elective) 1
- English 50-A or 1-A 2
- English 50-B or 1-B or Speech 1 or 51 3
- Art 1, 2 3
- Art 4-A, 4-B 3
- Art 22 3
- Health Science 1 or P.E. 44 2-3
- Graphic Arts 30 2
- Art 30 3
- Behavioral Sciences 3
- Art 25 3
- Art 35 3
- Art 37, 39 3
- Art 48-AB 3
- Psychology 53 or 1 3
- Elective 2-3
- Science requirement 2-3
- American Studies 2
- Health Science 1 or P.E. 44 2-3
- Graphic Arts 30 2
- Art 30 3
- Behavioral Sciences 3
- Art 25 3
- Art 35 3
- Art 37, 39 3
- Art 48-AB 3
- Psychology 53 or 1 3
- Elective 2-3
- Science requirement 2-3

**Sophomore Year**
- American Studies 3
- Health Science 1 or P.E. 44 3
- Science requirement 3

**Units:** 43-45

### NOTE — Degree Programs are Suggested Patterns Only
### Occupational Programs

#### AUTOMOTIVE TECHNOLOGY — AUTOMOTIVE TRIM & UPHOLSTERY

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>*Auto Body 54</td>
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<tr>
<td>Auto Body 50</td>
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<tr>
<td>Auto Tech 50</td>
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<tr>
<td>*Auto Body 55</td>
<td>8</td>
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<tr>
<td>Auto Body 51</td>
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<tr>
<td>Auto Body 53</td>
<td>8</td>
</tr>
<tr>
<td>Auto Body 54</td>
<td>4</td>
</tr>
<tr>
<td>Auto Body Tech 50</td>
<td>8</td>
</tr>
<tr>
<td>Auxiliary Systems</td>
<td>4</td>
</tr>
<tr>
<td>Auto Trim &amp; Upholstery I</td>
<td>4</td>
</tr>
<tr>
<td>Auto Body Technology</td>
<td>8</td>
</tr>
<tr>
<td>Advanced Auto Body Technology</td>
<td>4</td>
</tr>
<tr>
<td>Auto Body Special Projects</td>
<td>8</td>
</tr>
</tbody>
</table>

#### BANKING AND FINANCE

**Associate in Arts Degree**

(American Institute of Banking Certificate Program)

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B</td>
<td>3</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Business Education 50-A</td>
<td>3</td>
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<tr>
<td>Banking and</td>
<td>3</td>
</tr>
<tr>
<td>Finance 51 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or Physical Education</td>
<td>2-3</td>
</tr>
<tr>
<td>Acc'T 1-AB or 60-AB</td>
<td>3</td>
</tr>
<tr>
<td>Data Processing 10 or 1</td>
<td>3</td>
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</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial Science 60</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 18-A</td>
<td>3</td>
</tr>
<tr>
<td>Banking and</td>
<td>3</td>
</tr>
<tr>
<td>Finance 53</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>2</td>
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<tr>
<td>Economics 7 or 4</td>
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</tr>
<tr>
<td>Natural Science</td>
<td>2-3</td>
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<tr>
<td>Supervisory Training 55</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2-3</td>
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</tbody>
</table>

### BUSINESS—GENERAL

**Associate in Arts Degree**

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Psychology 49 (elective)</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B</td>
<td>3</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Sec. Sci. 63-AB</td>
<td>3</td>
</tr>
<tr>
<td>Sec. Sci. 50-AB or 51-AB</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ed. 50-AB</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ed. 60</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td>Sec. Sci. 51-AB or 52-AB</td>
<td>2</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies</td>
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<tr>
<td>Behavioral Sciences</td>
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<tr>
<td>Science requirement</td>
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<tr>
<td>Bus. Ed. 75</td>
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<td>Sec. Sci. 60, 61</td>
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<tr>
<td>Sec. Sci. 62</td>
<td>3</td>
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<tr>
<td>Bus. Ed. 70-AB</td>
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<tr>
<td>Health Science 1 or Physical Education</td>
<td>2-3</td>
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</tbody>
</table>

### BUSINESS—CLERICAL

**Associate in Arts Degree**

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Psychology 49 (elective)</td>
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</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B</td>
<td>3</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Sec. Sci. 63-AB</td>
<td>3</td>
</tr>
<tr>
<td>Sec. Sci. 50-AB or 51-AB</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ed. 50-AB</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ed. 60</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td>Sec. Sci. 51-AB or 52-AB</td>
<td>2</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ed. 34 or 64</td>
<td>2</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Science requirement</td>
<td>2-3</td>
</tr>
<tr>
<td>Bus. Ed. 75</td>
<td>3</td>
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<tr>
<td>Sec. Sci. 60, 61</td>
<td>3</td>
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<tr>
<td>Sec. Sci. 62</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ed. 70-AB</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or Physical Education</td>
<td>2-3</td>
</tr>
</tbody>
</table>

**NOTE** — Degree Programs are Suggested Patterns Only

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**Staff Photo by W.L. Mitchell**

*Fisheye Lens Gives Unusual View of Business Education Building*
Occupational Programs

CERK-TYPIST
Certificate Program

The clerk-typist is an entry level position for students who do not feel they can devote more than one college year to prepare for a career in business. The program prepares students for competence in typing, filing, business machines, record keeping, and other office skills. The program is geared to the recent high school graduate as well as to non-graduates.

1. Sec. Sci. 50-AB or Data P. 1 Introduction to Data Processing
   or Speech 51 Basic Speech
   2
2. Bus. Ed. 50-A Business Mathematics, I
   3
3. Accounting 60-A or Sec. Sci. 63-A Secretarial Accounting, I
   or Data Processing 1 Introduction to Data Processing
   or Speech 51 Basic Speech
   2
4. Sec. Sci. 62 Filing
   3
5. English 50-A or English 1-A English Composition
   3
6. Sec. Sci. 51-AB Intermediate Typewriting
   2
7. Sec. Sci. 52-AB Advanced Typewriting
   2
8. **Accounting 66-B or Sec. Sci. 63-B Secretarial Accounting, II
   Elementary Accounting, II
   2
   3
10. Sec. Sci. 61 Office Practice
    3
    3

**If student has completed one year of high school bookkeeping, he should replace Accounting 50-A or Sec. Sci. 65-A with Data Processing 1 or Speech 51.

**If the student has the skills developed by these courses, the course requirement may be waived. Sec. Sci. 50 is suggested as an alternate. In any case, the certificate will still require thirty college units.

NOTE — Degree Programs are Suggested Patterns Only
### Occupational Programs

**COMMUNITY SERVICES CERTIFICATES—Continued**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Introduction to Education</td>
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</tr>
<tr>
<td>The Para-Professional in the Elementary Classroom</td>
<td>3</td>
</tr>
<tr>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Modern Mathematics for Teacher Aides</td>
<td>3</td>
</tr>
<tr>
<td>Childhood and Culture</td>
<td>3</td>
</tr>
<tr>
<td>American Social Problems</td>
<td>3</td>
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</tbody>
</table>

**GROUP I (minimum of 8 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Art for Elementary Teachers</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Chicano Studies I, II</td>
<td>3-3</td>
</tr>
<tr>
<td>Music for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Movement Education for Elementary Children</td>
<td>2</td>
</tr>
<tr>
<td>Recreational Leadership</td>
<td>2</td>
</tr>
<tr>
<td>Psychology of Personal Relations</td>
<td>2</td>
</tr>
<tr>
<td>Sociology of the Black Community</td>
<td>3</td>
</tr>
<tr>
<td>Community Services Laboratory</td>
<td>1-4</td>
</tr>
</tbody>
</table>

**GROUP II (minimum of 2 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English as a Second Language</td>
<td>3</td>
</tr>
<tr>
<td>Clothing Selection and Analysis</td>
<td>2</td>
</tr>
<tr>
<td>Consumer Finance</td>
<td>3</td>
</tr>
<tr>
<td>Home Management</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>2</td>
</tr>
<tr>
<td>Survey of Ethnic Group Interaction</td>
<td>3</td>
</tr>
<tr>
<td>Community Services Laboratory</td>
<td>1-4</td>
</tr>
</tbody>
</table>

### Associate in Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>English 50-A or 1A</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>English 50-B or 1B or 7</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Health Science 1 or 44 or</td>
<td>2-3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 44</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Science requirement</td>
<td>2-3</td>
<td>3</td>
</tr>
<tr>
<td>Economics 30 or</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Home Economics 30</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Psychology 50 or 53</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Sociology 50-AB</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Sociology 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Sociology 2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15-16</td>
<td>14-15</td>
</tr>
</tbody>
</table>

**NOTE** — Degree Programs are Suggested Patterns Only

### COSMETOLOGY

#### Certificate Program

Professional cosmetology is an occupational field open to both men and women. Cosmetologists utilize the discoveries of the sciences of biology, chemistry, and physics, and the arts of line, color and texture. The course requires 1600 hours of attendance and normally can be completed in two semesters plus a six-week summer session. It includes a study of chemical waving, haircoloring and bleaching, haircutting, hairstyling, manicuring, care of the scalp, facials, personal grooming, sanitation, salesmanship, and salon management. Trained cosmetologists are in demand for part-time and full-time employment as hairstylists, haircoloring technicians, platform and makeup artists, manicurists, cosmetic consultants, and instructors of cosmetology.

**Full-time program:** (Classes 8:45 a.m. to 12:30 p.m. Monday through Friday)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology 51 Introduction to Cosmetology</td>
<td>12</td>
</tr>
<tr>
<td>Cosmetology 50-A Theory of Related Science</td>
<td>2</td>
</tr>
<tr>
<td>Cosmetology 50-B Theory of Related Science</td>
<td>2</td>
</tr>
<tr>
<td>Cosmetology 50-C Theory of Related Science</td>
<td>2</td>
</tr>
<tr>
<td>Cosmetology 50-D Theory of Related Science</td>
<td>2</td>
</tr>
<tr>
<td>Cosmetology 50-E Theory of Related Science</td>
<td>2</td>
</tr>
<tr>
<td>Cosmetology 65 Cosmetologist-Patron Relations</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**Part-time program:** (Classes 9-1 p.m., or 1-5 p.m., or 8:30-10:30 p.m. Monday through Friday)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology 61-A Introduction to Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td>Cosmetology 61-B Introduction to Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td>Cosmetology 62-A Intermediate Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td>Cosmetology 62-B Intermediate Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td>Cosmetology 63-A Advanced Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td>Cosmetology 63-B Advanced Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Completion of Cosmetology curriculum (1600 hours of instruction) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology Licensing Examination.

(COSMETOLOGY continued on next page)
DATA PROCESSING - (Continued)

Associate in Arts Degree

<table>
<thead>
<tr>
<th>Occupational Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATA PROCESSING</strong></td>
</tr>
<tr>
<td>Certificate Program</td>
</tr>
</tbody>
</table>

Provides the education necessary for employment as skilled technicians in business data processing. With the increased use of data processing there will be an ever increasing demand for technicians in the field. This program also provides an opportunity for those already in the field to update themselves in the use of business data processing equipment and systems.

**Data Processing Systems**

- Basic Computer Data Processing
- Computer Programming—Assembly Lang.
- Computer Programming—PL/I
- Computer Programming—FORTRAN
- Computer Programming—COBOL
- Computer Programming—RPG or Problems in Computer Data Processing
- Data Processing Systems

**Cost**

Expenses will be about $150 for the two year course. Kit of special laboratory instruments will be required.

NOTE — Degree Programs are Suggested Patterns Only
Occupational Programs

DENTAL TECHNOLOGY — (Continued)

Associate in Arts Degree

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or</td>
<td>3</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td></td>
</tr>
<tr>
<td>Dental Tech. 70</td>
<td>1</td>
</tr>
<tr>
<td>Dental Tech. 71</td>
<td>2</td>
</tr>
<tr>
<td>Dental Tech. 72-A, 72-B</td>
<td>2</td>
</tr>
<tr>
<td>Dental Tech. 73-A, 73-B</td>
<td>4</td>
</tr>
<tr>
<td>Dental Tech. 74, 75</td>
<td>2</td>
</tr>
<tr>
<td>Dental Tech. 76-C</td>
<td>2</td>
</tr>
<tr>
<td>Health Science 1 or</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 44</td>
<td>2-3</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Dental Tech. 77-A, 77-B</td>
<td>2</td>
</tr>
<tr>
<td>Dental Tech. 76-B, 76-C</td>
<td>2</td>
</tr>
<tr>
<td>Dental Tech. 73-C</td>
<td>2</td>
</tr>
<tr>
<td>Dental Tech. 78</td>
<td>3</td>
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<tr>
<td>Dental Tech. 80-A, 80-B</td>
<td>(elective) 2-2</td>
</tr>
<tr>
<td>Dental Tech. 82</td>
<td>1</td>
</tr>
<tr>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td>Health Science 1 or</td>
<td></td>
</tr>
<tr>
<td>Physical Education 44</td>
<td>2-3</td>
</tr>
</tbody>
</table>

Completion of program meets graduation requirements in science.

DRAFTING (Mechanical)

Associate in Arts Degree

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Psychology 49 (elective)</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or</td>
<td>3</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td></td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 35, 36</td>
<td>3</td>
</tr>
<tr>
<td>Engineering 56, 22</td>
<td>2</td>
</tr>
<tr>
<td>Health Science 1 or 44</td>
<td>2-3</td>
</tr>
<tr>
<td>Physical Education 44</td>
<td></td>
</tr>
<tr>
<td>Engineering 51</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td>Physical Science 1</td>
<td>3</td>
</tr>
<tr>
<td>Engineering 23</td>
<td>2</td>
</tr>
<tr>
<td>Engineering 1-A, 1-B</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 10</td>
<td>4</td>
</tr>
<tr>
<td>Physics 2-A, 2-B</td>
<td>4</td>
</tr>
<tr>
<td>Data Processing 10</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or 44</td>
<td></td>
</tr>
<tr>
<td>Physical Education 44</td>
<td>2-3</td>
</tr>
</tbody>
</table>

EARLY CHILDHOOD STUDIES — (Continued)

Certificate Program

The curriculum in Early Childhood Studies offers students training in the necessary understanding, knowledge, practice and skills to qualify them for the occupation of teacher aide, teacher assistant, teacher associate, teacher or director in public, government-funded or private preschool, nursery schools and day care centers. It is also designed to give students the appropriate background if they desire to operate their own preschool business or family day care program. People interested in working with young children in related fields also receive valuable training through this program. It leads to a certificate in Early Childhood Studies and/or an Associate in Arts degree.

(EARLY CHILDHOOD STUDIES continued on next page)

NOTE — Degree Programs are Suggested Patterns Only
Responsibilities, duties, and skills of an Escrow Officer.

The Escrow Certificate will be awarded to persons who satisfactorily complete the following program of courses totaling 24 or more units, with a grade of C or better in each course:

NOTE — Degree Programs are Suggested Patterns Only
Occupational Programs

ESCROW — (Continued)

Group I

Required Courses

Escrow 90-A
Escrow 90-B
Escrow 90-C
Real Estate 89
Real Estate 82
Real Estate 83

Escrow Procedures, I 3

Escrow Procedures, II 3

Escrow Procedures, III 3

Real Estate Principles 3

Legal Aspects of Real Estate 3

Real Estate Finance 3

Escrow 90-C could be omitted by those who satisfy the prerequisite for Escrow 90-B through one year experience as an escrow officer. Twenty-four or more units would still be required for the certificate.

Related Elective Courses — Six or more units from at least two of the following subject areas:

Sec. Sci. 51-AB Intermediate Typewriting 2

BUS. Educ. 50-A Business Communications 3

Real Estate 81 Real Estate Principles 3

Real Estate 84-A Real Estate Appraisal, I 3

Real Estate 85 Real Estate Economics 3

Business Ad. 15-A Business Law, I 3

Acct’g 1-A Principles of Acct’g, I 3

Acct’g 69-A Elementary Acct’g, I 3

or

Sec. Sci. 63-A Secretary Acct’g, I 3

Supervisory Training 53 Human Relations 3

FIRE SCIENCE

Certificate Program

The fire science curriculum is designed to prepare employed firemen for greater proficiency and future advancement. It will also train college students in firefighting techniques and procedures for future employment.

Fire Sc. 80 Fire Science—Basic Training 6

Fire Sc. 52 Fundamentals of Fire Prevention 3

Fire Sc. 53 Fire Tactics and Strategy 3

Fire Sc. 57 Fire Hydraulics 3

Fire Sc. 59 Fire Co. Organization and Management 3

Medical Tech. 65 Emergency Med. Tech. I 5

Fire Science elective from below:

(FIRE SCIENCE continued on next page)

GERONTOLOGY

Certificate Program

The Certificate Program in Gerontology stresses various aspects of aging and service to the aging. It is designed to provide information and training to people presently serving the elderly in some way and people who are planning to work in the field of aging. The training will also be beneficial to the older individual in planning and preparing for successful aging.

Gerontology 1 Introduction to Gerontology 3

Gerontology 2 Providing Quality Service for the Aging 3

Gerontology 3 Sociology of Aging 3

Gerontology 4 Psychology of Aging 3

Gerontology 5 Biology of Aging 3

Related elective Courses: 9 units or more required

Two units or more from at least two of the following three areas.

GROUP I

Gerontology 36 Activity Leader Course 2

Physical Education 36 Recreational Leadership 2

Physical Education 30 First Aid 2

Sociology 70 Evolution of Volunteerism 1

Sociology 71 Structural Patterns of Volunteer Organizations 1

(GERONTOLOGY continued on next page)

NOTE — Degree Programs are Suggested Patterns Only
Each course required for the certificate must be completed with a "C" grade, and all can be counted toward the degree as well as the major.

associate in arts degree program

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshmen Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or Speech 51 or 1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or 44 or Physical Education 44</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Science requirement</td>
<td>2-3</td>
<td>2-3</td>
</tr>
<tr>
<td>Gerontology 1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Gerontology 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 1</td>
<td>3</td>
<td>14-16</td>
</tr>
<tr>
<td>Sociology 2 or 12</td>
<td>3</td>
<td>15-16</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 33 or 53</td>
<td>3-2</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

GRAPHICS TECHNOLOGY — COPY PREPARATION AND COMPOSITION

Certificate Program

Prerequisite: The person responsible for copy preparation and composition is required to operate various keyboarding and phototypesetting machines. Skills: A knowledge of type design, color harmony, and good perception of balance of layouts. A basic typing skill is necessary in this program. This certificate is designed to prepare a student for entry level employment skills in copy preparation and typesetting.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics Technology 1</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Graphics Technology</td>
<td></td>
</tr>
<tr>
<td>Graphics Technology 60-A</td>
<td>5</td>
</tr>
<tr>
<td>Graphic Design, Paste-up and Photocomposition</td>
<td></td>
</tr>
<tr>
<td>Graphics Technology 60-B</td>
<td>2</td>
</tr>
<tr>
<td>Graphic Design, Paste-up and Photocomposition</td>
<td></td>
</tr>
<tr>
<td>Graphics Technology 60-C</td>
<td>2</td>
</tr>
<tr>
<td>Graphic Design, Paste-up and Photocomposition</td>
<td></td>
</tr>
<tr>
<td>Graphics Technology 80</td>
<td>8</td>
</tr>
<tr>
<td>Graphic Design, Paste-up and Photocomposition</td>
<td></td>
</tr>
<tr>
<td>Graphics Technology 61</td>
<td>2</td>
</tr>
<tr>
<td>Typography</td>
<td></td>
</tr>
<tr>
<td>Graphics Technology 62</td>
<td>2</td>
</tr>
<tr>
<td>Advanced Phototypesetting Techniques</td>
<td></td>
</tr>
<tr>
<td>Graphics Technology 63</td>
<td>2</td>
</tr>
<tr>
<td>Design and Layout Principles</td>
<td></td>
</tr>
</tbody>
</table>

NOTE — Degree Programs are Suggested Patterns Only
Occupational Programs

GRAPHICS TECHNOLOGY —
OFFSET CAMERA, STRIPPING AND PLATEMAKING

Offset Preparation Certificate

Several operations are involved in offset lithography and each is performed by a specialized group of workers. The main groups of lithographic workers are cameramen, strippers, platemakers and pressmen. The stripper arranges and pastes film or prints of type, pictures and other art work on the layout sheets called flats, from which photographic impressions are made for the lithographic press plates. The platemaker exposes press plates to photographic films which are made by the cameramen. The plate is then developed and chemically treated to bring out the image. This certificate is designed to develop entry level skills in these occupations.

**GRAPHICS TECHNOLOGY — OFFSET PRESSWORK**

Offset Presswork Certificate

The offset pressman makes ready and tends the lithographic printing presses. He installs the plate on the press, and adjusts the pressure for proper printing, cares for and adjusts chemical and water solutions and ink rollers for correct operation, mixes inks and operates the presses. This certificate is designed to prepare a student with introductory employment skills in a pressroom.

<table>
<thead>
<tr>
<th>Graphics Technology</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>Beginning Offset Camera, Stripping and Platemaking</td>
<td>8</td>
</tr>
<tr>
<td>81-A</td>
<td>Offset Camera, Stripping &amp; Platemaking</td>
<td>4</td>
</tr>
<tr>
<td>81-B</td>
<td>Adv. Offset Camera, Stripping &amp; Platemaking</td>
<td>4</td>
</tr>
<tr>
<td>60-A</td>
<td>Graphic Design, Composition &amp; Copy Preparation</td>
<td>4</td>
</tr>
<tr>
<td>51</td>
<td>Half-tone Techniques</td>
<td>2</td>
</tr>
<tr>
<td>52</td>
<td>Four Color Stripping and Advanced Techniques</td>
<td>2</td>
</tr>
<tr>
<td>53</td>
<td>Color Separation</td>
<td>2</td>
</tr>
<tr>
<td>55</td>
<td>Printing Cost Estimating, Production Management Sales</td>
<td>3</td>
</tr>
</tbody>
</table>

Specialized Areas

*Copy Preparation and Composition
Graphics Technology 60-ABC and 80

*Letterpress
Graphics Technology 65-AB and 85

*Offset Preparation
Graphics Technology 80, 81-A, 81-B and 60-A

*Offset Presses
Graphics Technology 85, 86-A, 86-B and 85-A

**HOME ECONOMICS — GENERAL**

Associate in Arts Degree

<table>
<thead>
<tr>
<th>Department</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Home Economics</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or Speech 51 or 1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English 30</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 2-A, 2-B</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 30</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 5</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 7</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics 20</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE — Degree Programs are Suggested Patterns Only
Occupational Programs

HOME ECONOMICS — CLOTHING
Associate in Arts Degree

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Home Economics 8</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 10</td>
<td>2</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or 1-B or 1-C</td>
<td>3</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Art 22</td>
<td>3</td>
</tr>
<tr>
<td>Art 22 or 4-A</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 1</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or 44</td>
<td>15-16</td>
</tr>
<tr>
<td>Physical Education 1 or 4 or 44</td>
<td>15-16</td>
</tr>
<tr>
<td>Psychology 48 (elective)</td>
<td>1-2</td>
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</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 31-AB</td>
<td>2</td>
</tr>
<tr>
<td>Home Economics 34</td>
<td>2</td>
</tr>
<tr>
<td>Economics 36</td>
<td>2</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 12</td>
<td>3</td>
</tr>
<tr>
<td>Home Ec. 25-A, 25-B</td>
<td>2</td>
</tr>
<tr>
<td>Science requirement</td>
<td>2-3</td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

NOTE — Degree Programs are Suggested Patterns Only

HOME ECONOMICS — FOOD SERVICES
Certificate Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 40</td>
<td></td>
</tr>
<tr>
<td>Home Economics 41</td>
<td></td>
</tr>
<tr>
<td>Home Economics 42</td>
<td></td>
</tr>
<tr>
<td>Home Economics 43</td>
<td></td>
</tr>
<tr>
<td>Home Economics 44</td>
<td></td>
</tr>
<tr>
<td>Home Economics 45</td>
<td></td>
</tr>
<tr>
<td>Home Economics 46</td>
<td></td>
</tr>
<tr>
<td>Home Economics 47</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>Introduction to Food Service</td>
<td>3</td>
</tr>
<tr>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Production Equipment</td>
<td>1</td>
</tr>
<tr>
<td>Quantity Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Food Production Management</td>
<td>2</td>
</tr>
<tr>
<td>Supervision and Training</td>
<td>3</td>
</tr>
<tr>
<td>Menu Planning</td>
<td>1</td>
</tr>
<tr>
<td>Food Purchasing and Cost Control</td>
<td>2</td>
</tr>
<tr>
<td>Psychology or Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Communication Skills (oral or written)</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics 31, or a qualifying test score is also required.

HOME ECONOMICS — DIETETIC ASSISTANT SPECIALIZATION

Above courses plus:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medified Diets</td>
<td>2</td>
</tr>
<tr>
<td>Supervised Field Experience — 150 hrs.</td>
<td>2</td>
</tr>
<tr>
<td>to be taken concurrently with Home</td>
<td></td>
</tr>
<tr>
<td>Economics 4 — Nutrition</td>
<td></td>
</tr>
<tr>
<td>Supervised Field Experience — 75 hrs.</td>
<td>3</td>
</tr>
<tr>
<td>to be taken concurrently with Home</td>
<td></td>
</tr>
<tr>
<td>Economics 48 — Medified Diets</td>
<td></td>
</tr>
</tbody>
</table>

HOME ECONOMICS — SCHOOL FOOD SERVICES SPECIALIZATION

Above courses plus:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervised Field Experience — 150 hrs.</td>
<td>2</td>
</tr>
<tr>
<td>to be taken concurrently with Home</td>
<td></td>
</tr>
<tr>
<td>Economics 4 — Nutrition</td>
<td></td>
</tr>
</tbody>
</table>

HOME ECONOMICS — FOOD PRODUCTION MANAGEMENT Certificate Program

JOURNALISM
Associate in Arts Degree

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Home Economics 1</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 4</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 8</td>
<td>3</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or 1-C</td>
<td>3</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Art 22</td>
<td>3</td>
</tr>
<tr>
<td>Art 25 or 4-A</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 1</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or 44</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 49 (elective)</td>
<td>1-2</td>
</tr>
<tr>
<td>Electives</td>
<td>3-6</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 10</td>
<td>2</td>
</tr>
<tr>
<td>Home Economics 34</td>
<td>3</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 54-B, 54-C</td>
<td>2</td>
</tr>
<tr>
<td>Marketing 49 (elective)</td>
<td>2-3</td>
</tr>
<tr>
<td>Psychology 53 or 1</td>
<td>3-3</td>
</tr>
<tr>
<td>Journalism 12</td>
<td>2</td>
</tr>
<tr>
<td>Journalism 7</td>
<td>3</td>
</tr>
<tr>
<td>Graphic Arts 30</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE — Degree Programs are Suggested Patterns Only
### Occupational Programs

#### LIBRARY CLERK
**Certificate Program**

Prepares students for immediate employment or improves skills necessary for continued employment in clerical positions under the supervision of professional librarians.

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Library 50</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Library 53</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Library 56</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Library 57</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Library 59</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Sec. Sci. 50-AB</td>
<td></td>
<td>0-2</td>
</tr>
<tr>
<td>Use of Books &amp; Libraries</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Intro. to Lib. Op. and Services</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Technical Processes</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Children &amp; Young Adult Lib. Serv.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Audio-Visual Mat., Meth. and Use</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Library Internship</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>(or test equivalent)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12-14</td>
<td></td>
</tr>
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</table>

#### LIBRARY TECHNICAL ASSISTANT
**Associate in Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Secretory Science 50-AB</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Library 1, 56</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Library 50</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Library 59</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Library 56</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Library 57</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Library 59</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Library Internship</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15-14</td>
<td>14-15</td>
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</tbody>
</table>

#### MANUFACTURING TECHNOLOGY
**Associate in Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Machine Shop 51, 52</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Welding 15-AB</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Air Cond. &amp; Refrig. 50-AB</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>English 1-A or 50-A</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>English 1-B or 50-B</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Health Science 1 or 44 or P.E. 44</td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15-18</td>
<td>15-18</td>
</tr>
</tbody>
</table>

*Business Communications or Office Practices

**NOTE** — Degree Programs are Suggested Patterns Only

#### MARKETING
**Associate in Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>English 50-B or 1-B</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Speech 51 or 1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Bus. Ed. 50 A</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Sec. Sci. 61-AB, 60</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Marketing 41,40</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Health Science 1 or 44 or Physical Education 44</td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td><strong>Science requirement</strong></td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td>Marketing 70-AB</td>
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<td>2</td>
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<tr>
<td><strong>Total</strong></td>
<td>18-19</td>
<td>16-17</td>
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**NOTE** — Degree Programs are Suggested Patterns Only

#### MEDICAL ASSISTING (Administrative)
**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting 51</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Medical Assisting 52</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Medical Assisting 53</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 54</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Medical Assisting 55</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 56</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 57</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 2-A</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Science 50-AB</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Science 51-AB</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Secretarial Science 60</td>
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<tr>
<td>Secretarial Science 63-A</td>
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<tr>
<td>Secretarial Science 63-B</td>
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<td>2</td>
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<tr>
<td>Medical Assisting 64-AB</td>
<td>2</td>
<td>2</td>
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<tr>
<td><strong>Total</strong></td>
<td>34-37</td>
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</tbody>
</table>

**NOTE** — Degree Programs are Suggested Patterns Only

#### MEDICAL ASSISTING (Clinical)
**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting 51</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Medical Assisting 52</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Medical Assisting 53</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 54</td>
<td>2</td>
<td>2</td>
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</tbody>
</table>

**NOTE** — Degree Programs are Suggested Patterns Only

(MEDICAL ASSISTING continued on next page)
### MEDICAL ASSISTANCE — (Continued)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Medical Assisting 57</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 58</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 2-A</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology 1</td>
<td>4</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Science 50-AB</td>
<td>0-1</td>
</tr>
<tr>
<td>Secretarial Science 60</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 64-AB</td>
<td>1-4</td>
</tr>
</tbody>
</table>

### MEDICAL ASSISTING

**Associate in Arts Degree**

Completion of the following general education requirements in addition to above:

- English 1-A or 50-A requirement: 3
- English 1-B or 50-B or Speech 1 or 51 requirement: 3
- American Studies requirement: 3
- Physical Education, if required: 4
- Health Science 1 or P.E. 44: 2-3
- Humanities requirement: 4
- Mathematics requirement: 0-2

Plus electives totaling 00 units of college work as required for an A.A. Degree including certificate requirements.

### MERCHANDISING

**Certificate Program**

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Marketing 20</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>Any five of the following:</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Marketing 30</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing 40</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing 41</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing 42</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Admin. 10</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Ed. 79-A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing 70-ABCD</td>
<td>3</td>
</tr>
</tbody>
</table>

(MERCHANDISING continued on next page)

### MIDDLE MANAGEMENT CERTIFICATE PROGRAMS

One engaged in middle management has the responsibility for directing the activities of two or more subordinate supervisors in technical operations. He evaluates the performance of his subordinates and determines ways of increasing the efficiency of the operations under his control. He must have a basic understanding of company-wide operations, for he frequently must participate in conferences seeking to coordinate the activities of many departments. This program is designed for individuals who have completed the supervisory training program or who are engaged in management at first or second levels.

The certificate is awarded to students who complete a total of eight courses, including the three courses listed in Group I; two courses in one of the three specialized areas listed in Group II, one course each from Group III and IV, and one additional course from Groups II, III, or IV. A minimum grade of “C” is required in each course.

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Middle Management 60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Middle Management 61</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Middle Management 62</td>
<td>3</td>
</tr>
</tbody>
</table>

(MIDDLE MANAGEMENT continued on next page)
Occupational Programs

MIDDLE MANAGEMENT — (Continued)

Group IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Management 95</td>
<td></td>
</tr>
<tr>
<td>Middle Management 96</td>
<td></td>
</tr>
<tr>
<td>Middle Management 99 ABCD</td>
<td></td>
</tr>
</tbody>
</table>

MIDDLE MANAGEMENT

Associate in Arts Degree

Completion of the following general education requirements:

- English I-A or 50-A requirement: 3 units
- English I-B or 50-B or Speech 1 or 51 requirement: 3 units
- Social Sciences requirement: 6 units
- Physical Education, if required: 2 units
- Health Science I or 41 or P.E. 44: 2-3 units
- Science requirement: 2-3 units
- Humanities requirement: 4 units
- Mathematics requirement: 0 or 2 units
- Plus electives totaling 60 units of college work as required for an A.A. Degree including certificate requirements: 60 units

MOTORCYCLE TECHNOLOGY — MOTORCYCLE MECHANIC

Certificate Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor. Tech. 61</td>
<td></td>
</tr>
<tr>
<td>Motor. Tech. 62</td>
<td></td>
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<tr>
<td>Motor. Tech. 63</td>
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</tr>
<tr>
<td>Motor. Tech. 64</td>
<td></td>
</tr>
<tr>
<td>Motor. Tech. 65</td>
<td></td>
</tr>
<tr>
<td>Welding 15-A</td>
<td></td>
</tr>
<tr>
<td>Welding 25-A</td>
<td></td>
</tr>
<tr>
<td>Auto Tech. 70-AB</td>
<td></td>
</tr>
<tr>
<td>Math 51-T (or equiv.)</td>
<td></td>
</tr>
<tr>
<td>English 50-A (or equiv.)</td>
<td></td>
</tr>
<tr>
<td>Motorcycle Internal Combustion</td>
<td>4</td>
</tr>
<tr>
<td>Engines</td>
<td></td>
</tr>
<tr>
<td>Motorcycle Fuel System</td>
<td>4</td>
</tr>
<tr>
<td>Motorcycle Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>Motorcycle Suspension Systems</td>
<td>4</td>
</tr>
<tr>
<td>Motorcycle Transmission</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Basic Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Oxyacetylene Welding</td>
<td>2</td>
</tr>
<tr>
<td>Work Experience</td>
<td>6-8</td>
</tr>
<tr>
<td>Elementary Shop Arithmetic</td>
<td>2</td>
</tr>
<tr>
<td>Basic English Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Degree programs are Suggested Patterns Only

NURSING — REGISTERED

Associate in Arts Degree

Students interested in the Registered Nursing Program should contact the RCC counseling division for information on eligibility requirements, priority admission considerations and the separate application requirements, once eligibility has been established.

**Required Non-Nursing Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Anatomy &amp; Physiology 2-A</td>
<td>4</td>
</tr>
<tr>
<td>*Anatomy &amp; Physiology 2-B</td>
<td>4</td>
</tr>
<tr>
<td>*Microbiology 1</td>
<td>4</td>
</tr>
<tr>
<td>*English 1-A</td>
<td>3</td>
</tr>
<tr>
<td>Speech 1</td>
<td>3</td>
</tr>
<tr>
<td>Anthropology 2 or Sociology 1</td>
<td>3</td>
</tr>
<tr>
<td>**Psychology 1 or 33</td>
<td>3</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>**Physical Education</td>
<td>0-2</td>
</tr>
</tbody>
</table>

Total Units: 31-33

**Required Nursing Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester: Nursing 1-A, 1-B, 9</td>
<td>5-2-1</td>
</tr>
<tr>
<td>Second Semester: Nursing 2, 10</td>
<td>6-2</td>
</tr>
<tr>
<td>Optional Summer Session: Nursing 20 or 21</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester: Nursing 3, 11</td>
<td>8-2</td>
</tr>
<tr>
<td>Fourth Semester: Nursing 4, 12</td>
<td>8-2</td>
</tr>
</tbody>
</table>

Total Units: 36

NOTE: Completion of the RN program meets the requirements in Health Science.

**NURSING — VOCATIONAL Certificate Program**

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 51</td>
<td>2</td>
</tr>
<tr>
<td>English M-A or I-A</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 52</td>
<td>2</td>
</tr>
<tr>
<td>English M-B or I-B or Speech 1 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 54</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 56</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 57</td>
<td>6</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 60</td>
<td>2</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 61</td>
<td>5</td>
</tr>
<tr>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 62</td>
<td>5</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 63</td>
<td>5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Sophomore Year*</td>
<td>1</td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 64</td>
<td>6</td>
</tr>
<tr>
<td>Nursing 65</td>
<td>6</td>
</tr>
</tbody>
</table>

**For students desiring to complete requirements for Associate in Arts Degree.**

Note: All of these courses are required. Completion of the program meets the requirements in science and health science.

**NOTE:** At least a C average is required in all Nursing courses.

**NOTE:** Degree Programs are Suggested Patterns Only.
Occupational Programs

PARAMEDICS
Certificate Program

Semester I
Medical Technician 65 5
Medical Assisting 51 3
Anatomy & Physiology 2-A 4

Semester II
Medical Technician 70 6
Introduction to Paramedics Training 6

Semester III
Medical Technician 71 6
Intermediate Paramedics Training 6

Semester IV
Medical Technician 72 5
Advanced Paramedics Training 5

Medical Technician 99 4
Work Experience 4

PARAMEDICS
Associate in Arts Degree

The above 33 units in the Certificate Program will be counted as the major. Completion of the following general education requirements:

- English I-A or 50-A requirement
- English I-B or 50-B or Speech I or 51 requirement
- Social Sciences requirement
- Physical Education, if required
- Humanities requirement
- Mathematics requirement

Plus electives totaling 69 units of college work as required for A.A. Degree

Successful completion of the program meets the requirement for Health Science.

PHOTOGRAPHY
Associate in Arts Degree

<table>
<thead>
<tr>
<th>Freshmen Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Ed. 1</td>
<td>Physical Ed. 1</td>
</tr>
<tr>
<td>English 1-AB or 50-AB 3</td>
<td>Advanced Photography 10</td>
</tr>
<tr>
<td>Health Sc. 1 or P.E. 44 2-3</td>
<td>Color Photography 10 2-3</td>
</tr>
<tr>
<td>History &amp; Inst. Req. 2-3</td>
<td>Color Photography 15</td>
</tr>
<tr>
<td>Art 4-A or 22 2</td>
<td>Graphic Arts 2</td>
</tr>
<tr>
<td>Beginning Photo 8 3</td>
<td>Psychology 53 or 1 2-3</td>
</tr>
<tr>
<td>Photogram 12 2</td>
<td>Physical Science 1 3</td>
</tr>
<tr>
<td>Darkroom Techniques 13 4</td>
<td>Electives 2</td>
</tr>
<tr>
<td>14-15 16</td>
<td>Marketing 20 3</td>
</tr>
<tr>
<td>14-15 14</td>
<td></td>
</tr>
</tbody>
</table>

Certificate Program
Introduction to Photography 8 3
Intermediate Photo. 9 4
Advanced Photography 10 4
Photogram 12 2
Advanced Darkroom Tech. 13 4
Color Photography 14 3
Color Photography 15 3

NOTE — Degree Programs are Suggested Patterns Only

REAL ESTATE
Certificate Program

The population in California continues to expand, and there is no indication that there will be any significant reduction in this rate of growth in the foreseeable future. All of these people need homes, and the businesses which serve them need sites on which to operate. The assistance of a trained real estate man is essential in meeting these needs. The real estate certificate is awarded students who satisfactorily complete the courses listed in Group I, and nine units from the list of recommended electives in Group II. Any three of the courses in Group I are acceptable by the University of California toward its real estate certificate.

Group I
- Real Estate 89 Real Estate Principles 3
- Real Estate 81 Real Estate Practice 3
- Real Estate 82 Legal Aspects of Real Estate 3
- Real Estate 83 Real Estate Finance 3
- Real Estate 84-A Real Estate Appraisal, I 3
- Real Estate 85 Real Estate Economics 3

Group II—Nine units from electives listed below:
- Business Education 50-AB Business Mathematics, I 3
- Accounting 60-AB Elementary Accounting, I and II 3
- Sec. Science 62-AB Secretarial Accounting, I and II 3
- Secretarial Science 60 Business Communications 3
- Business Education 70-AB Small Business Organization Management, I and II 3
- Business Education 75 Intro. to Business Law 3
- Marketing 41 Techniques of Selling 3
- Real Estate 84-B Real Estate Appraisal, II 3
- Real Estate 87 Syndication, Formation and Financing 3
- Escrow 90-AB Escrow Procedures, I and II 3

Associate in Arts Degree

<table>
<thead>
<tr>
<th>Freshmen Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education 1 1</td>
<td>Physical Education 1 3</td>
</tr>
<tr>
<td>Psychology 49 (elective) 3</td>
<td>Physical Education 1 2-3</td>
</tr>
<tr>
<td>English 50-A or 1-A 3</td>
<td>Real Estate 83, 84-A 3</td>
</tr>
<tr>
<td>English 50-B or 1-B or Speech 51 or 1 3</td>
<td>Acct'g 50-A, 50-B 3</td>
</tr>
<tr>
<td>Science requirement 2-3</td>
<td>Market 40, 41 3</td>
</tr>
<tr>
<td>Real Estate 80, 82 3</td>
<td>Psychology 53 or 1 3</td>
</tr>
<tr>
<td>Real Estate 81, 85 3</td>
<td>Sociology 1, 2 3</td>
</tr>
<tr>
<td>Bus. Ed. 50-A 3</td>
<td>Humanities 2</td>
</tr>
<tr>
<td>American Studies 3</td>
<td>16-17</td>
</tr>
<tr>
<td>Behavioral Science 3</td>
<td>17 15-16</td>
</tr>
</tbody>
</table>

Suggested alternative courses: Business Education 70-AB, 70-8; Business Education 75; Escrow 90-A, 90-B; Secretarial Science 60, Real Estate 84-B.

NOTE — Degree Programs are Suggested Patterns Only
RESIDENT COUNSELOR
Associate in Arts Degree

This program is designed to prepare resident counselors and teacher assistants for employment in Special Education and as Residence Hall Staff in Special California Schools.

Freshman Year

- Physical Education
- English 50-A or 1-A or 52-A
- English 50-B or 1-B or 52-B or Speech 51 or 1
- Health Science 1 or 44 or P.E. 44
- Science requirement
- Psychology 52
- Home Economics 7
- Sociology 1, 2
- *Sociology 50-AB
- Elective

Sophomore Year

- American Studies
- Education 1, 50 or 51
- Humanities (Art 3, 5, 22, 23)
- Sociology 12 or 45
- *Sociology 60
- **Sociology 60-CD
- Electives

Suggested Electives

**Dactylology 70-AB, 71-AB
**Dactylology 70-AB, 71-AB
English 30, 52-C, 52-D
Music 1
P.E. 27, 30, 36
Home Economics 4
*Hours arranged by instructor
**For Specialist in Deaf Work

SECRETARIAL TRAINING
Associate in Arts Degree

The stenographer possesses skills in manual or machine shorthand as well as in typing and filing and the use of duplicating, and other business machines. The stenographer is a better paid, more versatile employee than the clerk-typist because she has more skills. Employment is available in one-woman offices as well as in larger establishments. The college offers a one-year certificate program which provides entry level stenographic skills for office employees.

Freshman Year

- Physical Education
- Psychology 49 (elective)
- English 50-A or 1-A
- English 50-B or 1-B or Speech 51 or 1
- Accounting 60-AB or Sec. Sci. 63-AB
- Sec. Sci. 51-AB, 52-AB
- Sec. Sci. 70, 71 or 63-AB
- Bus. Ed. 60
- Bus. Ed. 50-A
- Sec. Sci. 62

Sophomore Year

- American Studies
- Behavioral Sciences
- Humanities
- Sec. Sci. 72, 73
- Sec. Sci. 60, 61
- Sec. Sci. 90-A, 90-B
- Health Science 1 or Physical Education 44
- Science requirement
- Bus. Ed. 54 or 64

Suggested Electives

- **Dactylology 70-AB, 71-AB
- **Dactylology 70-AB, 71-AB
- English 30, 52-C, 52-D
- Music 1
- P.E. 27, 30, 36
- Home Economics 4
- *Hours arranged by instructor
- **For Specialist in Deaf Work

NOTE — Degree Programs are Suggested Patterns Only
Occupational Programs

STRUCTURAL INSPECTION

Certificate Program

Structural inspection is the review of the work of the contractor and his employees to make sure that plans and specifications are being followed and that relevant laws, ordinances, and other regulations are being observed. The inspector may represent a government agency, the owner, lending institution, or the contractor himself. To fulfill his duties, the structural inspector must be familiar with cost estimating, site preparation, and construction materials and techniques, he must know building laws and regulations, and he must be familiar with management principles so that he can apply them in planning his own work and in relating to other agencies in the construction industry.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Struct. Insp. 61</td>
<td>Intro. to Structural Inspection</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 62</td>
<td>Blueprint Reading &amp; Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 63</td>
<td>Uniform Building Code &amp; Ordinances</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 64</td>
<td>Office Procedures &amp; Field Inspection</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 65</td>
<td>Mechanical, Plumbing &amp; Electrical Inspect.</td>
<td>3</td>
</tr>
<tr>
<td>Super. Tr. 53</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Super. Tr. 59</td>
<td>Written Communications for Supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>
| Struct. Insp. 99 A | Work Experience or elective from Struct. Insp., Super. Tr., or Middle Mgt. | 3

Mathematics 51, or a qualifying test score is also required. If Math 51 is taken, the units will not be counted toward the 24 units required for granting of the certificate.

Associate in Arts Degree

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Struct. Insp. 61</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 62</td>
<td>3</td>
</tr>
<tr>
<td>Super. Tr. 54</td>
<td>3</td>
</tr>
<tr>
<td>Super. Tr. 59</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 1</td>
</tr>
<tr>
<td>Psychology 49 (elective)</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
</tr>
<tr>
<td>English 50-B or 1-B or Speech 51 or 1</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
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<td>American Studies</td>
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</tr>
<tr>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Struct. Insp. 63</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 64</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 65</td>
<td>3</td>
</tr>
<tr>
<td>Health Science 1 or 44 or Physical Education 44</td>
<td>2-3</td>
</tr>
<tr>
<td>Psychology 53 or 1</td>
<td>2-3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>2-3</td>
</tr>
<tr>
<td>Science requirement</td>
<td>2-3</td>
</tr>
<tr>
<td>Bus. Ed. Electives</td>
<td>3</td>
</tr>
<tr>
<td>Struct. Insp. 90-A, 90-B</td>
<td>1-4</td>
</tr>
<tr>
<td></td>
<td>14-19</td>
</tr>
</tbody>
</table>

SURVEYING TECHNOLOGY

Certificate Program

The Surveying Technology program will prepare students for career advancement in surveying. If combined with the appropriate field experience, it may lead to party chief and eventually California state licensing as a land surveyor.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Train. 54</td>
<td>Labor-Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>Supervisory Train. 55</td>
<td>Supervisor's Responsibility for Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Supervisory Train. 57</td>
<td>Oral Communications for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>Supervisory Train. 58</td>
<td>Industrial Economics</td>
<td>3</td>
</tr>
<tr>
<td>Supervisory Train. 60</td>
<td>Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>Data Proc. 1</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>Supervisory Train. 99-ABCD</td>
<td>Work Experience or any of the Middle Management courses</td>
<td>1-16</td>
</tr>
</tbody>
</table>

NOTE — Degree Programs are Suggested Patterns Only
Occupational Programs

SURVEYING TECHNOLOGY — (Continued)

Surveying Tech. 50 Surveying Techniques 4 0
Surveying Tech. 51 Surveying Mathematics 4 0
Surveying Tech. 52 Surveying Practices 4 0
Surveying Tech. 53 Traverse Surveying 4 0
Surveying Tech. 54 Highway Curves Surveying 4 0
Surveying Tech. 55 Map Surveying 4 0
Surveying Tech. 56 Control Surveying 4 0
Surveying Tech. 57 Land Surveying 4 0
Surveying Tech. 99 Work Experience (elective) (4-16) 0

The above 32 units in the certificate program will be counted as the major. Completion of the following general education requirements:

- English I-A or 50-A requirements 3 0
- English I-B or 50-A or Speech 1 or 51 requirement 3 0
- Social Sciences requirement 6 0
- Physical Education, if required 2 0
- Health Science requirement 2 0
- Humanities requirement 4 0
- Plus electives totaling 60 units of college work as required for an A.A. Degree.

WELDING TECHNOLOGY

Certificate Program

Welding 15-AB Introduction to Basic Arc Welding 4 0
Welding 25-AB Introduction to Oxyacetylene Welding 4 0
Welding 55-AB Introduction to Basic Inert Gas Welding 4 0
Welding 60-AB Advanced Welding Laboratory 4 0
Welding 70-ABCD Work Experience 4 0
Engineering 51 Blueprint Reading 1 0

Total Units 21

Associate in Arts Degree

Freshman Year	Sophomore Year

<table>
<thead>
<tr>
<th>Physical Education</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding 15-AB</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Welding 25-AB</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Engineering 51</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English 50-A or 1-A</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>English 50-B or 1-B or Speech 51 or 1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics 51</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Psychology 49 &amp; 50</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Library 1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Humanities</td>
<td>14</td>
<td>16-18</td>
</tr>
</tbody>
</table>

Total 14 14

NOTE — Degree Programs are Suggested Patterns Only

The following section includes a description of courses which the Board of Trustees had authorized the college to offer. Each course description is headed by a title line stating the course number, title, units per semester. If the course is transferable to the University of California or one of the California State Universities and colleges, that fact is indicated in the next line. Following is a statement of course prerequisites, if any. Following the course description is the number of hours of classroom attendance required weekly.

Generally, the letter “A” attached to a course number refers to the first (fall semester’s work and is a prerequisite for enrollment in the second (spring) semester; ordinarily the “B” section is a prerequisite for “C”, and the “C” prerequisite for “D”. Some courses are offered only in the summer. Whether or not a course is offered in any particular year depends on sufficient enrollment and availability of staff and facilities. Students are advised to consult the class schedule for courses actually offered.

Riverside City College serves students wishing to take college and university parallel courses, to prepare for specific occupations, or to develop certain skills and knowledges. It is important that students study carefully the detailed course description and numbering system in this catalog.

The program of instruction, either academic or occupational, is conducted as a college program and therefore, the courses may be accepted for transfer credit by colleges and universities which may recognize these courses in their degree curricula. Most college and university parallel courses (transfer courses) are numbered 1 through 49. Courses numbered 50 and above, while not designed primarily for transfer credit, are accepted for transfer credit by some colleges and universities. Since most of these latter courses are not ordinarily offered in the university or four-year colleges, they may not be applicable to the requirements for the baccalaureate degree.

A list of courses designated as appropriate for baccalaureate credit to both the University of California and the California State University and Colleges is available in the Counseling Center, but students are advised to confer with their counselors regarding the transferability of courses. Four-year institutions may allow differing amounts of credit for the transfer courses taken at community colleges. Some state colleges and all branches of the University of California are on the quarter system.

Work Experience Education

The purpose of work experience education is to provide on-the-job experience to give a deeper understanding of the relationships between classroom theory and its practical application in a real world-of-work environment. There are two work experience programs: general and occupational.
General Work Experience Education

This program provides career guidance, job information, and other experiences to students employed in jobs not necessarily related to his or her classroom work. The student should not take more than three units per semester, and not more than six units during enrollment at RCC. The class consists of one hour lecture and ten hours of work experience weekly. The Veterans Administration has ruled that General Work Experience is not acceptable for veterans benefits (GI Bill).

Occupational Work Experience Education

This program is designed to coordinate on-the-job training with classroom instruction. Supervised employment is related to the occupational goal of the student.

Each student will be required to register in the lecture class the first semester of enrollment in any occupational work experience program. Thereafter, the instructor-coordinator may waive the requirement of the lecture and may grant credit only on the hours of work experience if the student is in a related occupational class. The Veterans Administration has ruled that all veterans must attend the weekly lectures each semester to receive veterans benefits (GI Bill) for Occupational Work Experience. The instructor-coordinator assigns course units up to the maximum allowed when in his or her opinion the student is pursuing a planned program of work experience which extends beyond that of previous employment.

For the veterans receiving benefits and students in occupational work experience enrolled in the lecture, unit credit will be allowed on the following basis:

- Lecture plus 5 hours work per week - 2 units of credit
- Lecture plus 10 hours work per week - 3 units of credit
- Lecture plus 15 hours work per week - 3 units of credit

For the students who have taken the lecture and who enroll in occupational work experience only, unit credit will be allowed as follows:

- 5 hours work per week - 1 unit of credit
- 10 hours work per week - 2 units of credit
- 15 hours work per week - 3 units of credit
- 20 hours work per week - 4 units of credit

The following Occupational Areas offer a work experience course:

ADMINISTRATION OF JUSTICE DIVISION
  Administration of Justice

BUSINESS DIVISION
  Data Processing
  Marketing
  Medical Assistant
  Secretarial Science

FINE & APPLIED ARTS DIVISION
  Dietetic Supervisor
  Early Childhood Studies

LIBRARY DIVISION
  Library

LIFE SCIENCE DIVISION
  Dental Technology

NURSING DIVISION
  Paramedics

PHYSICAL SCIENCE DIVISION
  Surveying

SOCIAL SCIENCE DIVISION
  Community Services

VOCATIONAL DIVISION
  Agri-Business
  Air Conditioning & Refrigeration
  Automotive Technology
  Electronics
  Graphic Arts
  Middle Management
  Photography
  Structural Inspection
  Supervisory Training
  Welding

Students must be enrolled in at least eight units of college work including work experience if they are to receive work experience credit. Students enrolled in the summer session work experience courses, in order to receive credit must also be enrolled in at least one other course besides work experience. Work Experience units are accepted as credit for graduation.

UC, CSUC — These courses are acceptable for eligibility purposes and elective credit at the University of California (UC) and/or the California State University and Colleges (CSUC). If followed by an asterisk (*) there is a limitation on credit allowed. For details check with an RCC counselor or the Career Center.
ACCOUNTING

1-A Principles of Accounting, I 3 units
UC, CSUC
Prerequisite: Sophomore standing.
An introduction to accounting, theory and practice. The first semester presents the recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements. Three hours lecture weekly.

1-B Principles of Accounting, II 3 units
UC, CSUC
Prerequisite: Accounting I-A.
Continuation of the introduction to accounting theory and practice, which includes payroll and tax accounting, partnership and corporation accounts, manufacturing and cost accounting and the interpretation of financial statements. Three hours lecture weekly.

60-A Elementary Accounting, I 3 units
Prerequisite: Bus. Ed. 50-A, or may be taken concurrently.
Basic topics to be covered will include journalizing, posting, financial statements, special journals, accruals and year-end summaries. Increased emphasis will be placed on practical problems, and additional time will be devoted to practice set material. Three hours lecture weekly.

60-B Elementary Accounting, II 3 units
Prerequisite: Accounting I-A or 60-A.
Special journals, depreciation, partnerships, concepts of corporation accounting, and auditing; additional accounting situations peculiar to year-end closings. A second practice set will be used. Additional accounting theory will be developed, but emphasis will be on practice rather than theory. Three hours lecture weekly.

61 Cost Accounting Spring 3 units
CSUC
Prerequisite: Accounting I-B or Accounting 60-B.
Job order costs, process costs, standard costs, estimated costs, factory ledgers, by-products, joint products, and distribution costs. These principles are applied to a practice manufacturing set. Three hours lecture weekly.

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62 Payroll Accounting Fall 2 units
Prerequisite: Accounting 60-A or Sec. Sci. 63-A, or may be taken concurrently, or 1 year of high school bookkeeping.
Accounting aspects of the Social Security Act, the California Unemployment Insurance Act and the California Workman's Compensation Insurance Act. Two hours lecture weekly.

63 Income Tax Accounting Spring 3 units
CSUC
Prerequisite: None.
Theory and method of preparation of income tax returns for individuals, partnerships and corporations. Actual forms are studied and returns are prepared. Three hours lecture weekly.

1 Introduction to the Administration of Justice 3 units
UC, CSUC
Prerequisite: None
The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various sub-systems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. Three hours lecture weekly.

2 Principles and Procedures of the Justice System 3 units
UC, CSUC
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 subsystems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. Three hours lecture weekly.

3 Concepts of Criminal Law 3 units
UC, CSUC
Prerequisite: None.
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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. Three hours lecture weekly.

4 Legal Aspects of Evidence

UC, CSUC
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. Three hours lecture weekly.

5 Community Relations

UC, CSUC
Prerequisite: None.

An in-depth exploration of the roles of administration of justice practitioners and agencies. The inter-relationships 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. Three hours lecture weekly.

6 Patrol Procedures

CSUC
Prerequisite: None.

Responsibilities, techniques and methods of police patrol. Three hours lecture weekly.

7 Traffic Control and Regulation

CSUC
Prerequisite: None

Traffic law enforcement, regulation and control; fundamentals of traffic accident investigation; California Vehicle Code. Three hours lecture weekly.

8 Juvenile Law and Procedures

CSUC
Prerequisite: None.

The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. Three hours lecture weekly.

11 Police Administration

CSUC
Prerequisite: Second-year Administration of Justice students or law enforcement personnel.

Principles of law enforcement agency administration. Organization, planning and management; personnel management, training, and public relations. Administrative functions in vice, crime delinquency prevention and control, patrol, crime investigation, traffic, communications, statistics, and records. Three hours lecture weekly.

13 Criminal Investigation

CSUC
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. Three hours lecture weekly.

15 Narcotics

CSUC
Prerequisite: Completion of Administration of Justice I recommended.

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

16 Interviewing and Counseling

CSUC
Prerequisite: Completion of Administration of Justice I.

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. Fifty-four hours lecture.
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17 Fundamentals of Crime and Delinquency 3 units
CSUC
Prerequisite: Completion of Administration of Justice 1.
An introduction to major types of criminal behavior, role careers of offenders, factors which contribute to the production of criminality or delinquency; methods used in dealing with violators in the justice system; the changing roles of police, courts, and after-care process of sentence, probation, prisons, and parole; changes of the law in crime control and treatment processes. Fifty-four hours lecture.

18 Institutional and Field Services 3 units
CSUC
Prerequisite: Completion of Administration of Justice 1.
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 confined and field settings. Fifty-four hours lecture.

—Administration of Justice Intern Program—
57-ABCD Work Experience 1-2-3-4 units
CSUC
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.
This class is designed to coordinate the student’s on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences weekly.

—Peace Officers’ Basic Training School—
This school was established in Riverside under the administration of Riverside City College in the spring of 1953 and in cooperation with the Riverside County Sheriff’s Department. The Sheriff’s Department furnishes facilities which include a dining hall, classrooms, and rifle and pistol range.
College credit is granted for Administration of Justice 60, Peace Officers’ Basic Training. A certificate of completion is awarded when a student finishes this course. Transcripts of record are issued under the same conditions as described elsewhere in the catalog. This course is offered four times each year, forty hours a week for eleven-week periods. The Basic Training School serves eleven counties in Southern California.
For full information regarding this program, address communications to the Director of Administration of Justice, Riverside City College.

60 Peace Officers’ Basic Training 8 units
Prerequisite: None.
Intensive basic instruction designed for peace officers in the initial stage of their law enforcement career. Forty hours weekly for eleven weeks.

61 Police Supervision 3 units
Prerequisite: Completion of Administration of Justice 60 or equivalent.
A basic course covering in general terms the total responsibilities of a police supervisor such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, making duty assignments, and the supervisor’s relationship to police management. Forty hours weekly for two weeks.

62 Investigators’ Training 3 units
Prerequisite: None.
Techniques of investigation; report writing; collection, identification, and preservation of physical evidence; rules of evidence; interrogation and interview; laws of arrest, search and seizure; sources of information; administrative hearings; penal code; public and human relations; court appearance and testimony. Forty hours weekly for two weeks.

63 Peace Officers’ Advanced Training 2 units
Prerequisite: Completion of Administration of Justice 60 or equivalent.
Intensive instruction at the intermediate level designed for the experienced peace officer on a non-supervisory level. Length of class: 8 hours daily, 5 days a week, for a total of 40 hours.

65 Jail Operations 2 units
Prerequisite: Completion of Administration of Justice 60 or equivalent.
Fundamentals of jail operation and procedure including admission procedures, jail security and supervision of prison-
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ers, nutrition of inmates, visits, mail and packages, sanitation, housekeeping and safety; special problems of unusual prisoners; riots and escapes; and medical services; the philosophy of penology and current programs; laws pertaining to custody; principles of jail planning and program planning. Length of course 8 hours per day, 5 days a week for a total of 40 hours.

68 PC 832—Arrest & Firearms non-credit
Prerequisite: None.

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training as required by Penal Code Section 832 for peace officers; includes laws of arrest, search and seizure, methods of arrest, discretionary decision making and, where applicable, firearms; mandatory for all peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training. Length of class — 8 hours a day, 5 days a week for a total of 40 hours.

69 Field Evidence Technician 3 units
Prerequisite: Completion of AJ-60 or equivalent.

Techniques of evidence collection and preservation; includes crime scene recording; fingerprint evidence; volatile evidence; micro-evidence; fragile evidence; impression evidence; firearms evidence; crime scene search. Designed for law enforcement personnel assigned for evidence gathering functions. Thirty-eight hours lecture and 42 hours of lab.

70 First Aid for Public Safety Officers non-credit
Prerequisite: None.

Instruction in standard first aid, including emergency treatment of injuries, including wounds, shock, burns, poisoning, drug abuse, injuries due to extremes of heat and cold, emergency rescue/short distance transfer, cardio-pulmonary resuscitation and emergency childbirth. Eight hours daily, three days a week for a total of twenty-four hours.

71 Crisis Intervention for Criminal Justice System 2 units
Prerequisite: None.

A skill oriented program designed to provide criminal justice system personnel with skills necessary for dealing effectively with crisis situations encountered in day-to-day activities. Forty hours, (24 hours lecture and 16 hours laboratory), eight hours per day for five days.

AERONAUTICS

51-A Basic Ground School 3 units
Prerequisite: None.

Meets the ground school requirements of the FAA Private Pilot's Certificate. Emphasis is placed on the study of theory and mechanics of flight, Federal Aviation regulations, meteorology, navigation, communications, and general service of the aircraft. Three hours lecture weekly.

51-B Advanced Ground School 3 units
Prerequisite: Aeronautics 51-A or Private Pilot's Certificate or relevant experience.

Meets the ground training and aeronautical knowledge requirements for the FAA Commercial Pilot Certificate. Emphasis is placed upon the study of FAA regulations, meteorology, navigation, principles of safe flight operation including theory of flight, operating and maintaining airplanes, and commercial flight operations. Three hours lecture weekly.
**AERONAUTICS**

52 Instrument Ground School  
3 units

Prerequisite: Aeronautics 51-A or 51-B, private or commercial license or relevant experience.

Fundamentals essential to safe flight; instruments used and the evaluation and interpretation of their indications. Weight and balance problems are given consideration; also the FAA regulations pertaining to safe flight, including instrument flight techniques and traffic control procedures. Three hours lecture weekly.

**AGRI-BUSINESS**

5 Horse Husbandry  
4 units

CSUC  
Prerequisite: None.

The overall goal of General Horse Husbandry is to prepare students for employment in the field of horse husbandry. The course offers basic and advanced skills and techniques to be learned from a nutritional, physiological, anatomical, and management standpoint. Emphasis will be placed on selection, feeding, cost consideration in owning a horse, breeding, training, selling and shipping, horseshoeing, and veterinary problems. Three hours lecture and three hours lab weekly.

7 Agricultural Plant Science, I  
3 units

CSUC  
Prerequisite: None.

An overview of the occupational opportunities in the fields of Agronomy, fruit crops, ornamental horticulture, and truck crops. Structure and functions of plants in the Agriculture Industry, propagation, fertilization, soil, and seed bed preparation will be covered. Three hours lecture weekly.

8 Agricultural Plant Science II Spring  
3 units

CSUC  
Prerequisite: None. Agricultural Plant Science I recommended.

A continuation of Agricultural Plant Science I, giving emphasis to those activities which normally take place in the spring of the year. A wide range of pruning information, biological hazards and controls, agricultural chemicals and safety, and ornamental horticulture will be covered. Although Agricultural Plant Science I is not a prerequisite, completion of this first course would be helpful. Three hours lecture weekly.
AGRI-BUSINESS

Designed to bring about an understanding of the major factors controlling the production of good turf grasses and the modifying effects of these factors upon each other. Two hours lecture three hours lab weekly.

99-ABCD Work Experience 1-2-3-4 units

CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to assist the student in Agri-Business to individualize the employment and employment-related activities to his classroom instruction. One hour lecture/discussion plus five to twenty hours employment per week.

AIR CONDITIONING AND REFRIGERATION

50-A Air Conditioning and Refrigeration 5 units

Prerequisite: None.

Fundamentals in basic refrigeration. The nomenclature and terminology used in industry and the basic refrigeration systems. The history, physics and chemistry of refrigeration. Four hours lecture and three hours lab weekly.

50-B Advanced Refrigeration 5 units

Prerequisite: Air Conditioning and Refrigeration 50-A.

Consists primarily of troubleshooting, diagnosis and repair of domestic refrigeration equipment to include refrigerators, freezers, window air conditioners. Also includes preventive maintenance and repair. Four hours lecture and three hours lab weekly.

51-A Environmental Control 5 units

Prerequisite: Air Conditioning and Refrigeration 50-B.

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. Four hours lecture and three hours lab weekly.

51-B Industrial Commercial Refrigeration 5 units

Prerequisite: Air Conditioning and Refrigeration 51-A.

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. Four hours lecture and three hours lab weekly.

70-ABCD Work Experience 1-2-3-4 units

CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experience per week.

ANATOMY AND PHYSIOLOGY

2-A Anatomy and Physiology, I 4 units

UC, CSUC
Prerequisite: None. High school chemistry or Chemistry 2 concurrently are recommended. Also recommended: a high school biological science course.

Physiological processes in man relating to functions and structures in muscular, circulatory, respiratory, digestive, nervous, excretory, reproductive and endocrine systems. Designed for art, pre-nursing, pre-medical, physical education, and diet majors. Two hours lecture and six hours lab weekly.

2-B Anatomy and Physiology, II 4 units

UC, CSUC
Prerequisite: Anatomy and Physiology 2-A recommended.

Continuation of Anatomy and Physiology 2-A. Two hours lecture and six hours lab weekly.

ANTHROPOLOGY

1 Physical Anthropology 3 units

UC, CSUC
Prerequisite: Recommended high school biology or a course in biological science.

The relation of man to the animal world; human genetics; human evolution, with theories on the origin and antiquity of man; fossil men; racial classifications. Three hours lecture weekly.
ANTHROPOLOGY

2 Cultural Anthropology  3 units
UC, CSUC
Prerequisite: None.

The nature of human culture, with a survey of the range of cultural phenomena of primitive peoples; processes of cultural change; social organization; primitive religions; technology and the impact of western culture on primitive societies. Three hours lecture weekly.

3 Prehistoric Cultures  3 units
UC, CSUC
Prerequisite: None. Anthropology I recommended.

The development of culture and the rise of civilization from the earliest times to the beginnings of recorded history, utilizing the concepts, methods, and data of archaeology. Three hours lecture weekly.

4 Native American Cultures  3 units
UC, CSUC
Prerequisite: None.

This is a survey course of major North American Indians north of Mexico. The course is a description of native American cultures in pre-Columbian times, with emphasis on the Indians of California. Three hours lecture.

20 Introduction to the Primates  3 units
UC, CSUC
Prerequisite: None. Recommended Anthropology I or 3 or a recent life science course with lab or a recent high school biology course.

An up-to-date survey of hominid evolution presented in a relatively non-technical manner, covering basic paleontological principles, theories of hominid evolution, the major hominid fossils, their physical and cultural characteristics. Three hours lecture weekly.

21 Native Peoples of Sub-Saharan Africa: An Introduction  3 units
CSUC
Prerequisite: Qualifying reading test scores.

A descriptive survey of native peoples and cultures of sub-Saharan Africa from the earliest peoples up to the first European contact. Emphasis will be upon exploring the social

APPRENTICE ELECTRICIANS PROGRAM

50-AB Apprentice Wireman, I  3-3 units
Prerequisite: Indentured apprentice.

A beginning course for full-time employed apprentices in electrical fields. Includes history and scope of the trade, the apprenticeship system, introduction and review of electrical codes and standards, safety practices, basic and applied scientific theory, review of engineering drawing and basic blueprint reading including series-parallel and combination circuits, wire resistance, wiring materials and devices, tools, math review, generator and motor construction. Two hours lecture and four hours lab weekly.

51-AB Apprentice Wireman, II  3-3 units
Prerequisite: Completion of 50-AB.

Covers the principles of DC circuits, power supply meters, machines, and wiring. The fundamentals of AC resistance impedance, vectors, polyphase circuits, specialized tools and atomic energy in the construction industry. Shop and laboratory work on direct and alternating current machinery and electrical control equipment. Commercial and industrial wiring methods including low voltage systems, signs, switchboards, transformers, electronic welders, heaters and X-ray equipment. Two hours lecture and four hours lab weekly.

52-AB Apprentice Wireman, III  3-3 units
Prerequisite: Completion of 50-AB, and 51-AB.

An advanced course for those in electrical occupations. Includes alternators, signal and polyphase AC motors, wiring systems with less than 400 volts, and three phase delta wiring systems. Two hours lecture and four hours lab weekly.

53-AB Apprentice Wireman, IV  3-3 units
Prerequisite: Completion of 50-AB, 51-AB, and 52-AB.

Advanced study and practical experience in atomic safety, vacuum tubes, gaseous and vapor filled tubes, amplifier circuits, time delay and relays. Study and review of all codes, blueprint reading and motor control. Two hours lecture and four hours lab weekly.
ARCHITECTURE

50-A Elementary Design, I  3 units
Prerequisite: None.
Introduction to basic concepts of architecture and technical drafting, using original designs, including plans, elevations, plot plans, presentation drawings, and theory. Six hours lab weekly.

50-B Elementary Design, II  3 units
Prerequisite: Architecture 50-A.
Continuation of the basic concepts of architecture and technical drafting, using original designs, including plans, elevations, plot plans, presentations, study models, and theory. Six hours lab weekly.

ART

1 History and Appreciation of Art: Prehistoric, Ancient, and Medieval  3 units
UC, CSUC
Prerequisite: None.
Survey of the history and appreciation of painting, architecture, sculpture and the minor arts. Prehistoric, ancient, and medieval periods. Three hours lecture weekly.

2 History and Appreciation of Art: Renaissance and Modern  3 units
UC, CSUC
Prerequisite: None.
Survey of the history and appreciation of painting, architecture, sculpture and the minor arts. Renaissance and modern periods. Three hours lecture weekly.

3 Art for Teachers  3 units
UC, CSUC
Prerequisite: None.
Problems in the teaching of art to children. Creative experience in the composition of pictures, decorative designs, and the representation of natural objects. For education majors and others not majoring in art. Two hours lecture and two hours lab weekly.

4-A Composition in Drawing and Painting, I  Fall  3 units
UC*, CSUC
Prerequisite: None.
Basic studies of form, space organization, color, and composition. Work in charcoal, ink, watercolor, pastel, and crayon. Two hours lecture and four hours lab weekly.

4-B Composition in Drawing and Painting, II  Spring  3 units
UC*, CSUC
Prerequisite: Art 4-A.
Techniques of sketching in preparation for painting. Work in oil. Two hours lecture and four hours lab weekly.

5 Introduction to Art  2 units
UC, CSUC
Prerequisite: None.
The visual arts in contemporary times. Appreciative and critical approaches. Art in the community. Art and the individual. Painting, sculpture, architecture, industrial design, advertising art, the crafts. Two hours lecture weekly.

10 Beginning Jewelry  2 units
UC*, CSUC
Prerequisite: None.
A basic metals course using techniques as applied to the design and creation of jewelry. One hour lecture and three hours lab weekly.

11 Intermediate Jewelry  2 units
UC*, CSUC
Prerequisite: Jewelry 10.
An advanced course in the processes of jewelry making. A study in one area, such as casting, by arrangement with the instructor. One hour lecture and 3 hours lab weekly.

12 Intermediate Jewelry: Forging and Fabrication  2 units
UC*, CSUC
Prerequisite: Jewelry 10.
Advanced processes of jewelry making. The study of forging and fabricating metals and materials used in jewelry. One hour lecture and three hours lab weekly.

15 Beginning Ceramics 3 units
UC*, CSUC
Prerequisite: None.

A fundamental course in pottery making. Slab and coil techniques and wheel throwing, with emphasis on ceramic design, glazing, and craftsmanship. Students are expected to pay for their own clay. Two hours lecture and four hours lab weekly.

16 Intermediate Ceramics 3 units
UC*, CSUC
Prerequisite: Art 15.

Emphasis on wheel-thrown shapes. Study of glazes and decoration techniques. Good craftsmanship and development of suitable pottery forms expected. Students are expected to pay for their own clay. Two hours lecture and four hours lab weekly.

20 Beginning Sculpture 3 units
UC*, CSUC
Prerequisite: None. Background in ceramics or three-dimensional work desirable.

Basic elements of sculpture, with emphasis on the human form. Problems worked out in plasticine, clay, and plaster of paris. Some carving in wood and stone. Students are expected to pay for their own materials. Two hours lecture and four hours lab weekly.

21 Intermediate Sculpture 3 units
UC*, CSUC
Prerequisite: Art 20 or background in sculpture.

Development of good sculpture form with emphasis on human figure. Work in clay, plaster, stone, or wood. Students are expected to pay for their own materials. Two hours lecture and four hours lab weekly.

22 Basic Design 3 units
UC*, CSUC
Prerequisite: None.

Study of line, shape, pattern and texture applied to a variety of projects with cut paper, chalk, paint, found objects, collage, and cardboards. Two hours lecture and four hours lab weekly.

23 Design and Color 3 units
UC*, CSUC
Prerequisite: Art 22.

Creative experiences in three-dimensional form and space projects. Experimental construction in a variety of materials, with color relationships integrated with the designs. Two hours lecture and four hours lab weekly.

25 Watercolor Painting Fall 3 units
UC*, CSUC
Prerequisite: Art 4-A, or 22.

A study of the design and composition elements in painting. The student will work in transparent watercolor. This course deals with advanced painting problems in still life, landscape, seascape, and figure painting. Two hours lecture and four hours lab weekly.

26 Oil Painting Spring 3 units
UC*, CSUC
Prerequisite: Art 4-B or 25.

A study of various techniques in painting. The student will work with advanced painting problems in oil. Two hours lecture and four hours lab weekly.

30 Printmaking 3 units
UC*, CSUC
Prerequisite: None.

Silkscreen, linoleum block, wood cuts, and monoprints of figure, landscape, still life, and imaginary subjects. Emphasis upon individuality in personal styles. Two hours lecture and four hours lab weekly.

35 Advertising Illustration Fall 3 units
CSUC
Prerequisite: None. Recommended: Art 4-A.

Techniques of pen and ink, wash, charcoal, pencil, scratchboard, and opaque watercolor applied to illustrations for consumer products, stories, interior furnishings, campus publications, and fashion apparel. Two hours lecture and four hours lab weekly.
ART

37 Lettering and Typography Fall 3 units
UC*, CSUC
Prerequisite: None.

Principles of basic lettering. The design and construction of letter forms, including pen and brush lettering for use in sign painting, calligraphy, and art. Two hours lecture and four hours lab weekly.

39 Advertising Layout Spring 3 units
CSUC
Prerequisite: None.

Newspaper advertising paste-up of headings, text, and illustration. Rough, comprehensive, and composite layouts for brochures, mailers, and leaflets. The use of screens and other reproduction processes basic to the commercial and graphic art relationship. Two hours lecture and four hours lab weekly.

40 Figure Drawing Fall 3 units
UC*, CSUC
Prerequisite: Art 4-A or 22.

Drawing from the model. Studies of style in figure drawing by means of prints and original drawings. Two hours lecture and four hours lab weekly.

41 Figure Painting Spring 3 units
UC*, CSUC
Prerequisite: Art 4-B or 40.

Painting from the model. Study of types in the best historical sources as well as experimentation in new surface techniques. Two hours lecture and four hours lab weekly.

47-A Problems in Ceramics and Sculpture, I 3 units
UC*, CSUC
Prerequisite: None.

Designed for students who have had one or more years of sculpture or ceramics and who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Six hours of consultation and lab weekly.

47-B Problems in Ceramics and Sculpture, II 3 units
UC*, CSUC
Prerequisite: Art 47-A.

Students may earn a maximum of six units in Art 47-AB.

48-A Problems in Painting, I 3 units
UC*, CSUC
Prerequisite: None.

Independent studio work with emphasis on individual problems for selected students. Work may be in any medium. Six hours of consultation and lab weekly.

48-B Problems in Painting, II 3 units
UC*, CSUC
Prerequisite: Art 48A.

Continued work on more advanced individual problems. Six hours of consultation and lab weekly.

Students may earn a maximum of six units in Art 48-AB.

ASTRONOMY

1-A Introduction to Astronomy 3 units
UC, CSUC
Prerequisite: None. Recommended: 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. Three hours lecture weekly.

1-B Introduction to the Stars 3 units
UC, CSUC
Prerequisite: Astronomy 1-A.

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

AUTOMOTIVE BODY TECHNOLOGY

1 Survey of Automotive Body Technology 4 units
CSUC
Prerequisite: None.

A survey course designed to provide a general introduction,
AUTOMOTIVE BODY TECHNOLOGY

Review and orientation to the automotive repair industry, including safety procedures, tools, maintenance, supplies, and repair of damaged automotive vehicles. Two hours lecture and six hours laboratory weekly.

50 Introduction to Automotive Body Technology 8 units

Prerequisite: Previous or concurrent enrollment in Welding 25-A or equivalent.

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. Four hours lecture and 12 hours laboratory weekly.

51 Intermediate Automotive Body Technology 8 units

Prerequisite: Automotive Body Technology 50 with a minimum of a "C" grade or equivalent.

Designed to assist the student in further developing basic skills and provide the opportunity for additional laboratory work. Introduction to specialized tools, materials and processes, including writing and estimating jobs. Four hours lecture and 12 hours laboratory weekly.

52 Auto Body Refinishing 4 units

Prerequisite: None.

Theory and practice in the art of Auto Refinishing with emphasis on paint preparation, spot painting, complete finishing, and special problems. Two hours lecture and six hours laboratory weekly.

53 Auto Body Special Projects 4 units

Prerequisite: Concurrent or previous enrollment in an Auto Body class or equivalent.

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

54 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 head lining repair and installation. Two hours lecture and six hours laboratory weekly.

55 Automotive Trim and Upholstery II 4 units

Prerequisite: Automotive Body Technology 54

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 & 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 headliner made of various materials. Two hours lecture and six hours laboratory weekly.

AUTOMOTIVE TECHNOLOGY

50 Auxiliary Systems 4 units

CSUC

Prerequisite: Previous or concurrent enrollment in Welding or equivalent.

Maintenance and minor repair of generators, regulators, starters, carburetors, fuel pumps, lighting systems, signal systems, power windows and seats, heating and cooling systems, exhaust systems, air conditioning, guages, and radiator repair. Two hours lecture and six hours lab weekly.

51 Engine Rebuilding 4 units

CSUC

Prerequisite: Automotive Body Technology 50 with a minimum of a "C" grade or equivalent.

Introduction to engine rebuilding using equipment to be found in the average garage. Includes cylinder boring and honing, valve grinding and valve seat refacing, fitting pistons, piston rings, piston pins and connecting rods; rebuilding water pumps and oil pumps; use of micrometers, dial gauges and other precision equipment. Two hours lecture and six hours lab weekly.

52 Chassis and Drive Train Systems 4 units

CSUC

Prerequisite: None.

Maintenance and repair of clutches, transmissions, drive
AUTOMOTIVE TECHNOLOGY

shafts, universal joints, differentials, rear axles, wheels, brakes, steering gear and shock absorbers. Two hours lecture and six hours lab weekly.

53 Alignment and Brake Service 2 units

CSUC
Prerequisite: None.

Theory and servicing of suspension, steering and braking systems. Emphasis is placed on wheel alignment and brake system rebuilding. One hour lecture and three hours lab weekly.

54 Tuneup 2 units

Prerequisite: Auto. Tech. 50 and 51.

Theory and practical adjustment, overhaul, and correction of malfunction of components of the electrical and fuel systems. Emphasis is placed on engine malfunction diagnosis using electrical test equipment such as tachometers, dwell meters, oscilloscopes, etc. One hour lecture and three hours lab weekly.

55 Advanced Engine Rebuilding 8 units

CSUC
Prerequisite: Auto. Tech. 51.

Design and theory of construction and operation of engines. Types of material used and tolerances of component parts are discussed. Testing, trouble diagnosis, and rebuilding of an engine are required. Four hours lecture and twelve hours lab weekly.

56 Advanced Alignment and Brakes 4 units

Prerequisite: Auto. Tech. 53.

Theory and practical application of suspension systems, steering and alignment systems, including caster and camber, toe-in and toe-out, independent and knee action suspension and braking systems. Two hours lecture and six hours lab weekly. (Also offered in Extended Day as Automotive Technology 69-AB.)

57 Advanced Automatic Transmission 4 units

Prerequisite: Auto. Tech. 52.

The theory of operation, maintenance, repair and servicing of various automatic transmissions. Briefly covers engine tuneup and differential gear ratios in relation to automatic transmissions. Theory of design and operation of fluid couplings, torque converters, automatic transmissions, and power activated units. Two hours lecture and six hours lab weekly. (Also offered in Extended Day as Automotive Technology 67-AB.)

58 Advanced Tuneup 8 units

Prerequisite: Auto. Tech. 54.

Design and operation of electrical and fuel systems. Multiple carburetion and fuel injection systems. Theories of ignition timing, carburetor adjustments and methods of testing and troubleshooting. Four hours lecture and twelve hours lab weekly.

59 Automotive Air Conditioning 2 units

Prerequisite: Auto. Tech. 51 and 52 (or equivalent trade experience).

Scientific principles applying to refrigeration and air conditioning and the electrical and electronic control systems used in automotive air conditioning. Practical work includes diagnosis of problems in air conditioning, as well as their adjustment, repair, and overhaul. One hour lecture and three hours lab weekly.

60-A Small Engine Operation and Servicing, I 2 units

CSUC
Prerequisite: None.

Development of employable skills in the servicing of small gasoline engines. The major assignments will cover lawn mowers, boat engines, and similar engines. One hour lecture and three hours lab weekly.

60-B Small Engine Operation and Servicing, II 2 units

CSUC
Prerequisite: Auto. Tech. 60-A.

Further assignments in small engine repair. One hour lecture and three hours lab weekly.

66 Automatic Transmission Maintenance 2 units

Prerequisite: None.

Repair and adjustment of automatic transmissions. Students disassemble and reassemble the various types of automatic transmissions, replace or repair defective parts, adjust bands and linkage, and practice the removal and installation of transmissions. One hour lecture and three hours lab weekly.
AUTOMOTIVE TECHNOLOGY

67-A  Advanced Automatic Transmission, I  2 units
Same as Auto. Tech. 57, but designed for Extended Day. One hour lecture and three hours lab weekly.

67-B  Advanced Automatic Transmission, II  2 units
Same as Auto. Tech 57, but designed for Extended Day. One hour lecture and three hours lab weekly.

68-A  Advanced Automotive Tune-up, I  4 units
Prerequisite: Automotive Technology 54 and Automotive Technology 50.
Principles and theory of operation of electrical system components that are common to automotive type vehicles. Theories of design and operation of fuel system components. Carburetion and fuel systems are studied. Theories of ignition timing, carburetor adjustment, emission controls and the latest methods of testing and troubleshooting are stressed using scopes and the modern methods of servicing. Two hours lecture and six hours laboratory weekly.

68-B  Advanced Automotive Tune-up, II  4 units
Prerequisite: Automotive Technology 68-A.
Principles of emission control, electrical instrumentation and testing, troubleshooting and complete electrical system diagnosis including transistorized and HEI systems. Two hours lecture and six hours lab weekly.

69-A  Advanced Alignment and Brakes, I  2 units
Same as Auto. Tech. 56, but designed for Extended Day. One hour lecture and three hours lab weekly.

69-B  Advanced Alignment and Brakes, II  2 units
Same as Auto. Tech 56, but designed for Extended Day. One hour lecture and three hours lab weekly.

70-ABCD  Work Experience  1-2-3-4 units
CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.
This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences weekly.

BANKING AND FINANCE

51  Principles of Bank Operations  3 units
Prerequisite: None.
Provides the fundamentals of bank functions in a descriptive fashion, enabling the beginning banker to view his chosen profession in a broad and operational perspective. Banking is increasingly dependent upon personnel who have the broad perspective necessary for career advancement. This course is a part of the American Institute of Banking sequence. Three hours lecture weekly.

52  Analyzing Financial Statements  3 units
Prerequisite: Banking and Finance 51.
Part of the American Institute of Banking sequence leading to a certificate of Bank Management. Covers how to extend credit soundly and constructively; a banker must be able to understand and interpret financial statements. Three hours lecture weekly.

53  Installment Credit  3 units
Prerequisite: Banking and Finance 51.
Part of the American Institute of Banking sequence leading to a certificate of Bank Management. Designed to emphasize the establishment of credit, the obtaining and checking credit information, on servicing the loan, and on collecting the amounts due. The truth in lending law and the uniform Consumer Credit Code are emphasized. Three hours lecture weekly.

BIOLOGY

1  General Biology  4 units
UC, CSUC
Prerequisite: None.
A study of life as revealed in plants and animals using cellular, organismic and ecological approaches. The basic principles of morphology, physiology, taxonomy and the social implications of biology are included. Three hours lecture and three hours lab weekly.

7  Marine Biology  4 units
UC, CSUC
Prerequisite: None.
Fall
BIOLOGY

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. Three hours lecture and three hours lab weekly.

10 Principles of Life Science 3 units

UC*, CSUC
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. Three hours lecture weekly.

No credit at the University of California if taken following Biology I.

11 Cell Biology 4 units

UC, CSUC
Prerequisite: High school chemistry or concurrent enrollment in a college chemistry course. Completion of a high school biological science course recommended.

Physical and biochemical aspects of cells including structure and function, membrane systems, bioenergetics, enzymes, respiration, photosynthesis, molecular genetics, and examples of cellular specialization. Three hours lecture and three hours lab weekly.

30 Human Reproduction and Sexual Behavior 3 units

UC, CSUC
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. Three hours lecture weekly.

36 Man and His Environment 3 units

UC, CSUC
Prerequisite: None.

A study of man in relation to his environment, emphasizing population ecology, energy cycles, pollution, fossil resources, and conservation of natural resources. Three hours lecture weekly.

BLACK STUDIES

In cooperation with representatives of the Black community, Riverside City College 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 all of American life.

Among these courses are...

English 16—Black American Literature, page 163
History 14—Black History—African, page 185
History 15—Black History—American, page 185
Humanities 45—Survey of Artistic Expression in Afro-American Culture, page 196
Journalism 5—Survey of Black Communications, page 197
Philosophy 14—Survey of Black Thought, page 232
Sociology 10—Survey of Ethnic Group Interaction, page 254
Sociology 35—Sociology of the Black Community, page 255

BOTANY

1 General Botany 5 units

UC, CSUC
Prerequisite: None.

Introduction to the plant sciences, with principal emphasis on the morphology, anatomy, and physiology of the organs of selected higher plants. Three lectures and two 3-hour labs weekly.

2 Plant Morphology Fall 4 units

UC, CSUC
Prerequisite: None.

Evolution of the plant kingdom. Comparative morphology and representative life cycles of the principal plant groups. Several field trips. May be offered alternate years. Two hours lecture and two 3-hour labs weekly.

3 Field Botany Spring 4 units

UC, CSUC
Prerequisite: None.

Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. Two hours lecture and two 3-hour labs weekly.
BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION

10 Introduction to Business 3 units

CSUC
Prerequisite: None.

Scope, function, and organization of modern business; fundamentals, concepts, principles, and current practices in the major areas of business activity. Three hours lecture weekly.

18-A Business Law, I 3 units

UC*, CSUC
Prerequisite: None.

The social and practical basis of the law. Covers contracts, agency and employment, negotiable instruments. Three hours lecture weekly.

18-B Business Law, II 3 units

UC*, CSUC
Prerequisite: None.

Personal property, sales, partnerships, corporations, real property, bankruptcy, trusts and estates. Three hours lecture weekly.

BUSINESS EDUCATION

50-A Business Mathematics, I 3 units

Prerequisite: None.

Review of the fundamentals of business arithmetic: fractions, decimals, percentage, interest, bank discount, negotiable instruments, depreciation, and payroll. Three hours lecture weekly.

50-B Business Mathematics, II 3 units

Prerequisite: Bus. Ed. 50-A

Present worth and true discount, partial payments, installment plan and equation of accounts, mathematics of investment, including stock purchases and sales, real estate, insurance and distribution of profits and dividends. Three hours lecture weekly.

54 Personal Development for Employment for Women 2 units

Prerequisite: None.

Emphasizes the importance of physical appearance and manner in the social and business world. Four hours lecture/lab weekly.

60 Business Machine Calculators 3 units

CSUC
Prerequisite: Bus. Ed. 50-A, or Math 51, or concurrent enrollment.

A laboratory course covering the fundamental operative skills of key-driven calculators, rotary calculators, 10-key adding machines and printing calculators. Five hours weekly.

61 Machine Accounting 2 units

Prerequisite: Bus. Ed. 60 and Acctg. 1-A or Acctg. 60-A or Sec. Sci. 63-A.

Designed to train students in the operation of the following: Burroughs bookkeeping machines, NCR bookkeeping machines, and Model 3200 NCR accounting machines. Five hours weekly.

64 Personal Development for Employment for Men 2 units

Prerequisite: None.

Emphasizes the importance of physical appearance and manner in the social and business world. Four hours lecture/lab weekly.

70-A Small Business Organization Management, I Fall 3 units

Prerequisite: None.

The American enterprise system, the nature and extent of American business, opportunities in business, and types of business organizations such as sole proprietorships, partnerships, and corporations. Three hours lecture weekly.

70-B Small Business Organization Management, II Spring 3 units

Prerequisite: Bus. Ed. 70-A

Credit policies and procedures, financial records needed in business, risks and insurance, banking and financial problems, selecting, training, and promoting employees, government regulations, taxation, and success factors in business. Three hours lecture weekly.
BUSINESS ADMINISTRATION

75 Introduction to Business Law  3 units

Prerequisite: None.

An elective course for all students interested in obtaining a background in fundamental, everyday legal problems. Topics are considered from a personal and business point of view, rather than that of the law courts. Three hours lecture weekly.

CHEMISTRY

1-A General Chemistry, I  5 units

UC, CSUC
Prerequisite: High school chemistry or physics with not less than a C grade, or Chemistry 2-A, or Chemistry 3, mathematics through intermediate algebra with at least a C grade.

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: Classical and modern techniques in the investigation of chemical systems. Three hours lecture and two 3-hour labs weekly.

Credit for this course can also be earned by achieving a score of 3 or better on the Advanced Placement Test in Chemistry.

1-B General Chemistry, II  5 units

UC, CSUC
Prerequisite: Chemistry 1-A

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium, descriptive inorganic chemistry and introduction to organic chemistry. Three hours lecture and two 3-hour labs weekly.

2-A Introductory Chemistry, I  4 units

UC, CSUC
Prerequisite: None. Math 52 recommended.

Fulfills the needs of non-chemistry majors. Discussion on the nature of matter, molecular structure, aqueous systems, introductory organic chemistry, and applications to environmental topics. Three hours lecture and three hours lab weekly.
CHEMISTRY

An integrated discussion of aromatic and aliphatic compounds emphasizing the application of modern principles to structure, reactivity, methods of synthesis, physical properties and reaction mechanisms. Laboratory work covers physical properties and chemical reactions of the common classes of organic compounds. Three hours lecture and six hours lab weekly.

12-B Organic Chemistry, II Spring 5 units

UC, CSUC
Prerequisite: Chemistry 12-A.

Continues discussions based on the content of Chemistry 12-A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout Chemistry 12-AB. Considerable emphasis on synthesis. Laboratory includes techniques of synthesis, separation and identification of several compounds and an introduction to qualitative organic analysis. Three hours lecture and six hours lab weekly.

20 Environmental Chemistry 2 units

UC, CSUC
Prerequisite: None.

Chemistry vitally linked to many of society's environmental problems. Variety of chemical principles is used in the investigation of such areas as technological energy; chemical vs. nuclear reactions; air, water and food pollution; Quantitative concepts will be used but will not involve complicated mathematical manipulations. This course is not designed for chemistry majors. Two hours lecture weekly.

22 Introduction to Biochemistry Spring 4 units

UC, CSUC
Prerequisite: Chemistry 1-A and 1-B; or Chemistry 2-A and 2-B; or Chemistry 3 and 8.

The chemical aspects of living organisms including the chemical characteristics, metabolism and biosynthesis of carbohydrates, lipids, proteins, and nucleic acids; mechanism of enzyme action and enzyme regulation; electron transport and oxidative phosphorylation; cellular organization and function; molecular genetics and its control. Three lectures and one three-hour lab weekly.

CHICANO STUDIES

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to

COSMETOLOGY

(1) establish the Chicano student's identity with his culture, his history, and the elements of the Chicano life style today; (2) provide all Riverside City College students with objective, well-planned courses involving the often neglected multi-racial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these special courses are . . .

English 20—Mexican Literature in Translation, page 163
English 56—English as a Second Language, page 168
History 8 and 9—History of the Americas, page 184-85
History 25—History of Mexico, page 186
History 30 and 31—Intr. to Chicano Studies, page 187
Sociology 10—Survey of Ethnic Group Interaction, page 254
Sociology 31—Field Work in the Barrio, page 255

The cosmetology curriculum consists of 1600 hours of instruction and requires two semesters and one six-week summer session to complete. It prepares the student to qualify for the California State Board of Cosmetology examination. Upon passing this examination, the student will be given a cosmetologist license by the state. In addition, 48 semester units of college credit are earned and a Certificate of completion in Cosmetology is issued, providing the student has maintained a C average or better in each course. Consult the Schedule of Classes for admittance and registration periods.

Requirements for Enrollment

1. File application with Admissions Office
2. Send one copy of high school transcript to Admissions Office. (If tenth grade has not been completed, make application for equivalency test.)

50-A Theory of Related Science 2 units

Prerequisite: Currently enrolled Cosmetology Students.

A study of the fundamentals of scientific principles in relationship to the practical application of Cosmetology.

50-B Theory of Related Science 2 units

Prerequisite: Currently enrolled Cosmetology 51 students.

A study of the fundamentals of scientific principles in relationship to the practical application of Cosmetology.

50-CDE Theory of Related Science 2-2-2 units

Prerequisite: Currently enrolled Cosmetology 52/53 students.

A study of intermediate Cosmetology theory of related science. Four hours lecture (nine weeks).
COSMETOLOGY

51 Introduction to Cosmetology 12 units
Prerequisite: Students are required to enroll in Cosmetology 50A/B concurrently.
Instruction in manipulative skills and in basic techniques of all phases of Cosmetology. Emphasis is placed on the application of theoretical knowledge to practical performance.

52 Intermediate Cosmetology 12 units
Prerequisite: Completion of Cosmetology 51 or 61-AB with a grade of C or better.
Theory of anatomy and physiology, skin and scalp diseases and disorders. Manipulative skills in advanced techniques covering advanced hair cutting and styling, salon management, hair coloring, chemical waving, thermal hair relaxing, facials and make-up. Additional supervised work experience in all phases of cosmetology. Increased emphasis on lab and desk duties, concentrating on dispensing of supplies, the use and techniques of the telephone and the appointment book. Eight hours per day, five days per week. (Also offered as Cosmetology 62-AB.)

53 Advanced Cosmetology 12 units
Prerequisite: Completion of Cosmetology 52 or 62-AB with a grade of C or better.
Advanced related science in anatomy and physiology. Manipulative skills include weaving, care, fitting and dressing of wigs; iron curling, men's hair styling and hair shaping (blower technique). Additional supervised work experience in all phases of cosmetology. The training is completed with California State Board examination preparation. Eight hours per day, five days weekly. (Also offered as Cosmetology 63-AB.)

55 Manicuring 8 units
Prerequisite: None.
A comprehensive course of 350 hours of instruction specializing in basic care of the hands and nails. One semester of training prepares the student for the California State Board of Cosmetology examination for manicurists and for employment in a beauty, barber, or men's hairstyling salon. Three hours lecture four hours lab plus 14 hours lab arranged weekly.

56-AB Cosmetology Teacher Training 7-7 units
Prerequisite: Current California cosmetologist license.
Prepares the licensed cosmetologist with the knowledge and technical methods necessary to teach cosmetology effectively;

59-ABCD Men’s Hairstyling 2-2-2-2 units
Prerequisite: Current California cosmetologist license.
A specialization for licensed cosmetologists to meet new demands of the industry. Develops fundamental concepts followed by more advanced techniques to upgrade professional standards of employment in a beauty salon or men's styling salon. One and one-half hour lecture and one and one-half hour lab weekly.

60-ABCD Wig Stylist 6-6-6-6 units
Prerequisite: None.
Practical training and technical instruction in wig care, fitting and styling leading to a wig stylist certificate issued by the State Board of Cosmetology. Three hours lecture and nine hours lab weekly.

61-AB Introduction to Cosmetology 8-8 units
Same as Cosmetology 51, 50AB, but designed for part-time students. Four hours per day, five days weekly, day and extended day.

62-AB Intermediate Cosmetology 8-8 units
Same as Cosmetology 52, 50CD, but designed for part-time students. Four hours per day, five days weekly.

63-AB Advanced Cosmetology 8-8 units
Same as Cosmetology 53, 50CD, but designed for part-time students. Four hours per day, five days weekly.

65 Cosmetologist-Patron Relations 2-2 units
Prerequisite: Currently enrolled Cosmetology 52/53 students
A study of human relations to provide Cosmetology students with the knowledge of social behavior in preparation for her/his professional role in working with people. Four hours lecture (nine weeks).

66-ABCD Men’s Hairpieces 2-2-2-2 units
Prerequisite: Cosmetology 59-AB.
COSMETOLOGY

Includes skillful designing, fitting, weaving, coloring styling and merchandising various types of men's hairpieces. One hour lecture and two hours lab weekly.


Prerequisite: Current California Cosmetology License.

Designed for the practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. One and one-half hours lecture and one and one-half hours lab weekly.

DACTYLOLOGY

70-A Beginning Sign Language 2 units

Prerequisite: None.

Fingerspelling and sign language vocabulary development. Two hours lecture weekly.

70-B Intermediate Sign Language 2 units

Prerequisite: Satisfactory completion of 70-A or equivalent.

Building on the sign language vocabulary from 70-A, students introduced to approximately 240 more signs. Stress placed on sentence formation and interpretation from verbal to manual communication. Two hours lecture weekly.

71-A Advanced Sign Language I 2 units

Prerequisite: Satisfactory completion of 70-AB or equivalent.

Utilizing the skills acquired in prior courses, emphasis placed on developing a fluent mode of communication in sign language, and interpreting the signed communication of others. Two hours lecture weekly.

71-B Advanced Sign Language II 2 units

Prerequisite: Satisfactory completion of Daetlyology 71-A or equivalent.

An advanced course in manual communication designed to develop skills necessary for interpreting for the deaf in a variety of settings. Two hours lecture weekly.

DATA PROCESSING

1 Introduction to Data Processing 3 units

UC*, CSUC
Prerequisite: None.


2 Basic Computer Data Processing 3 units

UC*, CSUC
Prerequisite: D.P. I or D.P. 10 with grade C or better.

In-depth study of those concepts introduced in D.P. I to prepare for computer programming language study. Includes hardware, software, program planning, and practical and effective use of the computer in the business world. Three hours lecture weekly.

10 Fundamental Computer Programming 3 units

UC, CSUC
Prerequisite: None.

An introduction to practical computer use for liberal arts students. FORTRAN language will be used because of its universality and its relative ease of use. Two hours lecture and three hours of lab weekly.

11 Computer Programming - Assembly Language 3 units

UC*, CSUC
Prerequisite: D.P. 2, with grade C or better.

Programming digital computers for business data processing. Two hours lecture and three hours lab weekly.

12-A Computer Programming—Beginning FORTRAN 3 units

UC*, CSUC
Prerequisite: D.P. 2, with grade C or better.

Programming digital computers for business data processing using FORTRAN IV language. Two hours lecture and three hours lab weekly.
DATA PROCESSING

12-B Computer Programming—Advanced
FORTRAN

UC*, CSUC
Prerequisite: D.P. 12-A, with grade C or better.

Writing computer programs in FORTRAN in which such advanced topics as alphabetic sorting, variable format, initialization, bit and byte manipulation, marks, logical arithmetic, radices, and truth tables will be pursued. Two hours lecture weekly.

13-A Computer Programming—COBOL

UC*, CSUC
Prerequisite: D.P. 2, with grade C or better.

Programming digital computers for business data processing using COBOL language. Two hours lecture and three hours lab weekly.

13-B Computer Programming—COBOL

UC*, CSUC
Prerequisite: Data Processing 13-A with grade of C or better.

Advanced concepts of COBOL language programming. How fundamental procedural statements are executed efficiently. Two hours lecture and three hours lab weekly.

14 Computer Programming—PL/1

UC*, CSUC
Prerequisite: D.P. 2, with grade C or better. COBOL and/or FORTRAN are strongly recommended.

Programming for digital computers using PL/1 as the language. Two hours lecture and three hours lab weekly.

15 Computer Programming—RPG

UC*, CSUC
Prerequisite: D.P. 2, with grade C or better.

Programming for digital computers using RPG (Report Program Generator) as the language. Two hours lecture and three hours lab weekly.

20 Data Processing Systems

UC
Prerequisite: D.P. 2 and at least one of the following: D.P. 11, 12-A, 13-A, 14, 15, each with a grade of C or better.

30 Problems in Computer Data Processing Spring

UC*
Prerequisite: D.P. 2, and choice of one of D.P. 11, 12-A, 13-A, 14, 15, each with grade C or better.

Advanced application of the computer to commercial problems, three hours lecture weekly.

51 Basic Data Processing Operations

UC*
Prerequisite: D.P. 1 or D.P. 10, with grade C or better. May be taken concurrently with D.P. 1.

Basic operations in data processing through "hands on" training. Students operate machines, handle cards, mount magnetic tapes, handle and maintain files and flow charts, design systems, and practice general techniques for functioning in a data processing installation. Three hours lab weekly.

53 Electro-Mechanical Machines

UC*
Prerequisite: D.P. 1 or D.P. 10, with grade C or better.

Practical application of the concepts of data processing to IBM punched card equipment. Control panel wiring of accounting machine, collator, reproducer, interpreter, calculator, two hours lecture and three hours lab weekly.

55 Information Systems for Management Personnel

UC*
Prerequisite: None. Title and course description should serve as screening devices for those who may not be qualified to study the subject.

A study of information storage and retrieval systems, both manual and automated, in small and large organizations and the objectives and benefits of the various types of systems. Emphasis is placed on what managers have to know to develop and use information systems in the most efficient and cost-effective way. Three lecture hours weekly.

85-ABCD Work Experience

UC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.
DATA PROCESSING

This class is designed to coordinate the student’s on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours of approved data processing employment weekly.

DENTAL TECHNOLOGY

Riverside City College awards an Associate in Arts degree in dental technology upon successful completion of a prescribed two-year program.

If a student wishes he may receive a certificate upon completing the two-year curriculum in Dental Technology, offered in 20 hour blocks. The student must have a C grade in each of the previous classes, as outlined in the certificate program, to continue into the next semester.

—Expenses—

1. The student is required to purchase a set of selected hand-tools that cost about $25.00.
2. The student furnishes his own laboratory coat.
3. Books and supplies cost about $100 for the two years.
4. Students are urged to carry some form of health and accident insurance. Policies are available to college students at reasonable rates.

—Requirements for Admission to Dental Technology Program—

1. Admission to the college.
2. Applicants must also have qualifying test scores on a chalk carving dexterity test. Arrangements for taking this test may be made through the Counseling Center.

70 Introduction to Dental Technology, Ethics and Jurisprudence Fall 1 unit

Prerequisite: Admission to the program.

An introductory course to acquaint the student with the field of dental laboratory technology, the categories of training and employment, professional relationship of the technician and dentist, and the ethics and laws governing laboratory practices. One hour lecture weekly.

71 Dental Morphology Fall 2 units

Prerequisite: Concurrent enrollment in Dental Tech. 70.

Dental anatomy, physiology and terminology will be covered to allow the student a thorough study of the terms peculiar to the dental profession. Students are required to carve teeth in wax to develop manipulative skill and to learn teeth anatomy. One and one-half hour lecture and one and one-half hour lab weekly.

DENTAL TECHNOLOGY

72-A Dental Materials and Their Uses, I Fall 3 units

Prerequisite: Admission to the program.

Emphasis on the non-metallic materials used by the technician. Demonstrations will include the uses of gypsum products, duplicating materials, resins, waxes, ceramics and polishing agents. Two hours lecture and two hours lab weekly.

72-B Dental Materials and Their Uses, II Spring 3 units

Prerequisite: Dental Technology 72-A.

A study of metal and alloy materials used in dentistry; melting, casting principles of finishing and polishing with special emphasis on chrome cobalt alloys and precious metals. Two hours lecture and two hours lab weekly.

73-A Complete Denture Techniques, I Fall 6 units

Prerequisite: Admission to the program.

Covers the pouring of diagnostic casts, and construction of custom trays, shellac base plates, occlusal bite rims, mounting of models on articulators, and the processing of dental resins. Three hours lecture and eight hours lab weekly.

73-B Complete Denture Techniques, II Spring 4 units

Prerequisite: Dental Technology 73-A.

Covers the procedure of constructing an immediate full maxillary denture, the relining and transfer of this denture. Two hours lecture and six hours lab weekly.

73-C Complete Denture Techniques, III Summer 3 units

Prerequisite: Dental Technology 73-B.

The construction of a complete maxillary and mandibular denture, the utilization of cast metal bases will be emphasized. Four hours lecture and 15 hours lab weekly.

74 Dental Anatomy and Physiology Fall 1 unit

Prerequisite: Admission to the program.

The study of the gross anatomy of the individual teeth; their anatomy in cross section; the alignment of the teeth in the jaws; their occlusion during the various jaw relations, the bony foundations of the teeth, maxillary and mandibular landmarks and the temporomandibular articulation. One hour lecture weekly.
DENTAL TECHNOLOGY

76-B Crown and Bridge Techniques, II  Fall 6 units
Prerequisite: Dental Technology 76-A with a grade of C or better.
Covers the techniques specific to the casting of inlays and crowns and the soldering of these units and the finishing and polishing of the completed bridge. Two hours lecture and two hours lab weekly.

76-B Crown and Bridge Techniques, II  Fall 4 units
Prerequisite: Dental Technology 76-A.
Bridges of various designs are constructed. Advanced techniques are used which utilize porcelain, gold and acrylic pontics. Three hours lecture and nine hours lab weekly.

77-A Partial Denture Techniques, I  Fall 4 units
Prerequisite: Sophomore standing or equivalent.
The study of surveying, design and waxing of the removable partial denture framework; the casting of and finishing of the casting. Two hours lecture and six hours lab weekly.

77-B Partial Denture Techniques, II  Spring 4 units
Prerequisite: Dental Technology 77-A.
A continuation of partial denture construction, whereby the student will repair partial dentures by the addition of new clasps and teeth. The theory of prevision partial denture construction is covered. Two hours lecture and six hours lab weekly.

78 Elementary Ceramics  Spring 6 units
Prerequisite: Dental Technology 76-B with a grade of C or better.
Deals with the physical properties and manipulation of porcelain; preparation of dies, adaptation of platinum matrices, firing, grinding and glazing. Techniques of staining and personal characterizations are presented. Three hours lecture and eight hours lab weekly.

80-ABCD Work Experience  1-2-3-4 units
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.
This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction.
DENTAL TECHNOLOGY

This course is designed to familiarize the students with the laboratory requirements of orthodontists. The course will introduce the student to wire-bending procedures and the fabrication of orthodontic appliances and pedodontic preventive appliances such as space maintainers, both fixed and removable, habit-breaking appliances and appliances for effective tooth movement. Study model preparation will also be introduced. Four hours lecture and 15 hours lab weekly.

EARLY CHILDHOOD STUDIES

1 Introduction to Early Childhood Programs 3 units

UC*, CSUC
Prerequisite: ECS-7 or concurrent enrollment recommended.

A survey of the field of Early Childhood Studies with reference to the importance and responsibilities of the preschool environment. Includes directed observation of a variety of community Early Childhood programs. Observation required. Three hours lecture weekly.

2 Principles and Practices of Early Childhood Education 4 units

UC*, CSUC
Prerequisite: ECS-1

Application of child growth and development principles to early childhood curricula; study of appropriate play and learning experiences; use of materials and equipment; techniques of planning; administration and organization of staff; interpersonal relationships; finances and advisory boards; recordkeeping; guidance techniques; discipline and group control; development and evaluation of curriculum. Four hours lecture weekly.

4-ABCD Work Experience 1-2-3-4 units

CSUC*
Prerequisite: ECS-2 or concurrent enrollment.

A supervised practicum in planning and conducting early childhood curriculum and programs. Designed to coordinate paid or volunteer on-the-job training with direct experience in working with young children on campus and/or in the community. One hour lecture/discussion plus five to twenty hours employment experiences per week.

6 Creative Activities for Young Children 3 units

CSUC
Prerequisite: None.

7 Child Development 3 units

UC*, CSUC
Prerequisite: None.

Pre-natal growth, the birth, and development through the years of childhood. Emphasis on physical, mental, social, and emotional development. Includes nursery school observation. Three hours lecture weekly.

12 Parent Participation and Involvement 3 units

CSUC
Prerequisite: None.

Designed for parents and interested adults wishing to further their understanding of the philosophy, objectives, teaching methods, techniques of child care center while actively participating in the functioning of the center. Two hours lecture and three hours lab weekly.

17 Adult-Child Interaction 3 units

CSUC
Prerequisite: None.

Designed for parents, teachers, teacher-aides, and others interested in or participating in parent education. Broad overview of child development, prenatal through early childhood periods. Communication and interaction within the family and school for young children. Three hours lecture weekly.

44 Nursery School Administartion 3 units

CSUC
Prerequisite: Nine units in nursery school courses.

Principles and practices of nursery school administration including program, organizational structure, budgeting, personnel policies and practices, records, statistics, reporting, and relationship with community resources, regulatory agencies and parents. Three hours lecture weekly.
ECONOMICS

4 Contemporary Economic Problems 3 units
UC, CSUC
Prerequisite: None.

A general education course emphasizing simple economic analysis applied to issues and problems facing the U.S. citizen. Problems are dissected with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of action. Includes inflation, unemployment, income distribution, environmental quality, and government intervention in markets. Three hours lecture weekly.

7 Principles of Macroeconomics 3 units
UC, CSUC
Prerequisite: Qualifying test scores or Economics 4.

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. Three hours lecture weekly.

8 Principles of Microeconomics 3 units
UC, CSUC
Prerequisite: Qualifying test scores or economics 4.

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. Three hours lecture weekly.

30 Consumer Economics (same as Home Economics 30) 3 units
UC, CSUC
Prerequisite: None.

Applied economics oriented toward rational personal decision-making in budgeting limited income, buying, and financial planning. Economic principles and institutional structures are presented insofar as they affect consumer choices. Emphasis is placed upon acquiring relevant information and arriving at decisions which lead to explicitly formulated personal goals. Three hours lecture weekly.

ECONOMICS

40 Economic History of the United States 3 units
UC, CSUC
Prerequisite: None.

Introduces the student to the historical background and institutions of the American economy from colonial times to the present with emphasis upon the historical aspects of contemporary economic institutions and issues. Three hours lecture weekly.

EDUCATION

1 Introduction to Education 3 units
UC, CSUC
Prerequisite: Sophomore standing.

An introduction to the principles of education, with emphasis on the role and requirements of the teacher. Guided observations of classes in the elementary and secondary schools are included. Three hours lecture weekly.

50 Micro-Counseling: Paraprofessional Counseling for the Disadvantaged 3 units
CSUC
Prerequisite: None. Completion of at least one semester at R.C.C. recommended.

Identifies and deals with the needs of culturally disadvantaged students through the preparation of student peer paraprofessional counselors. Three hours lecture weekly.

51 The Paraprofessional in the Elementary Classroom 3 units
CSUC
Prerequisite: None.

Prepares students planning to seek employment as teacher aides or volunteers in elementary schools. The role of the non-certified person in the school; school law and district policies; non-teaching tasks supporting classroom operation; tutoring techniques in the language arts, work study skills, and perceptual-motor training; operation of audio-visual equipment and other instructional material. Three hours lecture and three hours to be arranged.

ELECTRONICS

Beginning electronics students may enroll in any course for which they qualify, but the following guidelines are strongly suggested.
ELECTRONICS

A. The beginning lab technician courses are Electronics 51, 52, and 54. If at all possible, all three courses should be taken concurrently; 51 and 52 must be concurrent unless prior credit for one of them was earned.

B. The beginning service technician courses are Electronics 71, 72, and 74. If at all possible, all three courses should be taken concurrently.

C. If there is any doubt about qualifications for either of the above course series, consult an electronics department instructor prior to registration.

D. Both beginning series will be offered at the same times, so if a student mistakenly enrolls in the wrong series, it will be possible to cross-transfer.

10 Electronics for Industrial Arts Majors Spring 4 units

CSUC
Prerequisite: None.

Designed for industrial arts majors, engineering aides, and other students who desire a general electronic background. Basic electrical theory, electronics, components and circuitry, and radio systems, both AM and FM will be covered. Three hours lecture and three hours lab weekly.

50-A Electronics Fundamentals and Mathematics, I Fall 5 units

CSUC
Prerequisite: 1 year of high school algebra or Math 52 or equivalent.

Basic DC theory including Ohm's Law, circuit analysis, network theorems, electronics math including use of slide rule and applied algebra. Three hours lecture and six hours lab weekly.

50-B Electronics Fundamentals and Mathematics, II Spring 5 units

CSUC
Prerequisite: Electronics 50-A.

AC theory including inductance, capacitance, RCL circuits, attenuators and filters. Electronic math including use of slide rule, trigonometry, vector analysis and logarithms. Three hours lecture and six hours lab weekly.

51 Electrical Fundamentals of Electronics Fall 7 units

CSUC
Prerequisite: Electronics 52, or taken concurrently.

52 Electronic Math Fall 3 units

CSUC
Prerequisite: None.

Applications of Ohm's Law, resonance and impedance formulae, vectors and other related math. Three hours lecture weekly.

53 Electronic Circuity Spring 7 units

CSUC
Prerequisite: Electronics 51 and 52.

Basic theory of active devices and active networks involving vacuum tubes and solid state devices in rectifier, amplifier, oscillator and special circuits. Five hours lecture and six hours lab weekly.

54 Electronic Measurements Fall 2 units

CSUC
Prerequisite: Electronics 51 or 80 concurrently.

Fundamentals of measurements and proper measuring procedures. Includes measurement of voltage, current, resistance, capacitance, inductance, impedance, power, phase, distortion, audio and radio frequencies. Careful procedures and correct use of instruments are stressed. One hour lecture and four hours lab weekly.

55 Report Writing Spring 2 units

CSUC
Prerequisite: Electronics 51 or 80.

Correct procedures for organizing and presenting data in the form of a technical paper. Includes an analysis of common hazards in grammar and spelling. Two hours lecture weekly.

56 Computer Mathematics Spring 3 units

CSUC
Prerequisite: None.

Special mathematics essential to the understanding of modern electronic computers and cybernetic systems. Binary arithmetic, and Boolean algebra are included. Three hours lecture weekly.
57 Electronic Drafting Fall 1 unit

CSUC
Prerequisite: Electronics 51, or may be taken concurrently.

Basic drafting procedures, with emphasis on their usage in electronic drafting. Lettering, schematic diagrams, chassis layout, as well as rough layout, and the use of aids such as templates will be emphasized. Four hours lab weekly.

58 Semi-Conductor Fundamentals (Alternate years) Fall 5 units

CSUC
Prerequisite: Electronics 51 or 80.

Design and analysis of linear transistor circuits using the latest circuit oriented methods which minimize the amount of mathematics required and maximize circuit performance. Design circuits, construct them in the laboratory, and compare actual circuit performance against design specifications. A highly practical course for students who must make transistor circuits work in the laboratory, in production, or in the field. Three hours lecture and six hours lab weekly.

59 Microelectronics (Alternate years) Spring 2 units

CSUC
Prerequisite: Electronics 51, 71, or 80.

A basic course in microelectronics including thin film, thick film and MOS, but with the emphasis on monolithic integrated circuits. Includes methods of fabrication and equivalent circuits, and their uses in systems and subsystems. Two hours lecture weekly.

60 Introduction to Electronics Summer 1 unit

Prerequisite: None.

An introduction to basic electronic theory, devices, and simple circuits. Includes laboratory techniques and use of basic test equipment. Three hours lecture and three hours lab weekly.

62 Audio and Radio Frequency Circuits Fall 4 units

CSUC
Prerequisite: Electronics 53 and 54.

Radio receiver circuitry, with the modifications of the super heterodyne receiver found in AM and FM entertainment equipment, communications receivers, and mobile equipment. Generation of radio frequency power, and its modulation, both by amplitude and by frequency, including multiplex systems. Components and circuitry in PA and high fidelity, both monaural and stereo. Two hours lecture and six hours lab weekly.

63-AB Radiotelephone Technician Licensing, I 6-6 units

Prerequisite: Electronics 51 and 53 or 80 and 82.

A study of pertinent electronics communication theory specifically directed toward meeting the requirements for passing Federal Communications Commission examination elements, I, II, III for the Second Class Radiotelephone License. Six hours lecture weekly.

64-AB Radio Technician Licensing, II 3-3 units

Prerequisite: Electronics 63-B or a valid Second Class Radiotelephone F.C.C. License.

A study of pertinent electronics communications theory specifically directed toward meeting the requirements for passing Federal Communication Commission examination Element IV and Endorsement IX for the First Class Radiotelephone License Endorsement. Three hours lecture weekly.

65 Computer Circuitry Fall 3 units

CSUC
Prerequisite: Electronics 56.

Digital circuits will be analyzed and integrated into complete systems. Extensive use will be made of systems diagrams, counters, decoders, detect networks, shift registers, adders, will be covered. Two hours lecture and four hours lab weekly.

66 Advanced Computer Circuits 3 units

Prerequisite: Electronics 65.

The functioning of a computer will be studied through the integration of basic digital subsystems. Applications of computers will be examined with an emphasis on microcomputers. Two hours lecture, four hours lab weekly.

67 Special Semiconductor Devices Spring 3 units

CSUC
Prerequisite: Electronics 51, 71, or 80.

Latest state of the art covering semi-conductor devices (except bi-polar transistors), MOS FET's, silicon controlled rectifiers,
**ELECTRONICS**

- Zener and avalanche devices, trigger, diodes, triacs, and others. Three hours lecture weekly.

**68 Advanced Electronic Measurement**

- **Fall 4 units**
- CSUC
- Prerequisite: Electronics 51.
- The use of more sophisticated instruments for critical measurements. Includes digital measurements, audio-measurements, radio frequency measurements and other specialized measurements. Two hours lecture and six hours lab weekly.

**71 Fundamentals of Electronics for Technicians**

- **Fall 7 units**
- Prerequisite: None.
- Basic electronic theory including structure of matter, Ohm's Law, AC theory, an introduction to vacuum tubes and solid state devices, and antennas presented with an emphasis on electronic maintenance and repair. Five hours lecture and six hours lab weekly.

**72 Math for Technicians**

- **Fall 3 units**
- Prerequisite: None.
- Basic math principles and methods of calculation necessary for an understanding of elementary electronic theory. Scientific notation, basic slide rule, use of electronic formulas, and some business arithmetic will be covered. Three hours lecture weekly.

**73 Basic Television**

- **Spring 7 units**
- Prerequisite: Electronics 71, 72.
- Black and white and color television. Complete analysis of TV receivers both black and white, and color. Troubleshooting the TV receiver. Five hours lecture and six hours lab weekly.

**74 Electronic Test Equipment**

- **Fall 2 units**
- Prerequisite: None.
- Emphasizes the use of electronic test instruments such as the vacuum tube volt-meter, volt-ohm-milliammeter, capacitor testers, vacuum tube and transistor testers, oscilloscopes, AF and RF generators. Component identification, ratings, and use of manuals. Should be taken concurrently with Electronics 71 and 72. One hour lecture and four hours lab weekly.

**75 Servicing Semiconductor Equipment**

- **Spring 5 units**
- Prerequisite: Electronics 71, 72.
- A servicing oriented course covering all important aspects of semiconductors as they are used in home entertainment equipment. Three hours lecture and six hours lab weekly.

**78 Television Circuity**

- **Spring 3 units**
- Prerequisite: Electronics 71.
- Analysis and operation of individual circuits, vacuum tube and transistor, which are used in TV receivers, high fidelity and related equipment. Three hours lecture weekly.

**79-ABCD Work Experience**

- **1-2-3-4 units**
- CSUC
- Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.
- This class is designed to coordinate the student's on-the-job training with related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences weekly.

**80 Fundamentals of Electronics**

- **4 units**
- CSUC
- Prerequisite: None.
- Basic electrical theory, including Ohm's Law, impedance, vectors and AC theory. Three hours lecture and three hours lab weekly.

**81 Materials and Techniques of Electronics**

- **Spring 1 unit**
- Prerequisite: None.
- An introduction to construction and service practices. Includes wiring, soldering, chassis and panel layout, marking fabrication, circuit board techniques, and military requirements. Three hours of lab weekly.

**82 Electronic Circuits**

- **4 units**
- CSUC
- Prerequisite: Electronics 80.
- Active devices and circuits including power supplies, amplifiers, oscillators, and wave shapers. Three hours lecture and three hours lab weekly.
ELECTRONICS

83 Semi-Conductor Theory and Practice  Spring  3 units
CSUC
Prerequisite: Electronics 80.

A basic course in the design and analysis of linear transistor circuits using the latest circuit oriented methods which minimize the amount of mathematics required and maximize circuit performance. The students will design circuits, construct them in the laboratory, and compare actual circuit performance against design specifications. A highly practical course for students who must make transistor circuits work in the laboratory, in production, or in the field. Two hours lecture and three hours lab weekly.

84 Component and Environmental Measurements  Summer  1 unit
Prerequisite: Electronics 80.

Measurement of common electronic components and use of basic measuring instruments, effects of environmental extremes on component operation. One and one-half hours lecture and four and one-half hours lab weekly.

90 Pulse and Digital Circuits  4 units
Prerequisite: Electronics 80, 82, and 52.

A comprehensive study of pulse, switching and trigger circuits. Includes introduction to digital computers. Three hours lecture and three hours lab weekly.

93 Basic Television Service  Fall  4 units
Prerequisite: Electronics 80, 82, or full-time employment in the field.

Basic theory of monochrome and color television including both tube and transistor receivers, symptom analysis, using visual and audible indications to determine defective devices or sections. Fundamentals of field service including estimating, billing and applicable laws. Two hours lecture and four hours lab weekly.

94 Advanced Television Service  Spring  4 units
Prerequisite: Electronics 93, or full-time employment in the field.

Theory and operation of color and monochrome TV receivers and circuits, both tube and solid state. Symptom analysis/diagnosis/troubleshooting and repair of TV receivers. Bench service techniques, estimating, billing and applicable laws. Three hours lecture and three hours lab weekly.

ENGINEERING (Also see Surveying Technology)

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.

1-A Plane Surveying, I  Fall  3 units
UC, CSUC
Prerequisite: Mathematics 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. Two hours lecture weekly. A three-hour field practice is held each Saturday.

1-B Plane Surveying, II  Spring  3 units
UC, CSUC
Prerequisite: Engineering 1-A.

Emphasis upon adjustment techniques and greater depth in error theory. Traverse and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. Two hours lecture weekly. A three-hour field practice is held each Saturday.

18 Legal Aspects of Surveying  3 units
CSUC
Prerequisite: Engineering 1-AB or five years surveying experience.

A study of legal aspects related to public land survey, municipal property survey, and descriptions and laws affecting a surveyor. Includes property line surveys, methods of setting missing property corners. Three hours lecture weekly.

22 Engineering Drawing  2 units
UC, CSUC
Prerequisite: Engineering 50 or one year of high school drafting.

Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and toler-
ENGINEERING

ances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. Six hours lab weekly.

23 Descriptive Geometry

UC, CSUC
Prerequisite: Engineering 22 and Mathematics 36.

Graphical (drafting) techniques applied to the solutions of vector problems, the development of surfaces as in sheet-metal work, the determination of lines of intersection between surfaces, and the solution of miscellaneous engineering problems involving points, lines, and planes. Six hours lab weekly.

24 Advanced Engineering Drawing

UC, CSUC
Prerequisite: Engineering 23.

Drawing to include functional scales, empirical equations, nomographs, graphical calculus, layout drawings, problems in kinematics, and simple design problems. Six hours lab weekly.

35 Statics (Engineering Mathematics)

UC, CSUC
Prerequisite: Physics 4-A.

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. Three hours lecture weekly.

50 Drafting

CSUC
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. Six hours lab weekly.

51 Blueprint Reading

Prerequisite: None.

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. Three hours lab weekly.

85 Basic Metallurgy
(Same as Middle Management 85)

Prerequisite: None.

A background of basic metallurgical information. Subjects covered include selection and characteristics of metals and alloys, production of pure metals, principles of alloying and heat treating, production and fabrication processes, testing and inspection methods and techniques. Three hours lecture weekly.

ENGLISH

1-A English Composition

UC, CSUC
Prerequisite: Qualifying test scores.

Emphasis on exposition. The course is designed to develop competence in rhetorical skills. Extensive reading assignments and writing in exposition, argument, and research are made. Three hours lecture weekly.

Credit for this course can also be earned by achieving a score of 3 or better on the Advanced Placement Test.

1-B English Literature and Composition

UC, CSUC
Prerequisite: English 1-A.

Designed to develop skill in reading, interpreting, analyzing, and criticizing imaginative literature: the short story, novel, drama, and poetry. Composition totaling a minimum of 8000 words serves to correlate writing with reading. Three hours lecture weekly.

Credit for this course can also be earned by achieving a score of 3 or better on the Advanced Placement Test.

2 Developmental Reading

CSUC
Prerequisite: Qualifying test scores.

Practice in reading for increased speed and comprehension. This course is intended primarily for students planning to transfer. Reading with pacers, reading of films, reading problems and exercises. One hour lecture and three hours lab; four hours weekly for nine weeks.
ENGLISH

6 English Literature, I, Heroic Age, Renaissance, Neo-Classic Period  
UC, CSUC  
Prerequisite: English I-B. Required for English majors.  
Survey of English literature from its beginning to 1800, covering the important historical periods and movements, personalities, and individual literary work. All types of literature including examples of poetry and drama and fictional and non-fictional prose. Three hours lecture weekly.

7 English Literature, II, Romantic period, Victorian Period, Modern Period  
UC, CSUC  
Prerequisite: English I-B. Required for English majors.  
Survey of English literature from 1800 to the present, covering important historical periods and movements, personalities, and individual literary work. Attention is given to all types of literature including examples of poetry and drama and fictional and non-fictional prose. Three hours lecture weekly.

9 Introduction to Shakespeare  
UC, CSUC  
Prerequisite: English I-B.  
An intensive study of selected Shakespearean comedies, tragedies, and histories. Three hours lecture weekly.

11-A Creative Writing, I  
UC, CSUC  
Prerequisite: None.  
Studies in fundamental principles of writing fiction encompassing character development, plot structure, viewpoint manipulation, and scenery. Stories by professional writers as well as those of students will be analyzed. Three hours lecture weekly.

11-B Creative Writing, II  
UC, CSUC  
Prerequisite: English 11-A.  
Techniques of writing fiction with special emphasis on applying these techniques to the writing of a novel. A study of current marketing problems of both slick and pulp material. Three hours lecture weekly.

13 Comic Satire  
UC, CSUC  
Prerequisite: Qualification for English I-A.  
Human and critical wit are blended to examine man and his institutions. Comic elements, forms, movements, and situations focus on the picaresque rogue and the anti-hero found in representative novels from the beginning of this literary form to the present. Develops an increased perception of the impact and significance of comic realism. Three hours lecture weekly.

14 American Literature, I  
UC, CSUC  
Prerequisite: Qualifying test scores.  
A study of major American writers from the beginning to 1860. Three hours lecture weekly.

15 American Literature, II  
UC, CSUC  
Prerequisite: Qualifying test scores.  
American literature from 1860 to the present. Three hours lecture weekly.

16 Black American Literature  
UC, CSUC  
Prerequisite: None.  
Black American literature in all genres from the early oral traditions to major contemporary authors, presenting the cultural and intellectual trends and promoting awareness of the important contributions of black authors. Three hours lecture weekly.

18 Native American Literature  
UC, CSUC  
Prerequisite: None.  
A survey of the Native American as he sees himself and as others see him in fact and in fancy through literature. Emphasis will be upon becoming familiar with a broad part of literature and becoming more aware of the cultural and social patterns as these relate to contemporary changes. Three hours lecture weekly.

20 Mexican Literature in Translation  
UC, CSUC  
Prerequisite: None.
ENGLISH

A survey of Mexican literature in translation covering the novel, short-story, essay, poem, and song from the pre-Columbian time to the present with emphasis upon the period from 1910 to the present, including the Chicano experience in literature since 1960. Three hours lecture weekly.

25 Crime Fiction
3 units

UC, CSUC
Prerequisite: None.

The history and development of the various types of crime novels. Students will become aware of the range and variety of detective fiction and of new authors in criminal fiction. Three hours lecture weekly.

26 The Literature of Mysticism, Meditation, and Madness
3 units

UC, CSUC
Prerequisite: None.

Mysticism, meditation, and madness as seen in a survey of modern and historical literature. These three extreme states of being will be studied as methods of emotional and rational self-expression. Besides the literature, supplemental readings in psychology, religion, and philosophy will be used as additional sources. Some authors covered are Blake, Hopkins, Kafka, Hesse, Nin, and Castaneda. Three hours weekly.

27 The Art of the Cinema
Spring 2 units

UC, CSUC
Prerequisite: None.

The history and the esthetics of motion pictures. Films are compared to other forms of narrative and pictorial art. Examples of films significant in the history and the art of the film including the documentary are shown, from the beginning to the present day. Study is directed toward greater understanding and enjoyment of motion pictures as an art form. One hour lecture and two hours lab weekly.

30 Children's Literature
3 units

UC, CSUC
Prerequisite: None.

Survey of children's literature from early times, with emphasis on contemporary material. Oral presentation is stressed, but some writing is required. Three hours lecture weekly.

34 Folk/Rock Poetry
3 units

UC, CSUC
Prerequisite: None.

The traditional and the most recent folk/rock lyrics in relation to poetic form, theme and music and in conjunction with traditional and modern poetry. Three hours lecture weekly.

35 Women in Literature
Spring 3 units

UC, CSUC
Prerequisite: None.

A study of literature both by and about women organized around female stereotypes. The readings in fiction, poetry, and criticism will explore literary images of woman as wife, mother, sex object, seductress, old maid, and free woman. Three hours lecture weekly.

37-ABCD Film Appreciation
1-1-1-1 unit

UC, CSUC
Prerequisite: None.

A study of films, foreign and American, selected for merit. Different films are studied each term. Readings in film criticism. Lectures on and discussions of directors, production details, and the elements of film criticism. The course is an adjunct to the Film Series program. Two hours of screening on alternate weeks (approx.) and one hour of lecture.

40 Masterpieces of World Literature, I
(Alternate years) Fall 3 units

UC, CSUC
Prerequisite: Qualification for English I-A.

A study of great works of world literature including those of the Orient, but exclusive of English and American works. The highest achievements in literature of different cultures from the beginning to the early Renaissance are studied for their cultural milieu, artistic form, and contribution to modern thought. Three hours lecture weekly.

41 Masterpieces of World Literature, II
(Alternate years) Spring 3 units

UC, CSUC
Prerequisite: Qualification for English I-A.

From the late Renaissance to the present, with major emphasis on the development of modern forms and movements culminating in the 20th century. Three hours lecture weekly.
42 Far and Near: The Literature of the East Spring 3 units

UC, CSUC
Prerequisite: Qualification for English 1-A.

A survey of Asian literature representing the highest achievement of the cultures of Arabia, Persia, India, China, and Japan. Emphasis is put on historical milieu, artistic forms, and contribution to modern thought. Three hours lecture weekly.

44 Discovering Modern Poetry 3 units

UC, CSUC
Prerequisite: None.

A survey of modern poetry using techniques in critical analysis, class discussion and poetic composition. Three hours lecture weekly.

45 Discovering Modern Drama Fall 3 units

UC, CSUC
Prerequisite: None.

Current and contemporary drama in modern society; the role of the dramatist as interpreter and voice of the social dilemmas and crises of the contemporary world. Three hours lecture weekly.

48 Modern Literature — Short Story and Novel Spring 3 units

UC, CSUC
Prerequisite: None.

Representative literature of the 20th century with emphasis on the short story and novel. How major writers have treated contemporary man in crisis with himself and society. Three hours lecture weekly.

49 Literary Criticism and Analysis Spring 3 units

UC, CSUC
Prerequisite: English 1-B.

A study of the several types of literary criticism and an examination of the different approaches used in analyzing literary works. Special emphasis will be placed on the literary work and the author, the literary work and the reader, and the literary work in relation to its age. Three hours lecture weekly.
ENGLISH

presented in great detail. Five lecture hours per week.

52-C Literature and Composition for the Deaf Fall 3 units
Prerequisite: English 52-B.
Continuation of 50-B at an advanced level. Five hours lecture weekly.

52-D Literature and Composition for the Deaf Spring 3 units
Prerequisite: English 52-C.
Continuation of 52-C at a more advanced level. Five hours lecture weekly.

53-A Literature and Composition for the Deaf Adult, I Fall 3 units
Prerequisite: None.
A general study of literature with emphasis on the novel and short story. Principles of effective written expression will be covered in book reports and essays covering books read. Three hours lecture weekly.

53-B Literature and Composition for the Deaf Adult, II Spring 3 units
Prerequisite: English 53-A.
Covers a general study of literature with emphasis on the reading of the novel and short story. Principles of effective written expression will be covered in book reports and essays covering books read. Three hours lecture weekly.

55 Developmental Literature and Composition for the Deaf Summer 3 units
Prerequisite: None.
A course of developmental work in reading and composition with an emphasis on use of skills in practiced situations related to school, employment, and home. Two hours daily, five days a week, six week summer session.

56 English as a Second Language 3 units
UC, CSUC
Prerequisite: None. Intended for students whose native language is not English, but who have understanding of elementary English.

FIRE SCIENCE

Understanding, speaking, reading and writing of English for foreign students and others of different language backgrounds. Intensive work in grammar, composition, conversation, idiomatic usage, and vocabulary building. Three hours lecture and one hour lab weekly.

ESCROW

90-A Escrow Procedures, I 3 units
Prerequisite: None.
Methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate, including the legal and ethical responsibilities of persons engaged in escrow work. Three hours lecture weekly.

90-B Escrow Procedures, II 3 units
Prerequisite: Escrow 90-A or one year experience as an escrow officer.
A continuation of Escrow 90-A. Emphasizes advanced escrow problems and legal procedures. This covers the more unusual and difficult types of escrows and evaluating the possible solutions. Three hours lecture weekly.

90-C Escrow Procedures, III Fall 3 units
Prerequisite: Escrow 90-B or two years experience as an escrow officer.
A further study of the more unusual and different types of escrows, with particular attention to those escrows wherein conflict or dispute arises. Some cases include: compliance with conditions, agency relationship, wrongful delivery, conditional deposits, liability, assignments, delivery and escrow instructions. Three hours lecture weekly.

FIRE SCIENCE

51 Introduction to Fire Science 3 units
Prerequisite: None.
Philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of Federal, State, County, and private fire protection career opportunities. Three hours lecture weekly.

52 Fundamentals of Fire Prevention 3 units
Prerequisite: None.
### FIRE SCIENCE

Organization and functions of fire prevention; inspection; surveying and mapping procedures; recognition of fire hazards; engineering a solution of the hazard; enforcement of the solution; public relations as affected by fire prevention. Three hours lecture weekly.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>53</td>
<td>Fire Tactics and Strategy</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Three hours lecture weekly.</td>
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<tr>
<td>54-A</td>
<td>Hazardous Materials, I</td>
<td>3</td>
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<td></td>
<td>Prerequisite: Fire Science 80 or equivalent.</td>
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<tr>
<td></td>
<td>Review of basic chemistry; storage, handling, laws, standards, and fire fighting practices pertaining to hazardous solids, liquids and gases. Three hours lecture weekly.</td>
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<tr>
<td>54-B</td>
<td>Hazardous Materials, II</td>
<td>3</td>
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<td></td>
<td>Prerequisite: Fire Science 54-A.</td>
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<td></td>
<td>Further review of basic chemistry and study of the problems involved in and laws and standards governing the handling, manufacture, storage, transportation, and use of hazardous materials likely to be encountered in fire fighting practices. Three hours lecture weekly.</td>
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<tr>
<td>55</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems. Three hours lecture weekly.</td>
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</tr>
<tr>
<td>56</td>
<td>Related Codes and Ordinances</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Three hours lecture weekly.</td>
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<tr>
<td>57</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Fire Science 80 and Mathematics 51, or equivalent.</td>
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</tr>
</tbody>
</table>

### FIRE SCIENCE

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and calculation to hydraulic problems; water supply problem; underwriter’s requirements for pumps. Three hours lecture weekly.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>58</td>
<td>Building Construction for Fire Protection</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
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</tr>
<tr>
<td></td>
<td>Fundamental building construction and design; fire protection features; special considerations. Two hours lecture weekly.</td>
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</tr>
<tr>
<td>59</td>
<td>Fire Company Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Fire Science 80, 53, and 56. Recommended two years employment in Fire Department or equivalent.</td>
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</tr>
<tr>
<td></td>
<td>Review of fire department organization; fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting company fire fighting capability, and records and reports. Three hours lecture weekly.</td>
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</tr>
<tr>
<td>60</td>
<td>Rescue Practices</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Lifesaving practices pertaining to the fire company; training for resuscitator squads; rescue equipment; the fire department’s role in Civil Defense and other disaster acts; chemicals and diseases that affect breathing; California law on first aid; breathing apparatus. Three hours lecture weekly.</td>
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</tr>
<tr>
<td>61</td>
<td>Fire Apparatus and Equipment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Fire Science 80. Recommended employement in the Fire Service or related field, or equivalent.</td>
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<tr>
<td></td>
<td>Driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, apparatus maintenance. Three hours lecture weekly.</td>
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</tr>
<tr>
<td>62</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Procedures for inspecting fire scenes. Court procedures — criminal and civil. Obtaining and processing of evidence. Investigation of fire causes. Three hours lecture weekly.</td>
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</tr>
</tbody>
</table>
FIRE SCIENCE

63 Wildland Fire Control 3 units

Prerequisite: Fire Science 80 and 53. Recommended employment in a fire control organization or equivalent.

Provides the employed fireman or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. Three hours lecture weekly.

80 Fire Science — Basic Training 6 units

Prerequisite: None.

An overall view of fire protection to introduce the student to fire suppression, to provide technical background on the characteristics of fire extinguishment principles, to introduce the student to fire prevention, to teach fundamental fire fighting proper care and use of tools and equipment. Twenty hours lecture, twenty hours lab weekly.

FRENCH

1 French, I 4 units

UC, CSUC
Prerequisite: None.

Study of French, including grammar, pronunciation, conversation, composition, and reading of basic French. Four hours lecture weekly. An additional hour of lab is required weekly.

2 French, II 4 units

UC, CSUC
Prerequisite: French 1, or 2 years of high school French with at least a B average.

Continued study of French grammar, pronunciation and composition, with emphasis on conversation. Continued reading of simple literary French. Four hours lecture weekly. An additional hour of lab is required weekly.

3 French, III 4 units

UC, CSUC
Prerequisite: French 2, or 3 years of high school French with at least a B average.

Reading of fairly advanced French literature, oral and written composition, and further study of correct grammatical and idiomatic usage of French. Four hours lecture weekly. An additional hour of lab is required weekly.

GEOGRAPHY

4 French, IV Spring 4 units

UC, CSUC
Prerequisite: French 3, or 4 years of high school French with at least a B average.

Oral and written composition, and a survey of French literature from the Middle Ages to the present. Four hours lecture weekly. An additional hour of lab is required weekly.

5 Advanced French Composition and Conversation 4 units

UC, CSUC
Prerequisite: French 4 or equivalent.

Continued review of grammar, composition and conversational practice. Individual projects.

Designed to meet the requirements of two groups of students: those desiring further preparation for courses in the university and those desiring greater proficiency in the practical use of the language. Four hours lecture weekly.

25 Study Abroad — French 8 units

CSUC
Prerequisite: None.

An accelerated study abroad program covering a combination of theory and field work with French as the target language. Observation of life style and customs of French people through classroom and social experience. Three hours a day five days a week for six weeks plus 82 hours of independent research and/or laboratory experience.

50-AB Conversational French 4-4 units

Prerequisite: None.

A beginning French conversation course emphasizing pronunciation, speaking, comprehension, and reading at an elementary level. Conversation about the culture and customs of countries where French is spoken. Four hours lecture weekly. An additional one hour of lab is required weekly.

GEOGRAPHY

1 Introductory Physical Geography 3 units

UC, CSUC
Prerequisite: None.
### GEOGRAPHY

Major components of the physical environment including weather, climate, vegetation, soils, landforms, and hydrography. Three hours lecture weekly.

#### 2 Introductory Cultural Geography

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3</td>
<td>Introductory Cultural Geography</td>
</tr>
</tbody>
</table>

UC, CSUC  
Prerequisite: None.

Basic cultural elements, man-environment relationships, population distribution, settlement patterns, utilization of natural resources, economies, political units and their correlation with physical elements. Three hours lecture weekly.

### GEOLOGY

#### 1-A Physical Geology

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Physical Geology</td>
</tr>
</tbody>
</table>

UC, CSUC  
Prerequisite: None.

Structure and composition of the earth, and the processes that shape its surfaces. Includes laboratory study of minerals, rocks, and topographic maps. Field trips to local areas of interest. One all-day field trip required. Three hours lecture and three hours lab weekly.

#### 1-B Historical Geology

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>4</td>
<td>Historical Geology</td>
</tr>
</tbody>
</table>

UC, CSUC  
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. Three hours lecture and three hours lab weekly.

#### 2 Geology of the National Parks and Monuments

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3</td>
<td>Geology of the National Parks and Monuments</td>
</tr>
</tbody>
</table>

UC, CSUC  
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. Three hours lecture weekly.

### GERMAN

#### 21 Mineralogy

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>4</td>
<td>Mineralogy</td>
</tr>
</tbody>
</table>

UC, CSUC  
Prerequisite: Geology 1-A (may be taken concurrently) or equivalent.

Study of the genesis and occurrence of minerals and their typical associations. Methods include crystallographic description and the determination of physical and chemical properties by simple laboratory tests. Two hours lecture and six hours lab weekly.

#### 30-ABC Geology Field Trips

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>1-1-1</td>
<td>Geology Field Trips</td>
</tr>
</tbody>
</table>

UC, CSUC  
Prerequisite: Concurrent enrollment in Geology 1-A, 1-B, or 2.

A series of field trips designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. Minimum of 54 hours to be arranged per semester.

See Also — OCEANOGRAPHY, page 230
### GERMAN

Further study of correct grammatical and idiomatic usage of German; reading of fairly difficult German literature. Four hours lecture weekly. An additional hour of lab work is required weekly.

**4 German, IV**  
Spring  
4 units  
UC, CSUC  
Prerequisite: German 3, or four years of high school German with at least a B average.

Continued reading of fairly difficult German literature, with emphasis on short works by 19th and 20th century authors. Reports on collateral reading. Four hours lecture weekly.

**51 Conversational German for Travelers**  
4 units  
Prerequisite: None.

A German conversation course that will emphasize pronunciation, speaking and comprehension. The student will also learn to read simple German. Four hours lecture.

### GERONTOLOGY

**1 Introduction to Gerontology**  
3 units  
UC*, CSUC  
Prerequisite: None.

The biological, psychological and sociological aspects of aging and its product, the aged. For several different populations: the aging themselves; professionals, and practitioners who work with the aging; and the community at large. Will increase community awareness of aging while answering in-service and other training needs. Correlated with volunteer service experience where there are collective populations of elderly. Three hours lecture weekly.

**2 Providing Quality Service for the Aging**  
3 units  
UC*, CSUC  
Prerequisite: None.

An exploration of the visibility, developmental changes and specific needs of older people. The importance of advocacy and planning will be stressed. Techniques and strategies will be presented to enable the student to become a more effective provider of services. Methodology for implementing a plan of action will also be included. Three hours lecture weekly.

**3 Sociology of Aging**  
3 units  
CSUC  
Prerequisite: None.

An examination of the interaction of group processes in the family and community which influence society's attitudes toward the aging process. Study of roles, rules and relationships over the life-span with emphasis on the losses associated with aging. An examination of cultural, environmental and institutional changes, continuities and diversities in society, as they relate to an increasing population of older people. Three hours lecture.

**4 Psychology of Aging**  
3 units  
CSUC  
Prerequisite: None.

A developmental approach to the study of aging. An examination of behavior patterns of aging; changes in sensation, perception, and cognition processes; and the biological and environmental influences on behavior in older adults. Three hours lecture.

**5 Biology of Aging**  
3 units  
CSUC  
Prerequisite: None.

 Defines aging in terms of declines and losses of the human individual as regarded as a process or changes taking place from middle age, later maturity, and old age; often characterized by the term “senescence”. Presents the social implications of structural and functional changes resulting from the aging process. Current theories on aging will be introduced. Three hours lecture.

**56 Activity Leader Course**  
2 units  
Prerequisite: None.

For certification as an activity leader in skilled nursing and other health care facilities. The course will cover the “basics” of working with patients and residents. The areas of psychosocial, physical, mental, spiritual, and creative activities will be stressed. Two hours lecture.
GRAPHIC TECHNOLOGY

GRAPHIC TECHNOLOGY

— Day Program —

1 Introduction to Graphic Technology

Fall 4 units

CSUC

Prerequisite: None.

An introductory course for industrial arts majors covering the basic printing processes: letterpress, offset lithography, gravure, silk screen and photography as applied to graphic reproduction; composition (both hot and cold), typographic design, lithographic photography, operation of presses and bindery equipment. Two hours lecture and six hours lab weekly.

3-A Screen Process Printing

2 units

CSUC

Prerequisite: None.

Screen process reproduction with applications to industry and communications. Includes paper, tusche, and glue, knife-cut, and photo-sensitive stencils. Printing mediums, surfaces, and industrial applications such as posters, textiles, and packaging. Instruction covers selection of materials, camera and darkroom operations, preparation of frames for production, planning and design, production and completion of visual materials. One hour lecture, three hours laboratory weekly.

3-B Advanced Screen Process Printing

2 units

CSUC

Prerequisite: Graphic Technology 3-A, or acceptable trade experience.

Advanced instruction in creative planning, design, and production of printed materials by the screen process. Studies include the use of halftones, posterization, split-image, pin register, multi-color work on glass, metal, paper, textiles, and other surfaces. Photofabrication, decals, and commercial packaging applications are stressed. One hour lecture and three hours laboratory weekly.

30 Graphics

2 units

CSUC

Prerequisite: None.

An introduction to the printing industry for non-printing major. Designed to develop an understanding and appreciation of printing as related to artists, writers, photographers, and other related careers. One and one-half hours lecture and one and one-half hours laboratory weekly.

55 Printing Cost Estimating, Production Management and Sales

3 units

Prerequisite: Graphic Technology 1.

Formulas used in estimating printing costs and processes of production management and printing sales. Three hours lecture weekly.

60-ABC Graphic Design, Paste-up and Photocomposition

5-5-5 units

Prerequisite: Graphic Technology 1.

Skills, knowledges and attitudes for a career in printing composition (cold type), typographic design, printer's measurements, use of photocomposition keyboard and computer unit, display typography and copy preparation. Lectures, laboratory experiences and field trips provide an understanding of practices employed in the printing industry. The B and C sections of this course offer continued study and in-depth development of advanced photocomposition techniques. Three hours lecture and six hours lab weekly.

65-A Letterpress/Composition/Presswork

4 units

CSUC

Prerequisite: Graphic Technology 1.

Skills, knowledge and attitudes for a career in letterpress printing. Covers hot metal composition, typographic layout, printer's measurements, operation of modern letterpress machines and related bindery equipment. Two hours lecture and six hours lab weekly.

65-B Advanced Letterpress Composition/Presswork

4 units

Prerequisite: Graphic Technology 65-A.

Advanced study of modern letterpress composition/presswork techniques, with emphasis on actual machine operation. Students will participate in the college publication production program. New processes being adopted by the industry will be studied. Two hours lecture and six hours lab weekly.

80 Beginning Offset Preparation

8 units

CSUC

Prerequisite: Graphic Technology 1 or high school or trade experience.
GRAPHIC TECHNOLOGY

Instruction in cold and hot type composition, copy preparation and paste-up, camera, darkroom techniques and procedures, stripping, and platemaking. Four hours lecture and twelve hours lab weekly.

81-A Offset Camera, Stripping and Plate Processing, I 8 units

CSUC
Prerequisite: Graphic Technology 80, or trade experience.

Skills, knowledge and attitudes for a career in graphic arts. Instruction covers the copy preparation and paste-up, camera, darkroom techniques and procedures, stripping and platemaking. Four hours lecture and twelve hours lab weekly.

81-B Offset Camera, Stripping and Plate Processing, II 8 units

CSUC
Prerequisite: Graphic Technology 81-A or acceptable trade experience.

Advanced instruction in layout, design, camera, stripping, plate processing and production of printed materials by offset lithography. Studies of commercial printing plant operations include cost estimating, production control, labor relations, field trip observations, and analysis. Four hours lecture and twelve hours lab weekly.

85 Beginning Offset Presswork 8 units

Prerequisite: Graphic Technology 1 or high school or trade experience.

Instruction in the offset duplicators and offset presses. Basic introduction to copy preparation, camera, stripping and platemaking. Four hours lecture and twelve hours lab weekly.

86-A Offset Presswork and Bindery, I 8 units

CSUC
Prerequisite: Graphic Technology 85 or acceptable trade experience.

Offset duplicator presses and bindery equipment. An introduction to copy preparation, camera, darkroom techniques and procedures, stripping, and platemaking. Four hours lecture and twelve hours lab weekly.

86-B Offset Presswork and Bindery, II Spring 8 units

Prerequisite: Graphic Technology 86-A or trade experience.

A review of the offset duplicator presses, large offset presses and bindery equipment. Job estimating, trade methods and practices are also studied. Four hours lecture and twelve hours lab weekly.

90-ABCD Work Experience 1-2-3-4 units

CSUC
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences weekly.

---Extended Day Program---

2-AB Introduction to Graphic Technology 2-2 units

CSUC
Prerequisite: None.

Same as Graphic Technology 1 but designed for Extended Day. One hour lecture and three hours lab weekly.

72-AB Graphic Design, Composition & Copy Preparation 2-2 units

Prerequisite: Introduction to Graphic Technology or acceptable high school or trade experience.

Skills knowledge and attitudes for a career in graphic technology. The basic printing processes, composition (hot and cold type), typographic design, printer's measurements, use of composing room equipment such as phototype machines, cold type setting machines, Ludlow, and Linotype machines. Emphasizes practices actually employed in the graphic arts industry. One hour lecture and three hours lab weekly.

82-AB Beginning Offset Preparation 2-2 units

Prerequisite: Introduction to Graphic Technology or acceptable high school or trade experience.

Designed for Extended Day. Will not cover as much material as Graphic Technology 80.

Instruction in cold and hot type composition, copy preparation and paste-up, camera, darkroom techniques and procedures, stripping, and platemaking. One hour lecture and three hours lab weekly.
GRAPHIC TECHNOLOGY

83-AB Offset Camera, Stripping and Plate Processing, I 2-2 units

Prerequisite: Graphic Technology 82-AB or acceptable trade experience.

Designed for Extended Day. Will not cover as much material as Graphic Technology 81-A.

Emphasis is on developing skills, knowledge and attitudes for a career in graphic technology. Instruction covers the copy preparation and paste-up, camera, darkroom techniques and procedures, stripping and platemaking. One hour lecture and three hours lab weekly.

84-AB Offset Camera, Stripping and Plate Processing, II 2-2 units

Prerequisite: Graphic Technology 83-AB or acceptable trade experience.

Designed for Extended Day. Will not cover as much material as Graphic Technology 81-B.

Advanced instruction layout, design, camera, stripping, plate processing and production of printed materials by offset lithography. Studies of commercial printing plant operations include cost estimating, production control, labor relations, field trip observations, and analysis. One hour lecture and three hours lab weekly.

87-AB Beginning Offset Presswork 2-2 units

Prerequisite: Introduction to Graphic Technology or acceptable high school or trade experience.

Designed for Extended Day. Will not cover as much material as Graphic Technology 85.

Instruction in the offset duplicators and offset presses. Basic introduction to copy preparation, camera, stripping and platemaking. One hour lecture and three hours lab weekly.

88-AB Offset Presswork and Bindery, I 2-2 units

Prerequisite: Graphic Technology 87-AB or acceptable trade experience.

Designed for Extended Day. Will not cover as much material as Graphic Technology 86-A.

Offset duplicator presses and bindery equipment. An introduction to copy preparation, camera, darkroom techniques and procedures, stripping, and platemaking. One hour lecture and three hours lab weekly.

89-AB Offset Presswork and Bindery, II 2-2 units

Prerequisite: Graphic Technology 87-AB, 88-AB, or acceptable trade experience.

Designed for Extended Day. Will not cover as much material as Graphic Technology 86-B.

A review on the offset duplicator presses, large offset presses and bindery equipment. Job estimating, trade methods and practices are also studied. One hour lecture and three hours lab weekly.

HEALTH SCIENCE

1 Health Science 2 units

UC*, CSUC
Prerequisite: None. Not open to students enrolled in Physical Education 44.

A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. This course satisfies the California requirement in drug, tobacco education for teacher certification. Two hours lecture weekly.

2 Health Science for the Deaf 2 units

UC, CSUC
Prerequisite: Open to deaf students only.

A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. Three hours lecture weekly.

44 Health Needs in a Modern Society (Coeducational) Same as Physical Education 44 3 units

UC*, CSUC
Prerequisite: None.

Advanced health course satisfying the needs of allied health and physical education majors. Physiology and anatomy studied in relationship to health needs. Physiology of exercise offered. Satisfies the health requirement for the California State Teaching Credential and the college A.A. degree.
**HISTORY**

**4 A History of Western Civilization** 3 units

UC, CSUC  
Prerequisite: Qualifying reading test scores.

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 Reforms. Three hours lecture and discussion weekly.

**5 A History of Western Civilization** 3 units

UC, CSUC  
Prerequisite: Qualifying reading test scores.

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. Three hours lecture and discussion weekly.

**6 Political and Social History of the United States** 3 units

UC*, CSUC  
Prerequisite: Qualifying reading test scores.

Political, social and economic development of the United States from colonial times through the Reconstruction; and their influence on American thought and institutions; including the principles of state and local government. Three hours lecture and discussion weekly.

**7 Political and Social History of the United States** 3 units

UC*, CSUC  
Prerequisite: Qualifying reading test scores.

The period 1877 to the present. Three hours lecture and discussion weekly.

NOTE—Transfer institutions may not credit both History 6-7 and 8-9.

**8 History of the Americas** 3 units

UC*, CSUC  
Prerequisite: Qualifying reading test scores recommended.

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. Three hours lecture weekly.

**9 History of the Americas** 3 units

UC*, CSUC  
Prerequisite: Qualifying reading test scores recommended.

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. Three hours lecture weekly.

NOTE—Transfer institutions may not credit both History 6-7 and 8-9.

**14 Black History: African** 3 units

UC, CSUC  
Prerequisite: Qualifying reading test scores recommended.

A study of the complex continent from which Black Americans came with special emphasis on the historical, political and socio-economic aspects of African civilizations. Three hours lecture weekly.

**15 Black History: American** 3 units

UC, CSUC  
Prerequisite: Qualifying reading test scores recommended.

A study of the history of the Black people in the United States with emphasis upon 20th century developments and contemporary issues. Three hours lecture weekly.

**19 Modern Russia: An Introduction** 3 units

UC, CSUC  
Prerequisite: Qualifying reading test scores recommended.

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. Three hours lecture and discussion weekly.

**21 Traditional Asia: Introduction** 3 units

UC, CSUC  
Prerequisite: None. Qualifying reading test scores recommended.
HISTORY

The development of traditional East and South Asian civilization from the earliest times through the 18th century. Some time is also devoted to Southeast Asian states and cultures. Three hours lecture weekly.

22 Modern Asia: China, India, and Japan 3 units
UC, CSUC
Prerequisite: Qualifying reading test scores recommended.
Changes in traditional Chinese, Japanese, and Indian civilizations in the 19th century and the emergence of China, India, and Japan as world powers in the 20th century. Three hours lecture and discussion weekly.

25 History of Mexico Spring 3 units
UC, CSUC
Prerequisite: Qualifying reading test scores recommended.
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 twentieth century. Three hours lecture weekly.

26 History of California 3 units
UC, CSUC
Prerequisite: Qualifying reading test scores recommended.
A history of California from the earliest Indian tribes to the present with emphasis on the period since statehood in 1850. Three hours lecture weekly.

27 Native American History 3 units
UC*, CSUC
Prerequisite: None.
United States history with emphasis on the American Indian's point of reference. A review of the past and present policies of the U.S. government toward the American Indians. Covers the cultural roots of the American Indian population with particular reference to the southwestern United States. Three hours lecture weekly.

28 Native American History: Early Contact Period 3 units
UC*, CSUC
Prerequisite: None. Qualifying reading test scores recommended.

A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. Three hours lecture weekly.

29 Native American History: Contemporary Society 3 units
UC*, CSUC
Prerequisite: None. Qualifying reading test scores recommended.
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. Three hours lecture weekly.

30 Introduction to Chicano Studies Fall 3 units
UC, CSUC
Prerequisite: Sociology 31 or concurrent enrollment recommended.
Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950's. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. Three hours lecture weekly.

31 Introduction to Chicano Studies Spring 3 units
UC, CSUC
Prerequisite: Sociology 31 or concurrent enrollment recommended.
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. Three hours lecture weekly.

34 History of Women in America 3 units
UC, CSUC
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. Three hours lecture weekly.
### HISTORY

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>35</td>
<td>History of England</td>
<td>3</td>
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<tr>
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<td>UC, CSUC</td>
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<tr>
<td></td>
<td>Prerequisite: Qualifying reading test scores recommended.</td>
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<tr>
<td></td>
<td>A survey of the historical development 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 to the Tudor and Stuart reigns, the age of the Enlightenment, and modern England. Three hours lecture weekly.</td>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>50-AB</td>
<td>United States History for the Deaf</td>
<td>3-3</td>
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<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Fundamental ideas and events in the history and development of the United States. Materials and methods of instruction designed to bring appreciable improvement to students with reading problems. Three hours lecture weekly.</td>
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td>History of Modern American Society</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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. Three hours lecture weekly.</td>
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>60</td>
<td>Modern Europe: A Survey</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A brief survey of major events in Europe in the nineteenth and twentieth centuries for non-transfer students and non-history majors. Some of the topics covered are the Industrial Revolution, Imperialism, the World Wars, and the Russian and Nazi Revolutions. Three hours lecture weekly.</td>
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</tbody>
</table>

### HOME ECONOMICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>UC*, CSUC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Ingredients used in preparing foods and an understanding of the basic principles underlying their use. Skill in combining ingredients and in cooking foods. Two hours lecture and three hours lab weekly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>UC*, CSUC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
<td></td>
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<tr>
<td></td>
<td>Modern nutrition and its application to people of all ages and conditions, the importance of nutrition and changing concepts, specific food nutrients and how to make nutrition information function. A study of modern convenience foods and their impact on present day diets. Three hours lecture weekly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Clothing Construction and Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>UC*, CSUC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fundamental principles of clothing construction and application of construction techniques. Includes selection of appropriate designs according to art principles as well as basic and new information of construction and fitting. Two hours lecture and three hours lab weekly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Introduction to Home Economics</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CSUC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Covers the total profession of home economics, differentiating the various areas of the field as to function, scope, professional training and experience needed; also includes history and helpful federal legislation. One hour lecture weekly.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>Clothing Selection and Analysis</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>UC*, CSUC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
<td></td>
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<tr>
<td></td>
<td>Principles of color and design are applied to clothing selection appropriate for the individual and the family. Analysis of individual differences, age, coloring, and special figure problems. Wardrobe and accessory evaluation and planning. Two hours lecture weekly.</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>UC, CSUC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Textile fibers and the fabrics made from them; historical background, production, and manufacture; understanding and evaluation of new fibers, fabrics and finishes. Three hours lecture weekly.</td>
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</tr>
</tbody>
</table>
21-A Creative Pattern Drafting, I  
Fall  2 units

UC*, CSUC
Prerequisite: Home Economics 5 or equivalent.

Application of the principles of dress design to the construction of patterns by flat pattern method. Emphasis is placed on the development and use of a basic sloper, and on the interpretation of a design in relation to clothing construction principles and the making and designing of patterns. One hour lecture and two hours lab weekly.

21-B Creative Pattern Drafting, II  
Spring  2 units

UC*, CSUC
Prerequisite: Home Economics 21-A or equivalent course.

The basic pattern will be used in developing more advanced pattern drafting techniques and solving more advanced design problems. One hour lecture and two hours lab weekly.

25-A Beginning Fiber Arts  
2 units

UC*, CSUC
Prerequisite: None.

Fundamental principles in creative stitchery and the application of these principles in producing fiber oriented objects. Includes basic techniques of macrame, stitchery, and weaving. One hour lecture and two hours lab weekly.

25-B Advanced Fiber Arts  
2 units

UC*, CSUC
Prerequisite: Home Economics 25-A or equivalent.

An in-depth study of the principles and skills acquired in Home Economics 25-A. Emphasis will be in the area of rug making, quilting, needlepoint, stitchery and knotting. Opportunity for individual projects. One hour lecture and two hours lab weekly.

30 Consumer Economics  
(Same as Economics 30)  
3 units

UC, CSUC
Prerequisite: None.

Applied economics oriented toward rational personal decision-making in budgeting limited income, buying, and financial planning. Economic principles and institutional structures are presented insofar as they affect consumer choices. Emphasis is placed upon acquiring relevant information and arriving at decisions which lead to explicitly formulated personal goals. Three hours lecture weekly.

40 Introduction to Food Service  
(Formerly Home Economics 75)  
3 units

CSUC
Prerequisite: None.

The scope and responsibilities of a food service within a health care institution, community care, or school feeding program. Job positions at all levels are discussed, including education and experience requirements, personal qualifications, job responsibilities and future opportunities. Three hours lecture weekly.

41 Sanitation and Safety  
(Formerly Home Economics 73)  
2 units

CSUC
Prerequisite: None.

This course includes the basic principles of sanitation and safety and the application of these principles to a food service operation. Emphasis will be placed on the supervisor's responsibility in maintaining high standards of these principles. Two hours lecture weekly.

42 Quantity Food Production Equipment  
(Formerly Home Economics 67)  
1 unit

CSUC
Prerequisite: Home Economics I.

To teach the proper selection, use, care and placement of quantity food preparation and service equipment. The type, size and quantity of equipment required for various sizes and kinds of food service operations will be included. One hour lecture weekly.

43 Quantity Food Preparation  
(Formerly Home Economics 68, 69)  
3 units

CSUC
Prerequisite: Home Economics I.

This course presents the basic principles of food preparation as it applies to hotel, restaurant and institutional food service operations. One hour lecture and six hours lab weekly.

44 Food Production Management  
(Formerly Home Economics 70)  
2 units

CSUC
Prerequisite: Home Economics I, Home Economics 42.
Quantity food production management techniques. Topics covered include food standards, food production procedures, standardized recipe development, equipment uses, safety and sanitation, types of production systems, work organization, menu implementation, service of food, emergency planning, and cost control. Two hours lecture.

**45 Supervision and Training**  
(Formerly Home Economics 79)  
CSUC  
Prerequisite: Home Economics 44.

This course includes the importance of supervisory techniques in Food Service Management. The scope of a supervisor's responsibility for orientation, training and supervision of subordinate personnel. Also includes recruitment, communication, evaluation and record keeping. Three hours lecture weekly.

**46 Menu Planning**  
1 unit  
CSUC  
Prerequisite: Home Economics 40, 1, 4 or equivalent.

The planning of satisfying and interesting meals for institutional food service operations, considering such factors as nutritional adequacy, psychological needs, economic considerations, types of operations, available equipment and skill of personnel. One hour lecture.

**47 Food Purchasing and Cost Control**  
(Formerly Home Economics 78)  
CSUC  
Prerequisite: Home Economics 43, 44 or concurrent enrollment.

Receiving procedures; controlled food production; inventories; storeroom issues; standardized recipes; utilization of employees; maintenance of records to control costs; master menus. Two hours lecture weekly.

**48 Modified Diets**  
(Formerly Home Economics 77)  
CSUC  
Prerequisite: Home Economics 4.

The use of dietary modifications in the treatment of disease is the basic content of this course. Those diseases most commonly requiring a therapeutic diet are discussed with emphasis on why the diet is beneficial and how it is actualized in terms of food.

**49-A Supervised Field Experience**  
(Formerly Home Economics 74-A)  
2-4 units  
CSUC  
Prerequisites: Eight hours of field experience. Concurrent enrollment in Home Economics 4 - Nutrition.

A directly supervised experience in hospital and skilled nursing facilities.

**49-B Supervised Field Experience**  
(Formerly Home Economics 74-B)  
1 unit  
CSUC  
Prerequisite: To be taken concurrently with Home Economics 48.

A supervised experience in hospitals and long term care facilities.

**50 Home Management**  
2 units  
CSUC  
Prerequisite: None.

Problems of family living in relation to food, clothing, and shelter; management of time, energy and money; use of labor saving equipment; family and personal resources. Two hours lecture weekly.

**53 Advanced Clothing**  
3 units  
CSUC  
Prerequisite: None.

Special emphasis on fitting, pattern alterations, unusual and difficult fabrics, special details, custom finishing, garment renovation, and an introduction to pattern drafting. Three hours lecture weekly.

**54 Tailoring**  
3 units  
CSUC  
Prerequisite: None.

Advanced techniques in the construction of suits and coats for men and women. Study of special interfacings, press shaping, etc.
HOME ECONOMICS

padding stitches, and roll lines. Includes short cuts, custom finishes and special techniques of tailored garments. Three hours lecture weekly.

71 Nutrition Related To Community Feeding Programs 1 unit

Prerequisite: None.

Principles of basic nutrition and their application to menu planning. Nutritional recommendations and requirements of federally sponsored and governed institutions. Modification of the normal diet will be discussed. One hour lecture weekly.

72 Institutional Baking: Principles and Techniques 2 units

Prerequisite: None.

Pour and drop batters; soft and stiff doughs; functions and effects of the essential ingredients, baking times, temperatures and handling techniques. One and one-half hours lecture and one hour lab weekly.

76 Time and Motion in Quantity Food Preparation 1 unit

Prerequisite: None.

Fundamentals of time and motion studies followed by instruction in applying these studies to quantity food production. Emphasis will be placed on how to discover, implement and teach new work methods to conserve energy and increase efficiency. One hour lecture weekly.

80 Home Furnishings 2 units

CSUC

Prerequisite: None.

Basic principles and elements of art necessary to create a comfortable and beautiful home. The construction and selection of furniture, carpeting, draperies and accessories are included along with the study of furniture arrangements. Two hours lecture weekly.

85 Consumer and Homemaking Education 3 units

Prerequisite: None.

The course encompasses the management of household finance, community resources, and services, child development and family relations, housing and home furnishings, foods and nutrition, and clothing and textiles. Prepares students for the role of homemaker, especially those employed outside the home. Three hours lecture weekly.

86 Consumer and Homemaking Problems 3 units

Prerequisite: None.

Stresses the practical ways to stretch the consumer dollar and how the wise use of money relates to personal finances, use of credit, food purchasing, preservation, and storage, buying and renovating of clothing, health care and services, home management, and child care and training. Prepares students to understand the importance of the consumer in the community, the problems encountered, and the laws protecting the consumer, wills, trusts, estate planning and legal problems. Three hours lecture weekly.

HUMANITIES

1-A Honors Colloquium, I Fall 3 units

UC, CSUC

Prerequisite: Open to honors students. Students are expected to take both 1-A and 1-B.

Germinal problems in the history of Western thought are approached through five disciplines in seminar discussions held one day each week for three hours with the Colloquium staff. Considerable reading in core and background material is expected.

1-B Honors Colloquium, II Spring 3 units

UC, CSUC

Prerequisite: Humanities 1-A.

The problems examined in Humanities 1-A are approached through discussion of major works representing great epochs in Western civilization.

10 World Religions 3 units

UC, CSUC

Prerequisite: None.

Thought and concepts of the major religious systems, including primitive religions, extinct national religions, Hinduism Jainism, Buddhism, Taoism, Confucianism, Shintoism, Zoroastrianism, Judaism, Christianity, Islam and Sikhism. Three hours lecture weekly.
HUMANITIES

45 A Survey of Artistic Expression in Afro-American Culture 3 units
UC, CSUC
Prerequisite: None.
A course designed for students wishing to increase their knowledge and understanding of music, art, poetry, dance, and theater as they relate to contemporary Black society. Three hours lecture weekly.

50 Humanities, I Fall 5 units
Prerequisite: None.
An interdisciplinary team teaching approach to the relationships of individuals to society through varied experiences. Emphasis is placed on analysis and evaluation of experiences. Five hours lecture weekly.

51 Humanities, II Spring 5 units
Prerequisite: None.
An interdisciplinary examination of societal problems from the 1920's to the present, with special emphasis on the interrelationships of social issues. Five hours lecture weekly.

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, see page 118
- English 6, 7, English Literature, see page 162
- English 14, 15, American Literature, see page 163
- English 40, 41, Masterpieces of World Literature, see page 165
- English 42, Far and Near: The Literature of the East, see p. 166
- Foreign Languages, see pages 172, 175, 196, 259
- History 4, 5, History of Western Civilization, see page 184
- History 13, History of the Theater, see page 268
- Any philosophy course, see page 231
- Theater Arts 13, History of the Theater, see page 268
- See also Humanities A.A. degree requirements, page 30

ITALIAN

1 Italian, I Fall 4 units
UC, CSUC
Prerequisite: None.

JOURNALISM

1 Introduction to Journalism 3 units
UC, CSUC
Prerequisite: Qualifying test scores.
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. Three hours lecture weekly.

5 Survey of Black Communications 3 units
UC, CSUC
Prerequisite: None.
JOURNALISM

The role of the Black press in the American society beginning with the pre-Civil War period to the present time. Three hours lecture weekly.

7 Mass Communications 3 units
UC, CSUC
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. Three hours lecture weekly.

11-ABCD Publications Photography 2-2-2-2 units
UC*, CSUC
Prerequisite: Photography 8 or equivalent experience.

Emphasis is on both theory and practice in producing the college weekly newspaper, Viewpoints. Qualified students may serve in various capacities, ranging from editorial work to photography, circulation, and advertising. One hour lecture and five hours lab to be arranged weekly.

51-ABCD Magazine 2-2-2-2 units
CSUC
Prerequisite: None.

Courses will be taken in alphabetical sequence, beginning with the A semester, no matter in which semester enrollment begins.

52-ABCD Newspaper Editing 2 units
CSUC
Prerequisite: Journalism 50-A

Advanced practice in the production of a newspaper, with practical experience on the college newspaper. Course to include theory and practice in news editing, headline writing, page makeup, photographic theory and graphic arts processes. Weekly critiques of the college newspaper to be included. One hour lecture, five hours lab weekly.

54-ABCD Journalism Internship 2-2-2-2 units
CSUC*
Prerequisite: Employment by a participating newspaper and concurrent enrollment in another journalism course.

On-the-job training in either the editorial or advertising departments of local newspapers. Detailed reports on the student’s progress are made to the college, and special assignments are given in the on-campus class as the need is indicated. A minimum of 108 hours of employment each semester is required.

ALSO SEE—Photography, page 233
LIBRARY

The library and its resources and approaches to research for class assignments. Major tools and topics covered are the card catalog, classifications systems, indexes to magazines and important reference books. Of special value to those students intending to transfer to four-year institutions. Two hours lecture weekly for nine weeks.

50 Introduction to Library Operations and Services 3 units
Prerequisite: Library I with a C grade or better, or may be taken concurrently.

Functions of the library clerk and technician. Procedures, tools, and clerical techniques of public, school, college, and special libraries. A study of library circulation systems and procedures, ready reference services, public relations, and publicity. Field trips to selected libraries. Three hours lecture weekly.

53 Technical Processes 3 units
Prerequisite: Library I, 50 with a C grade or better.

A practical survey of the clerical tasks required for the ordering and cataloging of books and preparation of library materials for circulation, with practice in these fields. A typing skill of 50 words per minute is essential. Three hours lecture weekly.

56 Children and Young Adult Library Services Spring 2 units
Prerequisite: None.

A survey of children's and young adult's libraries and books with emphasis on the role of the clerk or technician. Two hours lecture weekly.

57 Audio-Visual Materials, Methods and Uses Fall 1 unit
Prerequisite: None.

A survey of audio-visual materials, methods, and equipment and their use as they apply to instructional programs with emphasis upon the role of the technician as a teacher aide. Two hours lecture weekly for nine weeks.

59-ABCD Work Experience 1-2-3-4 units
CSUC*
Prerequisite: Library I, 50 and 53 with a grade of C or better (Library 53 may be taken concurrently.)
20 Principles of Marketing 3 units

CSUC
Prerequisite: None. Bus. Ad. 10 is recommended.

The role of marketing in our society and economy. The business firm and marketing; analysis of products, consumers, forces, research, personnel and management. Determination of the firm's marketing activities and objectives as applied to product, place, price, promotion and distribution. Three hours lecture weekly.

30 Fashion Merchandising 3 units

CSUC
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. Three hours lecture weekly.

31 Fashion Analysis 3 units

CSUC
Prerequisite: None.

History of fashion (when and what people wear, what they do, what they use, how they live). Fashion cycles and mass media. Textiles and accessory materials; design and color. Influence of fashion on costume design and production, on interior design and the decorative arts, and on furniture and architecture. Three hours of lecture weekly.

40 Advertising 3 units

CSUC
Prerequisite: None.


41 Techniques of Selling 3 units

CSUC
Prerequisite: None.

Persuasive sales communication, personal and impersonal motivation for products, services and ideas. Analysis of behavioral sciences and their impact on the selling process. Evaluation of psychological factors, ethical problems, philosophies of salesmanship. Three hours lecture weekly.

42 Retail Management 3 units

CSUC
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. Three hours lecture weekly.

70-ABCD Distributive Education Work Experience 1-2-3-4 units

CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences weekly.

1-A Analytic Geometry and Calculus, I 4 units

UC, CSUC
Prerequisite: Mathematics 52, 53, 35, 36, and 10 with Grade C or better; or 4 years high school mathematics with B average or better.

Plane analytic geometry, functions, differentiation, application of the derivative including maximum and minimum problems, integration and application of the definite integral, and conic sections. Four hours lecture weekly.

Credit for this course can also be earned by achieving a score of 3 or better on the Calculus AB Advanced Placement Test.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-B</td>
<td>Analytic Geometry and Calculus, II</td>
<td>4</td>
<td>UC, CSUC</td>
<td>Mathematics I-A. Limits, continuity, transcendental functions, parametric equations, polar coordinates, methods of integration and further application of the integral. Four hours lecture weekly. Credit for this course can also be earned by achieving a score of 3 or better on the Calculus BC Advanced Placement Test.</td>
</tr>
<tr>
<td>2-A</td>
<td>Solid Analytical Geometry and Calculus and Ordinary Differential Equations, I</td>
<td>Fall 4</td>
<td>UC, CSUC</td>
<td>Mathematics I-B. Limits and continuity, indeterminant forms, infinite series, solid analytic geometry, vector in a plane and in space, partial derivatives, multiple integrals. Four hours lecture weekly.</td>
</tr>
<tr>
<td>5</td>
<td>Mathematical Analysis</td>
<td>4</td>
<td>UC, CSUC</td>
<td>Mathematics 36 or two years of high school algebra and trigonometry or equivalent. Calculus for majors in economics, business management and biological and social sciences. An intuitive approach to calculus. Emphasis on problem solving and applications. Topics include: sets, functions, inequalities, graphing, differentiation, limits, continuity, integration, maxima and minima, log, trip and exponential functions and calculus of higher dimensions. Four hours lecture weekly.</td>
</tr>
<tr>
<td>7</td>
<td>Slide Rule</td>
<td>1</td>
<td>CSUC</td>
<td>Mathematics 36 or equivalent. An integrated treatment of algebra and trigonometry at the college level, with major emphasis on sequences, conic sections, complex numbers, theory of equations, exponential and logarithmic functions, mathematical induction, matrices, and analytical trigonometry. The course is designed as a suitable foundation for calculus. Four hours lecture weekly.</td>
</tr>
<tr>
<td>8</td>
<td>Computing Devices</td>
<td>Spring 3</td>
<td>UC, CSUC</td>
<td>Mathematics 10 or concurrent enrollment. An introduction to FORTRAN Language for programming problems in mathematics, science, engineering. Operation of the IBM 1620 computer. Use of “Log Log” scales on the slide rule and use of desk calculators are included in this course designed for science and engineering majors. Two hours lecture and three hours lab weekly.</td>
</tr>
<tr>
<td>10</td>
<td>College Algebra (Precalculus Mathematics)</td>
<td>4</td>
<td>UC, CSUC</td>
<td>Mathematics 36 or high school equivalent. Calculus for majors in economics, business management and biological and social sciences. An intuitive approach to calculus. Emphasis on problem solving and applications. Topics include: sets, functions, inequalities, graphing, differentiation, limits, continuity, integration, maxima and minima, log, trip and exponential functions and calculus of higher dimensions. Four hours lecture weekly.</td>
</tr>
<tr>
<td>12</td>
<td>Statistics</td>
<td>3</td>
<td>UC, CSUC</td>
<td>Mathematics 35 or equivalent. A comprehensive study of measures of central tendency, variation, the normal distribution, the χ² distribution, the test distribution, linear correlation, testing of hypotheses, probability, and estimation. Three hours lecture weekly.</td>
</tr>
<tr>
<td>18-A</td>
<td>Introduction to Modern Mathematics, I</td>
<td>3</td>
<td>UC, CSUC</td>
<td>Mathematics 52 and 53. Basic concepts of mathematics: including sets, systems of numeration, the mathematics of arithmetic and techniques in problem solving. For elementary school teachers and prospective elementary school teachers. Three hours lecture weekly.</td>
</tr>
<tr>
<td>18-B</td>
<td>Introduction to Modern Mathematics, II</td>
<td>Spring 3</td>
<td>UC, CSUC</td>
<td>Mathematics 18-A or equivalent. Basic concepts of mathematics: including sets, systems of numeration, the mathematics of arithmetic and techniques in problem solving. For elementary school teachers and prospective elementary school teachers. Three hours lecture weekly.</td>
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</tbody>
</table>
Continuation of 18-A. Includes topics from number theory, geometry, algebra, finite systems, probability and techniques of problem solving. Three hours lecture weekly.

25 Exploring Mathematical Ideas 3 units
UC, CSUC
Prerequisite: Mathematics 52 and 53 or equivalent.
Modern ideas in mathematics for the non-science major, with emphasis on theory rather than application. Course includes historical discussions, interesting examples, puzzles, problems and discovery of mathematical relationships. Topics include logic, sequences, functions, graphs, logarithms, probability, statistics, permutations, topology, networks, conic sections and polygons. Three hours lecture weekly.

32 Introduction to Symbolic Logic Fall 3 units
(same as Philosophy 32)
UC, CSUC
Prerequisite: Two years of high school algebra or Math 35 or Math 18-A with a “C” or better grade.
An introduction to the principles of deductive reasoning, including the practical application of modern symbolic techniques aiding the clarification of thought and disclosure. Three hours lecture weekly.

35 Intermediate Algebra 4 units
CSUC
Prerequisite: One year of high school algebra or Mathematics 52 with a C grade or better.
The concepts introduced in beginning algebra are presented again but in greater depth. In addition to basic considerations, determinants, logarithms, exponential equations; systems of quadratic equations, progressions, binomial theorem, the complex number system, permutations, combinations and probability are included. Four hours lecture weekly.

36 Trigonometry 3 units
CSUC
Prerequisite: Plane geometry, one and one-half years of high school algebra, or Mathematics 35.
Introduction to circular motion, angles and their units of measurement, rectangular co-ordinates, trigonometric functions and their use in solving right triangles, scientific notation, interpolation, identities and proofs, trigonometric functions of multiple angles, graphical representation of trigonometric functions, solution of oblique triangles by application of the laws of sines, cosines and tangents, logarithms to the base 10 and complex numbers. Three hours lecture weekly.

50 Modern Mathematics for Teacher Aides 3 units
CSUC
Prerequisite: None. Prefer employment as teacher aide.
A background in modern mathematics for those employed as teacher aides. Includes a study of systems of numeration, sets, whole numbers, integers, fractions and number theory. Three hours lecture weekly.

51 Elementary Arithmetic 2 units
Prerequisite: None.
A review course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, decimals and per cent. Factoring, geometric figures and measurements are included. Emphasis is placed on application to everyday problems. Three hours lecture weekly.

51-T Elementary Shop Arithmetic 2 units
Prerequisite: None.
An applied mathematics course in which the four basic mathematical operations are used to solve problems from the vocational-technical areas. The emphasis is placed upon the use of small hand-held electronic calculators to solve the actual multiplication, division, addition and subtraction of numbers. By using calculators to handle the actual calculations and maintain the decimal point, more time can be spent on the concepts and statement of problems. Three hours lecture.

52 Elementary Algebra 4 units
Prerequisite: None.
The equivalent of first-year high school algebra. A study of positive and negative real numbers and variables as they are involved in fractions, binomials, trinomials; linear, quadratic, and simultaneous equations, inequalities, exponential and radical expressions, and absolute values. Factoring expressions, graphing equations and solving word problems are included. Four hours lecture weekly.

53 Plane Geometry 3 units
Prerequisite: Math 52 or equivalent.
MATHEMATICS

The high school course in geometry, designed for students who did not receive credit for it in high school, yet who must complete the work for lower division requirements. Three hours lecture weekly.

54 Preparatory College Math 3 units

Prerequisite: None.

A survey of two courses presently offered by the college: Math 52 and Math 53. Covers the areas of arithmetic, algebra, and geometry with emphasis upon applications. Upon successful completion of the course, students will be able to enter Math 35. Three hours lecture weekly.

MEDICAL ASSISTING

51 Medical Terminology 3 units

Prerequisite: None.

Basic structure of medical terms, origin, meaning, spelling, pronunciation, prefixes, and analysis of use of word roots; terms related to biological disorders as used in medical records and reports; study of basic anatomy. Three hours lecture weekly.

52 Medical Office Procedures, I 2 units

Prerequisite: Medical Assisting 51 or experience as a medical assistant and typewriting ability.

Medical assisting in the physician's office including the reception of patients scheduling and telephone techniques, fundamental principles of human relations; secretarial duties consisting of business letters and medical diet; administration of business office, filing, office housekeeping, medical law, legal relationships of physician and patient, avoiding professional liability claims. One and one-half hours lecture and one and one-half hours lab weekly.

53 Medical Office Procedures, II 2 units

Prerequisite: Medical Assisting 52 or experience as a medical assistant.

Financial records in the medical office; all types of medical bookkeeping, including computer billing; credits and collections; medical insurance billing including medical care programs; understanding the Relative Value Study; tax records. One and one-half hours lecture and one and one-half hours lab weekly.
MEDICAL ASSISTING

64-ABCD Medical Assisting Work Experience 1-2-3-4 units

Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experience per week.

MEDICAL TECHNICIAN

65 Emergency Medical Technician I 5 units

Prerequisite: A standard First Aid & Personal Safety Certificate or the Advanced First Aid Certificate.

Covers techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician and all operational aspects of the job which are expected. Emphasizes the development of skills in recognition of symptoms of illnesses and injuries and proper procedures of emergency care. Four and one-half hours lecture per week, plus 16 hours of lab in a hospital emergency department and 8 hours of supervised experience on an operational emergency ambulance.

66 Emergency Medical Technician 1-A Refresher Course 2 units

Prerequisite: An Emergency Medical Technician I emergency card.

A refresher course for Emergency Medical Technician I, employed personnel. The administration of a comprehensive pre-test based on the learning objectives of the EMT I course. The course content then will be tailored to increase the knowledge level in areas of weakness. The course will also include lectures and demonstrations on new emergency medical services supported by the American Heart Association. Twenty-four hours lecture, twelve hours clinical experience for a total of 36 hours.

70 Introduction to Paramedics Training 6 units

Prerequisite: Medical Technician 65, Anatomy & Physiology 2-A, and Medical Assisting 51, all with a minimum grade of C.

Introduces students to the basic philosophy and concepts of paramedics training and relationships with hospital staff, patients and families. Develops the ability to diagnose signs of injured patients. Introduces students to main heart problems and accepted methods of treating these problems. Six hours lecture weekly.

71 Intermediate Paramedics Training 6 units

Prerequisite: Medical Technician 70, with a minimum grade of C.

Enhances student's knowledge of administration of medication, and the physiology of shock and trauma. Provides clinical experience necessary to observe and practice the knowledge gained. Three hours lecture and nine hours lab weekly.

72 Advanced Paramedics Training 5 units

Prerequisite: Medical Technician 71, with a C grade or better and concurrent enrollment in Medical Technician 99.

Assists advanced paramedics in emergency situations that might be encountered during duty, including communications equipment, verbal and non-verbal communication, legal concepts, records and report writing. Five hours lecture weekly.

99 Work Experience 4 units

Prerequisite: Medical Technician 71 with a C grade or better and concurrent enrollment in Medical Technician 72.

A course designed to coordinate the advanced paramedic training with an ambulance facility. The student will accompany a registered paramedic. One hour lecture and 225 hours to be arranged.

MICROBIOLOGY

1 Microbiology 4 units

UC, CSUC

Prerequisite: None. High school chemistry or Chemistry 2, or a course in biological science recommended.

General characteristics of micro-organisms with emphasis on morphology, growth, reproduction and chemical activities; their control; role in disease; and application of their role to mankind. Three hours lecture and three hours lab weekly.

MIDDLE MANAGEMENT

60 Introduction to Management 3 units

Prerequisite: None.
MIDDLE MANAGEMENT

Structure of organizations, manpower management, managerial economics and budgeting, planning, industrial engineering, factory systems and procedures, quality control, research, safety and industrial relations, special management problem solving, training development, and human relations. Three hours lecture weekly.

61 Managerial Accounting 3 units
Prerequisite: None.
Managerial concepts of accounting; procedures of financial reporting; systems and internal control; cost estimates, budgets; interpretation and usage of administrative charts, reports, graphs, and other media. Three hours lecture weekly.

62 Economics for Managers 3 units
Prerequisite: None.
Instruction in the development of economics; effort of the enterprise to secure profits; nature of demand for its products; costs and production; public control of competition; monopoly; automation; cost and price decisions; rationale of a private enterprise economy; international trade and associated economic factors affecting industry. Three hours lecture weekly.

65 Elements of Quality Control Spring 3 units
Prerequisite: None.
Covers the total quality control function in industry. Latest concepts and techniques in light of modern manufacturing requirements and current technological developments. Three hours lecture weekly.

66 Operation and Control of Production Systems 3 units
Prerequisite: None.
Principles of decision analysis related to the utilization of the factors of production in both intermittent and continuous systems. Production organization, methods of allocating facilities, of planning systems inventories and manpower, and of scheduling production; design and operation of control systems; replacement of equipment. Three hours lecture weekly.

67 Industrial Law 3 units
Prerequisite: None.
Laws affecting business and industry. Court structure and procedures, contracts, commercial paper, business associations, secured transactions, labor law, tort liability, creditor's rights and land use and zoning will be covered with emphasis upon California law. Three hours lecture weekly.

85 Basic Metallurgy (Same as Engineering 85) 3 units
Prerequisite: None.
A background of basic metallurgical information. Subjects covered include selection and characteristics of metals and alloys, production of pure metals, principles of alloying and heat treatment, production and fabrication processes, testing and inspection methods and techniques. Three hours lecture weekly.

86 Introduction to Engineering 3 units
Prerequisite: None.
An introductory survey of the tools, problems, challenges, fundamental concepts, responsibilities and business relationships of the engineer in industry. Engineering fields to be reviewed include: design, mechanical, civil, electrical research, quality assurance, metallurgical and material process and patients. Three hours lecture weekly.

87 Management by Objectives 3 units
Prerequisite: None. Middle Management 60 is recommended.
A detailed systems oriented study of management by objectives and results. Considers various organizational, departmental and individual approaches. Provides methods of establishing guidelines for effective management by objective programs. Considers methods, finds and sets objectives; validates and implements objectives; and controls and reports status of objectives. Three hours lecture weekly.

90 Purchasing 3 units
Prerequisite: None. Middle Management 60 is recommended.
A study of purchasing organization, practices and procedures and adaption to various kinds of business enterprises. Case studies of typical purchasing problems. Purchasing as a function of "Material Management" and its relationship to other departmental functions. Three hours lecture weekly.

95 Management-Employee Relations 3 units
Prerequisite: None. Recommended: Supervisory Training 54 and 56.
MIDDLE MANAGEMENT

Social forces leading to collective employee action in public and private institutions. Simulated collective bargaining with the constraints of current labor legislation and the aspirations of varying occupational groups. The economics of a strike. Conciliation, mediation and arbitration. Three hours lecture weekly.

96 Participative Decision Making 3 units

Prerequisite: None.

Develops an understanding of the laws of group behavior as applied in small management groups. A practical workshop approach to the development of leadership skills in problem solving and decision making. Three hours lecture weekly.

99-ABCD Work Experience 1-2-3-4 units

Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to enable first-line management personnel to individualize their career goals with assistance from employers and college staff and to coordinate students' on-the-job training with related middle management classroom instruction. One hour lecture/discussion plus five to twenty hours employment per week.

MOTORCYCLE TECHNOLOGY

61 Motorcycle Internal Combustion Engines 4 units

Prerequisite: None.

A study of the theory, operation, diagnosis and repair of motorcycle internal combustion engines. Designed to provide experience in the actual performance of technique required to test and repair motorcycle engines. Two hours lecture, six hours laboratory weekly.

62 Motorcycle Fuel Systems 4 units

Prerequisite: None.

A study of the theory, operation, diagnosis and repair of motorcycle fuel systems. The fuel delivery and distribution systems will be stressed. Two hours lecture and six hours laboratory weekly.

63 Motorcycle Electrical Systems 4 units

Prerequisite: None

A study of the theory, operation, diagnosis and repair of motorcycle starting, lighting, charging and ignition systems. Different design factors relating to different manufacturers will be examined. Repairing and rebuilding techniques will be stressed. Two hours lecture and six hours laboratory weekly.

64 Motorcycle Suspension Systems 4 units

Prerequisite: None.

A study of the theory, operation, diagnosis and repair of motorcycle frames, wheels and brake systems. The geometry of suspension systems, to include chassis design, shocks, tires, wheels and brake construction, repairing and rebuilding will be stressed. Two hours lecture and six hours laboratory weekly.

65 Motorcycle Transmission 4 units

Prerequisite: None.

A study of the theory, operation, testing, diagnosis and maintenance of the motorcycle transmission. Also considered are the different manufacturer designs of transmissions and other drive unit and clutch designs. Two hours lecture and six hours laboratory weekly.

MUSIC

1 Music Skills for Teachers 3 units

UC, CSUC

Prerequisite: None.

For teacher and teacher aide candidates and beginners in music. Emphasis on pre-school and elementary school music. Voice, piano, auto-harp, song-flute and rhythm instruments at the basic level. The necessary rudiments of music theory will be presented as they apply to classroom music skills. Three hours lecture weekly.

3 Fundamentals of Music 4 units

UC, CSUC

Prerequisite: None. Recommendation: Concurrent enrollment in Music 32 (Class Piano) and another music performance class.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sightsinging and music reading, using instruments. Musical dictation. Three hours lecture and two hours lab weekly.
MUSIC

4 Harmony, I Spring 4 units

UC, CSUC
Prerequisite: Music 3. Recommendation: Concurrent enrollment in Music 32 (Class Piano) and another music performance class.

Harmonization of given melodies and basses in four-part settings in traditional style of 18th and 19th century harmony technique. Chords, inversions, voice leading, progressions, cadences, modulation, nonharmonic tones, analysis, dominant 7th. Sightsinging and music reading, using instruments. Musical dictation. Three hours lecture and two hours lab weekly.

5 Harmony, II Fall 4 units

UC, CSUC
Prerequisite: Music 4.

Continuation of the study of the harmonization of given melodies and basses in four-part settings, dominant 9th, 11th, 13th, diminished 7th, 7th chords, non-dominant harmony. Further application of the principles included and introduced in Music 4. Sightsinging and music reading, using instruments. Musical dictation. Three hours lecture and two hours lab weekly.

7 Counterpoint Spring 3 units

UC, CSUC
Prerequisite: Music 3.

Two-voice counterpoint in the 5 species, strict and free styles. 18th century tonal counterpoint, with tonal and original student cantus firmi. Writing and analysis. Three hours lecture weekly.

10 Introduction to Conducting Spring 2 units

UC*, CSUC
Prerequisite: Music 3 or equivalent.

Basic skills and knowledge needed by the conductor including beat patterns, rehearsal procedures, stylistic interpretation and performance practices. Two hours lecture weekly.

19 Introduction to Music Literature 3 units

UC, CSUC
Prerequisite: None.

Designed for general college student without music background. A comprehensive study of musical style, form and materials organized to acquaint the student with representative musical literature through listening. Three hours lecture.

20 Music History and Literature I Fall 3 units

UC, CSUC
Prerequisite: None.

A study of the materials of music and simple and complex forms such as folk and art song, opera, symphonic poem and symphony. The history and music of nineteenth-century Romanticism is emphasized. Three hours lecture.

21 Music History and Literature II Spring 3 units

UC, CSUC
Prerequisite: None.

Baroque, Classic, Twentieth Century, and American music and history are included. Early polyphonic music, the oratorio, chamber music, symphony and the innovations of modern composers are emphasized. Three hours lecture.

25 Survey of Jazz and Popular Music 2 units

UC, CSUC
Prerequisite: None.

A study of the history of jazz from its origins to the present day. Influential composers, instrumentalists, singers and arrangers. Popular music and its background. Two hours lecture.

—Musical Performance—

Music majors are required to participate in performance classes each semester (choir, chamber singers, jazz ensemble or wind ensemble).

Performance courses will be taken in alphabetical sequence, beginning with A semester, no matter in which semester enrollment begins.

30-ABCD Class Voice 1-1-1-1 unit

UC*, CSUC
Prerequisite: None for 30-A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Group work in voice production, diction, and interpretation. Opportunity provided for individual attention and performance. Two hours lab weekly.

Students may earn a maximum of four units in Class Voice, including transferred units.
### 31 Musical Theater Workshop 2 units

UC*, CSUC  
Prerequisite: Vocal, dramatic or dance background and skill highly desirable.  
The study of musical, dramatic and movement techniques in musical theater through the study and performance of representative material. One hour lecture and two hours lab weekly.

### 32-ABCD Class Piano 1-1-1-1 unit

UC*, CSUC  
Prerequisite: None for 32-A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary chords, and their use in simple song accompaniment patterns. Two hours lab weekly.

*Students may earn a maximum of four units in Class Piano, including transferred units.*

### 35-ABCD Class Organ 1-1-1-1 unit

UC*, CSUC  
Prerequisite: One semester of class piano or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
Fundamentals of organ technique. Registration. Two-, three-, and four-part music; hymn playing. Opportunity provided for individual attention and performance. Two hours lab weekly.

*Students may earn a maximum of four units in Class Organ, including transferred units.*

### 37-ABCD Class Guitar 1-1-1-1 unit

UC*, CSUC  
Prerequisite: None for 37-A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
Fundamentals of guitar and related musicianship. Basic technique and repertoire unique to the folk guitar. Chordal accompaniment to folk singing will be emphasized. Students furnish own instrument. Two hours lab weekly.

### 38-ABCD Applied Music Training 1-1-1-1 unit

UC*, CSUC  
Prerequisite: None for 38-A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
Individual instruction in voice, keyboard, string, brass, woodwind or percussion instruments. One hour lecture-recital instruction by the college staff and one lesson per week with a private instructor arranged for by the student. Credit granted only on certification by the college staff that the student has met established requirements through successful performance examinations administered by the staff. One hour lab weekly.

### 39-ABCD Concert Choir 1-1-1-1 units

UC*, CSUC  
Prerequisite: None. Open to all students interested in college singing experiences, but subject to review by the instructor. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
Performance of secular and sacred music accompanied and unaccompanied choral music. Three hours lab weekly.

### 40-ABCD Chorale 1-1-1-1 unit

UC*, CSUC  
Prerequisite: Retention based on successful audition. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
This is the most advanced large choral group. Performance of accompanied and unaccompanied secular and sacred choral music. Three lab hours weekly.

### 41-ABCD Chamber Singers 2-2-2-2 units

UC*, CSUC  
Prerequisite: Retention based on successful audition. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
Performance of music particularly adapted to small vocal ensembles. Five hours lab weekly.

### 42-ABCD Wind Ensemble 2-2-2-2 units

UC*, CSUC  
Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.  
Performance of standard concert band literature. Appearances at college functions and athletic contests are made throughout the year. Five hours lab weekly.

### 43-ABCD Jazz Workshop 1-1-1-1 unit

UC*, CSUC  
Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.
MUSIC

Practical experience in performing music in popular and jazz styles arranged for stage band. Three hours lab weekly.

44-ABCD College Jazz Ensemble 2-2-2-2 units

UC*, CSUC

Prerequisite: Previous experience in performance of jazz literature and audition by instructor. Recommended concurrent enrollment in Music 42.

Practical experience in performing music in popular and jazz styles arranged for stage band. Three hours lab weekly.

45-ABCD Woodwind Instruments 1-1-1-1 unit

UC*, CSUC

Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Class lessons for those who wish to learn to play flute, oboe, clarinet, saxophone or bassoon. Three hours lab weekly.

46-ABCD Brass Instruments 1-1-1-1 unit

Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Class lessons for those who wish to learn to play trumpet, trombone, French horn, baritone, and bass. Three hours lab weekly.

47-ABCD Percussion Instruments 1-1-1-1 unit

UC*, CSUC

Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Class lessons for those who wish to learn to play snare drum, bass drum, accessories, and mallet keyboard instruments. Three hours lab weekly.

50-ABCD Concert Analysis 1/2-1/2-1/2-1/2 unit

Prerequisite: None.

Course designed to provide the opportunity to attend a series of concerts combined with critical discussions of content and performance. One hour lab weekly.

51-ABCD Workshop: Composition and Practical Arranging 1-1-1-1 unit

Prerequisite: Music 3 or equivalent. Courses will be taken in alphabetical sequence, beginning with A semester, no matter in which semester enrollment begins.

Opportunity for individual creative projects in composing and arranging. Instruction in melody and accompaniment writing, instrumentation, and voicing will be applied directly to individual projects. The student may work in vocal or instrumental mediums and in serious or popular styles. Two hours lab weekly.

52-AB Recital Performance 1/2-1/2 units

Prerequisite: High competence in performance medium.

A course designed to provide an opportunity for preparation and presentation of public performances. One hour lab weekly.

54-ABCD Community Jazz Ensemble 1-1-1-1 unit

Prerequisite: Previous experience in performance of jazz literature and audition by instructor.

Practical experience in performing music in popular and jazz styles arranged for stage band. Opportunities provided for students to arrange and compose for the band as well as to direct. Three hours lab weekly.

55 Careers in Music 2 units

Prerequisite: None.

A course designed to acquaint the student with occupations in music and music related fields. Two hours lecture weekly.

60 The Care and Repair of Instruments 2 units

Prerequisite: None.

A course designed to instruct the student in the care, repair and purchase of musical instruments. One hour lecture and two hours lab weekly.

NURSING

Two curricula are offered in nursing: The two-year Associate in Arts degree program leading to licensure as an R.N. and the one year vocational nursing program leading to licensure as an L.V.N. In addition, the college offers a course for nursing assistants.
NURSING

Health Requirements:

Students in all of the nursing courses are required to have on file a physical examination record completed by a physician prior to participation in the clinical laboratory (hospital) portion of the nursing course. This physical examination record must state that the applicant is free from any physical or emotional disabilities that would interfere with the usual duties and responsibilities of a student nurse.

—Associate in Arts Degree Program—

The two year program fulfills all the requirements for the Associate in Arts degree at Riverside City College and qualifies the graduate to take state examinations to become a registered nurse. Its primary purpose is to produce graduate nurses qualified to render direct care to patients. The curriculum combines general education and nursing courses in a complete program enabling the student to obtain employment as a registered nurse without further preparation.

The college has affiliations with Riverside General, Riverside Community, Parkview Community, Knollwood Community, March Air Force Base, Kellogg Psychiatric and Circle City Hospitals, Alta Vista Community and the Community Convalescent Center, Riverside County Day Treatment Center and Twilight Haven Sanatorium as well as with clinics, doctors' offices, and other community health agencies.

New classes in the degree program are admitted twice a year in September and January. Applications for admission to the college are accepted beginning April 1 for the fall semester and November 1 for the spring semester.

Expenses:

1. Students furnish their own uniforms. The cost is approximately $90.00.
2. The cost of nursing books and supplies approximates $300 for two years.
3. Day students pay a health fee each per semester, plus a parking fee of $5.00 per semester.
4. Students are urged to carry some form of 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.

Requirements for Admission to the Nursing Program

Applicants must:

1. Be graduates of an accredited high school or present General Educational Development (G.E.D.) test scores equivalent to high school graduation.

2. Have completed one year high school or college chemistry including laboratory.
3. Have qualifying test scores on the college test battery. (See "Counseling Examinations," p.)
4. Present a satisfactory record of a medical examination.
5. Have an overall 2.0 (C) grade point average in all college work attempted.

Grade Point Requirements for Continuing in the Nursing Program

Nursing students are required to meet minimum requirements to be eligible for the licensing examinations administered by the State Board of Registered Nursing. A minimum grade of C in each nursing course is required also as a student advances from one semester to the next. Refer to prerequisites for each nursing course. Students are encouraged to satisfy the additional requirements for the Associate in Arts degree in order to be considered a graduate of a California school and ensure eligibility for licensure in other states. An overall C average is required for the Associate in Arts degree at Riverside City College.

1-A Introduction to Nursing

5 units

CSUC

Prerequisite: Admission to the Program and concurrent enrollment in Nursing 1-B. Concurrent enrollment in or completion of Anatomy and Physiology 2-A with C or better grade, and English 1-A.

The role of the nurse in the maintenance and restoration of health. The meaning of the sick role to the individual and to the family. The emphasis is on basic human needs in health and stress, fundamental nursing skills in giving supportive care to individual patients in a variety of settings. Two hours lecture and nine hours lab weekly.

1-B Auto-tutorial Nursing Laboratory

2 units

CSUC

Prerequisites: Concurrent enrollment in Nursing 1-A.

Provides opportunities for the practice and mastery of fundamental nursing skills necessary for patient care in auto-tutorial laboratory through use of multimedia instructional materials. Written and motor performance tests following
completion of stated objectives provide students with immediate feedback on progress. Six hours lab weekly.

2 Nursing in Health and Stress 6 units
CSUC
Prerequisites: Passing grades in English 1-A and a C grade or better in Nursing 1-A, Nursing 1-B, 9 and Physiology 2-A. Concurrent enrollment in Microbiology 1 or completion of Anatomy and Physiology 2-B with a C or better grade, and Psychology 33. Students will be admitted to Nursing 2 if they complete the above prerequisites and their overall grade point average is C or better.

Considers the needs of the individual and family during normal stress of the life cycle, including pregnancy. Focuses on the family and the stress inherent in growth and development, including the psycho-social, as well as the physical needs of each age group. Considers the patient as a member of the family and community. The student will assess physical conditions, adaptive and coping mechanisms, and plan and give nursing care to patients in moderate stress situations. Three hours lecture and nine hours lab weekly.

3 Nursing in Severe Stress, I 8 units
CSUC
Prerequisite: Passing grade in Psychology 33 or Psych. 1 and a C or better grade in Anatomy and Physiology 2-B, Microbiology 1, and Nursing 2 and 10. Completion of or concurrent enrollment in Soc. 1 or Anthro. 2. Students will be admitted to Nursing 3 if they complete above prerequisites and their overall grade point average is a C or better.

Students are given the opportunity to provide nursing care to persons in times of severe and unusual stress: Patients who require help in maintaining body image and sense of identity and patients who require life-saving and life protecting measures. Emphasis on legal responsibilities of the nurse in caring for patients in severe stress. Discussion of community resources available in situations of severe stress. Three hours lecture and fifteen hours lab weekly.

4 Nursing in Severe Stress, II 8 units
CSUC
Prerequisites: C or better grade in Nursing 3 and 11, and Microbiology 1. Completion of or concurrent enrollment in Speech 1. Students will be admitted if they complete the above prerequisites and if their overall grade point average is C or better. Enrollment in or completion of Humanities and Humanities are not required for State Board eligibility.

Continued opportunity to provide supportive care to persons in times of severe or unusual stress: Patients who require help in maintaining body image and sense of identity and patients who require life-saving and life protecting measures. Emphasis on legal responsibilities of the nurse in caring for patients in severe stress. Discussion of community resources available in situations of severe stress. Three hours lecture and fifteen hours lab weekly.

9 The Person as a Nurse 1 unit
CSUC
Prerequisite: Concurrent enrollment in Nurs. 1-A and 1-B.

Focuses on the roles, expectations, feeling of the person who is becoming a nurse. Communication skills are emphasized. The processes of problem solving and group interaction are used. Overview of nursing education and practice introduced. Two hours lecture weekly.

10 The Nurse as a Person 2 units
CSUC
Prerequisite: Nursing 9 and concurrent enrollment in Nurs. 2.

Focuses on the nurse’s need to be a person in her own right. Three hours weekly.

11 Personal and Social Values in Nursing 2 units
CSUC
Prerequisite: Nursing 10 and concurrent enrollment in Nurs. 3.

Consideration of evolving personal beliefs and values and their relationship to the individual’s effectiveness as a nurse and as a member of society. Three hours weekly.

12 Nursing Seminar 3 units
CSUC
Prerequisite: Nursing II and concurrent enrollment in Nursing 4.

Includes philosophy of care and principles involved in providing organized nursing services. Correlates with laboratory
experiences in Nursing 4 to develop beginning management skills. Anticipates the problems of the graduate nurse in seeking employment, planning for continued personal growth and meeting the responsibilities of the nursing practitioner. Three hours weekly.

20-A Special Nursing Techniques, I Summer 3 units

CSUC
Prerequisite: Nursing 2 with C or better grade or completion of VN program or equivalent.

Prepares nurses to function in the operating room. Includes principles of aseptic technique, knowledge of operative procedures and supervised experience in the operating room. Six-week summer session. Three hours lecture and eighteen hours lab weekly.

20-B Special Nursing Techniques, II Summer 2 units

CSUC
Prerequisite: Nursing 20-A or equivalent.

Provides advanced theory and practice in surgical techniques. Includes supervised experience in specialized areas, such as urological, orthopedic, chest, eye, ear, nose, and throat, and neurosurgery. Six-week summer session. Three hours lecture and eighteen hours lab weekly.

21 Team Nursing Summer 3 units

CSUC
Prerequisite: Nursing 2 or equivalent.

Utilizes student’s theoretical and clinical background in solving specific nursing care problems in a team relationship. Supervised team nursing experience in area of student’s choice. Six-week summer session. Three hours lecture and eighteen hours lab weekly. Approved by the Board of Registered Nursing for continuing education units.

22 Nursing Team Leadership Summer 3 units

CSUC
Prerequisite: Nursing 3.

Utilizes the student’s cumulative theoretical and clinical background in transition from student to graduate role. Course built upon content developed in Nursing 4 but with emphasis on leadership role to help students further develop ability to assume responsibilities of team nursing. Six-week summer session. Three hours lecture and eighteen hours lab weekly. Approved by the Board of Registered Nursing for continuing education units.

The vocational nursing program is a 12-month program designed to prepare qualified students to become licensed vocational nurse. The curriculum provides for patient-centered teaching and conforms to regulations of the California State Board of Vocational Nurse Examiners. Classroom instruction is offered concurrently with clinical practice to assist the student in the application of nursing theory to actual nursing situations. Graduates of this program are eligible to take the State Board examination, successful completion of which leads to licensure as a vocational nurse. To receive a certificate in the certificate courses is required. An F grade in either theory or clinical practice will result in an F grade for courses combining theory and practice. New classes are admitted once a year in September. Applications for admission begin April 1.

Requirements
1. Applications must have 12th grade equivalent education or higher.
2. Take college aptitude and vocational tests, and
3. Present a satisfactory record of medical examination.

Expenses
1. The student furnishes his/her own uniform, costing about $80.00.
2. The cost of books and supplies approximates $125.
3. Students are urged to carry some form of 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.
4. Students pay a health fee each semester and a parking fee of $5.00 per semester.

Attendance Requirements

Attendance policies are based on college policy and requirements of the California Board of Vocational Nurse and Psychiatric Technician Examiners.

Absences in excess of 30 hours combined class and laboratory time must be made up in the clinical area at the end of the program. Students not eligible to take State Board examinations until make-up time has been completed. However, the college cannot guarantee that all make-up time can be scheduled prior to the first State Board test following graduation.

Students will be notified when 15 hours of absence have been accumulated.

Excessive Absence in Total VN Program
1. Absences in excess of 60 hours or 10 consecutive days, for whatever reason, shall be deemed cause for dropping a student from the program. Such a student may re-enter the program the following year.
NURSING

at the beginning of the course in which the absence occurs, providing space is available and a petition for readmission to the nursing program has been approved.

2. By State Board regulations, we are required to drop any student whose cumulative absences exceed 20 separate absence days, regardless of reason, number of hours or whether class of laboratory time. Students will be notified when 15 days have accumulated.

51 Physical Foundations  
Fall 2 units
Prerequisite: Admission to the program.
Body functions essential for life, major requirements for personal health and scientific principles from bacteriology and nutrition as a foundation for practice of vocational nursing. Two hours lecture weekly.

52 Psychological-Social Foundations  
Fall 2 units
Prerequisite: Admission to the program.
Physical, mental and emotional development of individuals from infancy through old age, the family as a unit and the relationship between health of the individual and the family to community health. Two hours lecture weekly.

53 Vocational Foundations  
Fall 2 units
Prerequisite: Admission to the program.
Concurrent enrollment in or completion of Nursing 56, 57.
Definition, functions, responsibilities, and roles of the vocational nurse within the occupation of nursing. Two hours lecture weekly.

54 Health Deviations  
Fall 2 units
Prerequisite: Admission to the program.
Physical and mental deviations from health as a foundation for the practice of vocational nursing. Two hours lecture weekly.

56 Fundamentals of Vocational Nursing  
Fall 3 units
Prerequisite: Nursing 51, 52, 53, 54 or taken concurrently. Nursing 57 must be taken concurrently.

57 Fundamentals of Nursing Laboratory  
Fall 6 units
Prerequisite: Nursing 56, or taken concurrently.
Selected experience in the observation and care of people of all ages in a variety of settings for the concurrent application and practice of experiences from all foundation courses. Eighteen hours lab weekly.

60 Vocational Problem Solving  
Spring 2 units
Prerequisite: Overall C average in Nursing 51, 52, 53, 54, 56 and 57 and with a grade of C or better in Nursing 56 and 57.
Guidance on vocational opportunities and responsibilities of the vocational nurse. Emphasis on actual problems arising as the student learns the practice of nursing. Two hours lecture weekly.

61 Nursing Care of Families  
(Twelve Weeks)  
Spring 5 units
Prerequisite: Over-all C average in Nursing 51, 52, 53, 54, 56 and 57, and with a C or better in Nursing 56 and 57.
The family as it experiences common health situations requiring special assistance and medical care. Includes care of mothers and infants, children, adolescents, adults, and senior citizens with health problems associated with their age groups. Emphasis on the role of the family in meeting these situations. Four hours lecture and eleven hours lab weekly.

62 Nursing Care of Ill Persons  
(Twelve Weeks)  
Spring 5 units
Prerequisite: Over-all C average in Nursing 51, 52, 53, 54, 56 and 57 and a grade of C or better in Nursing 56 and 57.
Care of patients with common nursing problems which will help the student to understand and apply principles of nursing care. Opportunity provided for care of patients in all age groups, from various ethnic and social backgrounds, and with common medical and surgical diagnosis. Four hours lecture and ten hours lab weekly.

63 Care of Patients with Impairment of Vital Functions  
(Six Weeks)  
Spring 5 units
Prerequisite: Nursing 61 and 62 with a C or better grade.
NURSING

Care of patients with impairment of functions vital to maintenance of life. The assisting role of the vocational nurse in complex nursing situations is emphasized. Includes responsibilities and life-saving measures in emergency situations. Eight hours lecture and twenty-one hours lab weekly.

64 Care of Patients in States of Helplessness
(Six Weeks) Summer 6 units

Prerequisite: Nursing 63 with a C or better grade.

Focus on the care of patients in health situations characterized by helplessness, as unconsciousness, acute stages of illness, paralysis, immobility. Emphasizes the role of the vocational nurse as the one frequently responsible for personal care, as member of the health team, and as assistant to the professional nurse. Six hours lecture, thirty-two hours lab weekly.

65 Care of Patients in States of Mental Incompetency
(Six Weeks) Summer 6 units

Prerequisite: Nursing 64, with a C or better grade.

Care of patients with personality changes, functional disorders of the brain and organic diseases of the nervous system which interfere with normal intellectual and emotional behavior. Includes the study of and experience in caring for persons with disturbed interpersonal relationships. Six hours lecture, thirty-four hours lab weekly.

NURSING ASSISTANT PROGRAM

90 Nursing Assistant 5 units

Prerequisite: None.

Combined theory and practice in personal care services during illness including cleanliness, nutrition, elimination and activity needs of ill persons. Emphasizes responsibilities to the employers and the role of assisting the nurse. Three hours lecture and seven hours lab weekly for one semester, or other arrangements totaling 180 hours of instruction.

OCEANOGRAPHY

1 Introduction to Oceanography 4 units

UC, CSUC

Prerequisite: None. 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. Three hours lecture and three hours lab weekly.

2 Marine Geology

UC, CSUC

Prerequisite: Oceanography 1.

Geological aspects of oceanography, recent and ancient marine environments, influence of physical, chemical, and biological systems on the geologic environment. Includes sedimentation in world oceans, global tectonics, carbonate and noncarbonate systems. Three hours lecture and three hours lab, to be arranged, weekly.

PHILOSOPHY

10 Introduction to Philosophy 3 units

UC, CSUC

Prerequisite: None.

An introduction to the main areas of philosophy: metaphysics, epistemology, ethics and contemporary philosophy. The topics are covered in such a way as to reflect their influence and their importance in relation to current conditions and present day problems. Three hours lecture weekly.

11 Introduction to Critical Thinking 3 units

UC, CSUC

Prerequisite: None.

Concepts and methods employed in critical thinking in everyday experience and the general fields of knowledge. Topics covered include semantics and linguistic analysis, fallacies, and deductive and inductive methods of reasoning. Three hours lecture weekly.

12 Ethics in Contemporary Life 3 units

UC, CSUC

Prerequisite: None.

Contemporary problems in ethics. The perennial ethical problems of the nature of the good, individual vs. social values, moral choice and moral obligation are considered as they bear on current issues in sex and family life, civil rights, race relations, law and order, protest and civil disobedience, pacifism and productivity and leisure. Three hours lecture weekly.
13 **Aesthetics** 3 units

UC, SCUC
Prerequisite: None.

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. Three hours lecture weekly.

14 **Survey of Black Thought** 3 units

UC, CSUC
Prerequisite: None.

A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and the modern western slave and liberation periods. Representative of the modern periods such as Frederick Douglass, Marcus Garvey, du Bois, Malcolm X, Carmichael and Cleaver. Three hours lecture weekly.

19 **Native American Thought** 3 units

UC, CSUC
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. Three hours lecture weekly.

20 **History of Greek Philosophy** 3 units

UC, CSUC
Prerequisite: Qualifying test scores.

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. Three hours lecture weekly.

21 **History of European Philosophy** 3 units

UC, CSUC
Prerequisite: Qualifying test scores.

Continuation of Philosophy 20 but may be taken independently. A survey of the Renaissance and the rise of humanism and of modern science; rationalism, empiricism, and the rise of the modern mind. Three hours lecture weekly.

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**PHOTOGRAPHY**

30-A **Critical and Speculative Philosophy** 3 units

UC, CSUC
Prerequisite: Philosophy 10.

Emphasis is placed on semantics, theory of knowledge, methodology and world views. In both semesters central concern is with perennial problems and their attempted solutions. Three hours lecture weekly.

30-B **Value Disciplines** 3 units

UC, CSUC
Prerequisite: Philosophy 30-A

A presentation of philosophy as the attempt to think reflectively and critically upon everyday problems. Questions are emphasized which arise in discussions concerning philosophy of religion, ethics, politics and the arts. Three hours lecture weekly.

32 **Introduction to Symbolic Logic** 3 units

UC, CSUC
Prerequisite: One year of high school algebra or Math 52 with a C or better grade. Math 18 recommended.

Principles of deductive reasoning, including the practical application of modern symbolic techniques aiding the clarification of thought and discourse. Three hours lecture weekly.

**PHOTOGRAPHY**

8 **Introduction to Photography** 3 units

UC*, CSUC
Prerequisite: None.

Theory and practice in the basic techniques of producing black and white photographs with technical and artistic value, including the use of cameras, materials and processes in darkroom procedures. Students will be expected to supply their own film and photographic paper. Two hours lecture and three hours lab weekly.

9 **Intermediate Photography** 4 units

UC*, CSUC
Prerequisite: Photography 8.

Emphasis on the use of professional equipment: view, press reflex and 35mm. cameras. Application of art principles and photo-graphics to produce pictures of high quality. Intro-
PHOTOGRAPHY

10 Advanced Photography 4 units
UC*, CSUC
Prerequisite: Photography 8 and 9.
A course for professionally oriented students of photography, with emphasis on concepts of approach and applications. Studio management, and legal aspects for the professional photographer. Three hours lecture and three hours lab weekly.

11-ABCD Publications Photography 2-2-2-2 units
UC*, CSUC
See Journalism 11-ABCD. Credit will not be allowed for both Journalism 11-ABCD and Photography 11-ABCD.

12 Photojournalism 2 units
UC*, CSUC
See Journalism 12. Credit will not be allowed for both Journalism 12 and Photography 12.

13 Advanced Darkroom Techniques 4 units
CSUC
Prerequisite: Photography 8 and 9.
Designed to introduce the advanced student to photographic systems of measurement and their practical application. Three hours lecture and three hours lab weekly.

14 Introduction to Color Photography - Transparencies 3 units
CSUC
Prerequisite: Photography 8, 9, 10 or Photography 13.
An introductory color photography course covering materials, methods, and processes as applied to the usage of color transparencies and positive materials. Two hours lecture and three hours laboratory weekly.

15 Introduction to Color Photography - Negatives 3 units
CSUC
Prerequisite: Photography 8, 9, 10 or 13.

PHOTOGRAPHY

A materials, methods and processes class covering basic theory and practical methodology as applied to the processing, printing and finishing of color prints from color negatives. Basic theory, quality control methods, comparative processes and correctional methods will be stressed through formal lectures, demonstrations, practical assignments and class critiques. Two hours lecture and three hours laboratory weekly.

19 Intermediate Photography 2 units
UC*, CSUC
Prerequisite: Photography 8.
Same as Photography 9 but designed for Extended Day. One hour lecture and three hours lab weekly.

20 Advanced Photography 2 units
UC*, CSUC
Prerequisite: Photography 8 and 9, or 19.
Same as Photography 10 but designed for Extended Day. One hour lecture and three hours lab weekly.

23-AB Advanced Darkroom Techniques 2-2 units
CSUC
Prerequisite: Photography 8 and 9, or 19.
Same as Photography 13 but designed for Extended Day. One and one-half hours lecture and one and one-half hours lab weekly.

60 Beginning Photography 2 units
CSUC
Prerequisite: None.
Basic techniques of photography, with emphasis on operation of the camera. Theory and practice in taking, developing, and printing pictures. Previous experience or knowledge of photography not necessary. College cameras and darkroom facilities are available for practice. Students will be expected to supply their own film and photographic paper. One hour lecture and three hours lab weekly.

70-ABCD Work Experience 1-2-3-4 units
CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.
PHOTOGRAPHY

This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences per week.

Also see—JOURNALISM, pages

PHYSICAL EDUCATION

Students are required to take physical education during their first two semesters of enrollment except those under twenty-one years of age or those in "Completed" (two semesters), "Special" (students registered for less than 9 units), and "Medical" categories. Students who have physical disabilities or health problems which prevent them from participating in physical education activities must have a physical education exemption card signed by a physician on file in the Admissions Office by the end of the first week of the semester.

Students twenty-one or over are encouraged to take physical education activity, or may enroll in Physical Education C-41 (Special Physical Education). All students 21 years of age or over who plan to attend a transfer institution which has a 25-year age requirement should enroll in physical education at Riverside City College.

Students should consult their instructor or the chairperson of the Physical Education Division if problems arise in regard to a physical education activity class.

Uniforms

Students are requested to wear attire appropriate to the activity.

Lockers

A lock, locker and towels for which the student is responsible, will be issued to each student. A $2.00 charge will be assessed for a lost lock.

Intramural Sports

The intramural program for men and women is sponsored by the Division of Physical Education. The program offers students and faculty an opportunity to participate in a recreational activity as regularly as time and interest permit.

Competition is offered in individual and dual activities as well as team sports. These include: badminton, touch football, basketball, bowling, handball, softball, tennis, volleyball, weight training, golf, and racquet ball. As student interest warrants, additional activities will be provided. The Division of Physical Education furnishes the staff, facilities and equipment.

New students, as yet unaffiliated with any group, are cordially invited to participate in all of the activities by registering in the Intramural office.

Also see—PHYSICAL EDUCATION

27 Introduction to Movement Education for Elementary Children 2 units

UC*, CSUC
Prerequisite: None.

An individualized approach to teaching children to become aware of their physical abilities and to use them effectively in their daily activities involving play, work, and creative expression. One hour lecture and three hours lab weekly.

29 Basic Skin and Scuba Certification 1 unit

UC*, CSUC
Prerequisite: Advanced Swimming. Physical examination using the school SCUBA medical form.

Introduction to skin and scuba diving. Includes a review, study and practice of all the basic life saving techniques; use of fins, face plates, snorkle, air tanks, and regulator, hoses; and the study of diseases relating to diving. Students are responsible for acquiring masks, fins, and snorkels and wet suits for field trips.

Students completing the course will qualify for the NAUI and LA County Certificate. There will be a charge payable at registration of $25 for supplies. One hour lecture and three hours lab weekly. (9 week course—36 hours).

30 First Aid 2 units

UC, CSUC
Prerequisite: None.

The standard first aid and personal safety course. The course content includes: accident prevention, development of safety attitudes, determination of the nature and extent of injuries, administration of prompt and proper first aid measures, including rescue and transportation. Students completing the course satisfactorily will qualify for the Standard First Aid Certificate. Two hours lecture weekly.

31 Water Safety Instructors Certification Course 3 units

UC*, CSUC
Prerequisite: Advanced Life Saving Certificate.

This course is designed to drill the competent swimmer in life saving and water safety. Upon successful completion of this course, a Water Safety Instructor's Certificate is awarded. This course meets the general physical education requirement. Two hours lecture and three hours lab weekly.
### PHYSICAL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Term</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Introduction to Physical Education</td>
<td>Fall</td>
<td>2</td>
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<tr>
<td></td>
<td>UC, CSUC</td>
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<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>An orientation course on the nature of physical education and the qualifications demanded of physical education teachers. Two hours lecture weekly.</td>
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<tr>
<td>33</td>
<td>Sports Officiating—Fall Sports</td>
<td>Fall</td>
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<td>UC*, CSUC</td>
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<tr>
<td></td>
<td>Prerequisite: None.</td>
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<td></td>
<td>The mechanics, techniques, and rules of officiating football, basketball, and water polo. Two hours lecture weekly, plus required field work.</td>
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<tr>
<td>34</td>
<td>Sports Officiating—Spring Sports</td>
<td>Spring</td>
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<td>UC*, CSUC</td>
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<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>The mechanics, techniques, and rules of officiating wrestling, baseball, and track. Two hours lecture weekly, plus required field work.</td>
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<tr>
<td>35</td>
<td>Introduction to Recreation</td>
<td>Fall</td>
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<td>UC*, CSUC</td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>Introduces to the student the historical and philosophical foundations of leisure and recreation. Two hours lecture weekly, plus required field work.</td>
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<tr>
<td>36</td>
<td>Recreational Leadership</td>
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<td>UC*, CSUC</td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>Introduces the principles of leadership and organization in recreation, knowledge of human dynamics and leadership abilities and practical experience in supervision and leadership. Two hours lecture weekly, plus required field work.</td>
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<tr>
<td>37</td>
<td>Beginning Skin and Scuba Diving</td>
<td>Fall</td>
<td>2</td>
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<td>UC*, CSUC</td>
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<td></td>
<td>Prerequisite: Advanced Swimming. Physical examination using the SCUBA medical form.</td>
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<td>Review, study and practice of basic lifesaving techniques; use of fins, face plates, snorkles, air tanks, regulators and hoses;</td>
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<tr>
<td>38</td>
<td>Modern Dance Choreography Based on Ethnic Sources</td>
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<td>UC*, CSUC</td>
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<td>Prerequisite: None.</td>
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<td>A coed beginning modern dance class that uses aesthetic and other materials of various cultural and ethnic groups. Three hours lab weekly.</td>
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<tr>
<td>39</td>
<td>Backpacking</td>
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<td></td>
<td>UC*, CSUC</td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>Survey of backpacking. Where to backpack in summer and winter. Safety; map reading; woodmanship; equipment; ecology. Three hours lecture weekly.</td>
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<tr>
<td>40</td>
<td>Bicycling</td>
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<td></td>
<td>UC*, CSUC</td>
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<td>Prerequisite: None.</td>
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<td>A survey of bicycling. The development of the bicycle, and understanding of aerobic exercises, laws and safety requirements, and understanding of maintenance and repair, the value of the bicycle as it relates to recreation. This course meets the general physical education requirements. Two hours lecture and three hours lab weekly.</td>
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<tr>
<td>41</td>
<td>Practical Ocean Diving, I (Intermediate)</td>
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<td>UC*, CSUC</td>
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<td></td>
<td>Prerequisite: Basic Skin and Scuba Certification from NAUI or L.A. County—Pass basic test, including 200 yd. swim, 400 yd. kick with scubagear, 50 ft. underwater.</td>
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<td>Offers the certified diver extensive, well-supervised experience and training in ocean and open water diving beyond the basic SCUBA level. One hour lecture and three hours lab weekly. There will be a $25 charge for supplies payable at registration. This course meets the general P.E. requirements.</td>
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</tbody>
</table>
PHYSICAL EDUCATION

44 Health Needs in a Modern Society 3 units

UC*, CSUC
Prerequisite: None.

Provides the prospective elementary teacher and physical education major with basic physiology and anatomy instruction, as well as scientific health information. Promotes desirable health attitudes and practices. Three hours lecture weekly.

C70 Adaptive Physical Education for the Physically Handicapped 1 unit

Prerequisite: Medical approval and verification of a physical handicap.

Provides physical education for the physically handicapped to promote total growth including better self-awareness on behalf of each student's physical needs and of methods utilized in meeting these physical development and strength needs. This course helps to enable the student's participation in his environment. Three hours laboratory weekly.

ACTIVITIES COURSES

Physical education classes meet three times a week for one hour or twice a week for one and one-half hours. One unit of credit is given for the three-hour program.

Students 21 years of age and over may enroll in any regular physical education class of their choice. See the instructor if the class is closed. Men and women 21 years of age or older and not desiring the regular routine may enroll in C41, Special Physical Education. Hours will be arranged.

A maximum of four units in physical education activities may be counted toward an associate in arts degree.

All students 21 years of age or over who plan to attend colleges that have a 2-year age requirement should enroll in a physical education activity course at Riverside City College. All activity classes meet P.E. requirements at four-year colleges.

Coeducational Activities:

- Archery, Beginning
- Archery, Advanced
- Aqua Exercises
- Badminton
- Badminton, Intermediate
- Badminton, Advanced
- Basketball
- Basketball/Softball
- Basketball/Volleyball
- Bicycling, Advanced
- Bowling, Beginning
- Bowling, Intermediate (130-plus av.)

- Fencing
- Golf
- Golf, Intermediate
- Gymnastics
- Handball
- Jogging
- Karate
- Karate, Intermediate
- Racquetball
- Special Physical Education (21 years of age or over)
- Swimming, Beginning
- Swimming, Intermediate
- Swimming, Advanced
- Tennis, Beginning
- Tennis, Intermediate
- Tennis, Advanced
- Volleyball
- Volleyball, Advanced
- Volleyball/Tennis
- Volleyball/Handball
- Weight Training
- Yoga
- Introduction to Movement Education
- Water Safety Instructors Certification
- Modern Dance Choreography Based on Ethnic Sources

Activity Classes Designed for Men (M) and Women (W) but not limited to either sex:

- Badminton, Advanced
- Figure Control
- Gymnastics
- Gymnastics, Intermediate
- Team Sports
- Tennis, Beginning
- Tennis, Advanced
- Volleyball, Advanced
PHYSICAL EDUCATION

M-10 — Baseball Fundamentals, Offensive
M-12 — Baseball Fundamentals, Defensive
M-15 — Football Fundamentals
M-17 — Soccer
M- 8 — Team Sports
M-14 — Track Fundamentals

*Prerequisite: Beginning course or equivalent.

Varsity Sports

Students intending to participate in a fall varsity sport should contact the coach of that sport before enrolling. To establish eligibility, those going out for spring sports should contact the coach of that sport during the first three weeks of the fall term. The varsity sports are:

Women:
V-20 — Basketball-Staff
V-18 — Tennis-Peters
V-21 — Volleyball-Knox
V-22 — Softball-Knox

Men:
V-1 — Cross Country-Heath
V-2 — Football-Kross
V-3 — Water Polo-Turner
V-4 — Basketball-Waxman
V-5 — Baseball-Lance

A student participating in an intercollegiate sport may substitute it for the regular physical education course during the time he participates. Athletes who leave the squad from varsity sports must enroll in a physical education class immediately. This can be done through the Physical Education Division office.

PHYSICAL SCIENCE

1 Introduction to Physical Science 3 units

UC, CSUC
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. Three hours lecture weekly.

3 Laboratory in Physical Science 1 unit

UC, CSUC
Prerequisite: Physical Science 1, or concurrent enrollment.

PHYSICS

2-A General Physics, I  

Fall 4 units

UC*, CSUC

Prerequisite: A C grade or better in Mathematics 35 and 36 or equivalent.

Meets the requirements for pre-medical or pre-dental students. Properties of matter, mechanics, heat, fluids, wave motion, and sound are covered the first semester. Three hours lecture and three hours lab weekly.

Credit for this course can also be earned by achieving a score of 3 or better on Category b of the Advanced Placement Test.

2-B General Physics, II  

Spring 4 units

UC, CSUC

Prerequisite: Physics 2-A.

Light, electricity and magnetism; introductory nuclear physics are covered. Three hours lecture and three hours lab weekly.

Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

4-ABCD Physics  

UC, CSUC

Note: Physics 4-ABCD is designed primarily for students who expect to major in physics, engineering, chemistry, mathematics and life sciences.

4-A Mechanics and Sound 4 units

UC*, CSUC

Prerequisite: Mathematics 1-A or concurrent enrollment and high school physics or Physics 2-A.

Elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, fluid statics and dynamics, wave motion, and acoustical phenomena. Three hours lecture and three hours lab weekly.

Credit for this course can also be earned by achieving a score of 3 or better on Category C of the Advanced Placement Test.
PHYSICS

4-B Electricity and Magnetism  Fall  4 units

UC*, CSUC
Prerequisite: Physics 4-A.

Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction. Maxwell's equations, waves and oscillations. Three hours lecture and three hours lab weekly.

4-C Heat, Light, and Modern Physics  Spring  4 units

UC*, CSUC
Prerequisite: Physics 4-A.

Heat: temperature, quantity of heat, thermal properties of matter, heat transfer, thermodynamics and heat-engine cycles. Light: reflection, refraction, lenses and aberrations, optical instruments, polarization, interference, diffraction, spectra, and color. Modern Physics: introduction to atomic and nuclear structure and radioactivity. Three hours lecture and three hours lab weekly.

4-D Modern Physics  Spring  4 units

UC*, CSUC
Prerequisite: Physics 4-C or concurrently.

Relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to atoms and nuclei. Four hours lecture weekly.

10 Introductory General Physics  3 units

UC*, CSUC
Prerequisite: Mathematics 52 or equivalent.

A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. Three hours lecture weekly.

11 Physics lab  1 unit

UC, CSUC
Prerequisite: Physics 10 or concurrent enrollment.

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. Three hours lab weekly.

PHYSIOLOGY and ANATOMY - See ANATOMY and PHYSIOLOGY, p. 115

POLITICAL SCIENCE

1 American Government  3 units

UC, CSUC
Prerequisite: Qualifying test scores.

The principles, problems, and politics of government, with emphasis on national government in the United States. In considering state and local governments, attention is given to organization and practice in California. Three hours lecture weekly.

2 Comparative Government  3 units

UC, CSUC
Prerequisite: Political Science 1 or equivalent.

A comparative study of selected governments in Europe, Asia, Africa, and Latin America, and their relationship to the United States. Understanding the nature and variety of political systems. Three hours lecture and discussion weekly.

3 Introduction to Political Science  3 units

UC, CSUC
Prerequisite: None.

An inquiry into political action in various cultural contexts stressing a more knowledgeable citizenry while utilizing national and cross-national experiences. Three hours lecture and discussion weekly.

4 Introduction to International Relations  3 units

UC, CSUC
Prerequisite: Political Science 1 or equivalent.

A study of the background, principles, and problems of international relations. Special attention is given to the role of the United States in the international community. Three hours lecture and discussion weekly.

11 American Ethnic Politics  3 units

UC, CSUC
Prerequisite: None. Recommended qualifying test scores.

A survey of American constitutionalism and ethnicity. In consideration of the basic principles of the Constitution,
POLITICAL SCIENCE

Emphasis will be placed on the relationship between various American ethnic groups and the political decision making process. Three hours lecture weekly.

PSYCHOLOGY

1 General Psychology

3 units

UC, CSUC
Prerequisite: None.

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior in learning, motivation, emotion, personality, intelligence, and thought. Three hours lecture weekly.

2 Physiological Psychology

3 units

UC, CSUC
Prerequisite: None.

The study of behavior in relation to the nervous, muscular, and glandular systems, and to the sensory apparatus; included are topics in inheritance, maturation, and deviations. Three hours lecture weekly.

4 Introduction to Experimental Design

3 units

UC, CSUC
Prerequisite: Psychology 1 or 2.

Experimental designs, the analysis of variables that influence experimental results, and the various methods of data treatment. Two hours lecture and two hours lab weekly.

33 Personal and Social Behavior

3 units

UC, CSUC
Prerequisite: Psychology 1.


49 Orientation to College

1 unit

CSUC
Prerequisite: None.

The student's attitudes, habits, motivation, thinking and objectives as they influence his success in college. Effective techniques of listening, reading, learning to concentrate and remember, and preparing for examinations. One hour lecture weekly.

50 Career Planning

1 unit

Prerequisite: None.

Survey of occupational opportunities and requirements for the student who is uncertain about his educational and vocational plans. Lectures, readings, community speakers, discussion, occupational exploration projects. Aptitude and interest tests are included. Two hours lecture weekly for nine weeks.

53 Psychology of Personal Relations

2 units

Prerequisite: None.

A simplified theory of personality and psychodynamics, stressing the nature of personality, criteria of normal and abnormal behavior, motivation, innate and learned mechanisms of adjustment, defense mechanisms, traits and character structure. Emphasis will be placed on acquiring skills in identifying these during group sessions. Two hours lecture weekly.

54 Psychology of Personal Relations for the Deaf

2 units

Prerequisite: None. Intended for deaf students.

A simplified theory of personality and psychodynamics, stressing the nature of personality, criteria of normal and abnormal behavior, motivation, innate and learned mechanisms of adjustment, defense mechanisms, traits and character structure. Emphasis will be placed on acquiring skills in identifying these as they appear in members of the group during group sessions. Three hours lecture weekly.

60 Leadership, I

Fall 1 unit

Prerequisite: Recommended for student body and club officers. Required for all ASRCC officers.

Parliamentary procedure and its application to group situations. One hour lecture weekly.

61 Leadership, II

Spring 1 unit

Prerequisite: Psychology 60.

Principles and attitudes necessary for group-centered leadership. One hour lecture weekly.
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**CSUC**

**Prerequisite:** None.

**Prerequisite:** Real Estate 84-A.

**Prerequisite:** Real Estate 84-A.

**Prerequisite:** None.

**Prerequisite:** Real Estate 80 or licensure in the real estate field.

**Prerequisite:** Real Estate 80 or licensure in the real estate field.

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 salesman license examination. Three hours lecture weekly.

Daily operations in real estate brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward State's educational requirements for the broker's examination. Three hours lecture weekly.

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 broker's examination. Three hours lecture weekly.

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. Three hours lecture weekly.

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. Three hours lecture weekly.

Procedures involved in the evaluation of multiple residential, commercial and industrial properties. Techniques of the income approach to value, including analysis of rental income, property expenses, capitalization methods and capitalization rates as well as analysis of market data. Three hours lecture weekly.

**Prerequisite:** Real Estate 81, 83.

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. Three hours lecture weekly.

Factors affecting the character of a community: the home owner, land use and economics; the planning department and its relationship to elected officials; the master plan, zoning, and conditional use permits; flood and earthquake areas; traffic circulation, park and school locations; procedures for zoning changes and the politics involved; urban blight and renewal. Three hours lecture weekly.

Provides both investors and/or potential syndicators the background, laws, and procedures relative to selecting, forming, and selling real estate syndicates. Applies toward the State's educational requirements for the broker's examination as an equivalent of advanced finance. Three hours lecture weekly.

The history, interpretation, significance, writing, forms and vocabulary of the more commonly accepted types of legal descriptions used in real estate transactions. Two hours lecture weekly.
SECRETARIAL SCIENCE

50/50-AB  Beginning Typewriting  2 units/1-1 unit

CSUC
Prerequisite: None.

An individualized course in touch typewriting allowing the student to progress at his own pace, and enabling him/her to earn one unit of credit for each of two 9-week modules. Mastery of the keyboard forms, and the typing of manuscripts are introduced. Practice and drill work is designed to build both speed and accuracy.

Instruction will be given on an individualized basis through multi-media equipment with the assistance of an instructor. Maximum of 54 hours of instruction for each module.

51/51-AB  Intermediate Typewriting  2 units/1-1 unit

CSUC
Prerequisite: One year of high school typing or Secretarial Science 50/50-AB.

An individualized course in touch typewriting allowing the student to progress at his own pace. This course is designed to further develop the student's ability to type business letters, business forms, tables, and manuscripts with footnotes.

Instruction will be given on an individualized basis through multi-media equipment with the assistance of an instructor. Maximum of 54 hours of instruction for each module.

52/52-AB  Advanced Typewriting  2 units/1-1 unit

CSUC
Prerequisite: Secretarial Science 51/51-AB or two years of high school typing.

An individualized course in touch typewriting allowing the student to progress at his own pace. One unit of credit is earned for each 9-week module. Includes the typing of business letters, manuscripts, reports, minutes of meetings legal documents, business forms, and statistical typing. Also includes the preparation of mimeograph stencils, spirit duplicating masters, and the operation of the mimeograph and spirit duplicating machines. Maximum of 54 hours of instruction for each module.

53  Personal Typing  1 unit

CSUC
Prerequisite: None. Not for the business major.

A one semester course in touch-typewriting which provides skills needed for personal typing. Learning the keyboard is stressed for typing term papers, tabulating, and letter writing. Three hours lab weekly.

60  Business Communications  3 units

Prerequisite: Secretarial Science 50/50-AB or may be taken concurrently.


61  Office Practice  3 units

Prerequisite: Secretarial Science 51/51-AB or equivalent.

Office procedures, including such topics as job application, human relations, grooming, and trends in the changing business world are studied. Practice is provided working with office forms and supplies; postal procedures; machine transcription; telephone techniques; and in various forms of duplicating. Three hours lecture weekly.

62  Filing  3 units

Prerequisite: Secretarial Science 51/51-AB or may be taken concurrently.

Basic procedures covering alphabetical, numerical, geographical and subject filing. Three hours lecture weekly.

63-A  Secretarial Accounting, I  3 units

Prerequisite: Not open to students who have completed 1 year of high school bookkeeping with a grade C or better.

Activities of the general clerical employee — journalizing, posting, trial balance, worksheet, and financial reports. Three hours lecture weekly.

63-B  Secretarial Accounting, II  3 units

Prerequisite: Secretarial Science 63-A.
Further activities of the general clerical employee. Contents include special journals, payroll, property records, and depreciation. Three hours lecture weekly.

64 Duplicating 1 unit
Prerequisite: Secretarial Science 51/51-AB or equivalent.

Includes training with a variety of duplicating processes including the operation of spirit duplicating and mimeograph machines, copy machines, IBM executive typewriter and an automatic typewriter. Includes preparation of stencils and masters. One hour lecture and three hours lab weekly for nine weeks.

65-AB Certified Professional Secretary Review 3-3 units
Prerequisite: None.

Prepares secretaries for the Certified Professional Secretaries examination. Provides a general review for all secretaries who wish to brush up on such topics as business law, business administration, secretarial accounting, study techniques, secretarial procedures and human relations. Three hours lecture weekly.

66 Machine Transcription 1 unit
Prerequisite: Secretarial Science 61 or Secretarial Science 51/51-AB or Secretarial Science 60 (Passing of English Skills Prognostic Test will meet Communications requirements).

Covers a review of basic language skills, of typing skills, and the operation of a transcription machine. Provides a marketable skill in machine transcription for students who satisfactorily meet the standards of the class. One hour lecture and three hours lab weekly for nine weeks.

67 Specialized Machine Transcription 1 unit
Prerequisite: Secretarial Science 66 (Some knowledge of legal and/or medical terminology is desirable).

Builds upon basic transcription skills attained in a Machine Transcription Course. Transcription from belts will include technical terms and narrative that will be used to type legal and/or medical forms. One hour lecture and three hours lab weekly.

70 Beginning Shorthand 3 units
CSUC
Prerequisite: None.

A basic course in theory and practice of Gregg Diamond Jubilee shorthand. Concentration on word-building principles and mastery of shorthand theory. Transcription of business letters is introduced. Five hours lab weekly.

71 Intermediate Shorthand & Transcription 3 units
CSUC
Prerequisite: Secretarial Science 70 or 2 years high school shorthand.

Shorthand theory and supplemental skills (grammar, punctuation, spelling, etc.) will be reviewed throughout the course. Students will continue to develop their ability to produce mailable and verbatim transcripts of business letters dictated at not less than 80 words a minute at the end of the semester. Five hours lab weekly.

72 Advanced Shorthand & Transcription 3 units
CSUC
Prerequisite: Secretarial Science 71 or 2 years high school shorthand.

Taking dictation for and transcription of shorthand of letters dictated at not less than 80 words a minute and verbatim business letters dictated at not less than 100 words a minute. Development of vocabulary, production of mailable letters, and development of speed in taking dictation and in transcribing business letters, articles, minutes of meetings and other business communications. Five hours lab weekly.

73 Specialized Shorthand Transcription Spring 3 units
Prerequisite: Secretarial Science 72 and English 50-A or 1-A. The English courses may be taken concurrently.

Designed to develop a writing speed twenty words above the student's entering rate. Medical, legal, and scientific vocabularies are offered. Standard business letter dictation is also given to retain previously developed skills. Five hours lab weekly.

80-A Beginning Touch Shorthand (Stenotype) 3 units
Prerequisite: English 50-A or 1-A. The English course may be taken concurrently.

Introduction of Stenotype keyboard and theory, including phonetics, punctuation, abbreviation, phrasing, and speed building. Concentration on mastery of Stenotype theory. Five hours lab weekly.
SECRETARIAL SCIENCE

80-B Intermediate Touch Shorthand (Stenotype) 3 units
Prerequisite: Secretarial Science 80-A.

Dictation for touch shorthand at speeds ranging from 60 w.p.m. to 140 w.p.m. Concentration on mailable and verbatim transcription of business letters. Presentation of difficult dictation in specialized fields of business activity. Five hours lab weekly.

80-C Advanced Touch Shorthand (Stenotype) Spring 3 units
Prerequisite: Take dictation at 80 words per minute on the machine.

Dictation for touch shorthand at speeds ranging from 100 to 150 w.p.m. Five hours lab weekly.

90-ABCD Secretarial Work Experience 1-2-3-4 units
CSUC*
Prerequisite: Student must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to coordinate the student's on-the-job training with related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences per week.

SOCIOLOGY

1 Introduction to Sociology 3 units
UC, CSUC
Prerequisite: None.

Basic concepts and theories relating to the study of man as a participant in group life; analysis of culture, social institutions, personality development, collective behavior, and processes of social interaction. Some sections offered with individualized instruction. Three hours lecture weekly.

2 American Social Problems 3 units
UC, CSUC
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. Three hours lecture weekly.

10 Survey of Ethnic Group Interaction 3 units
UC, CSUC
Prerequisite: None. Qualifying reading test scores recommended.
50-ABCD Community Services Work Experience
1-2-3-4 units

CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences weekly.

51-ABCD Afterclass Staff-Work Experience with the Deaf
1-2-3-4 units

CSUC*
Prerequisite: Sufficient knowledge of manual communication.

This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experiences per week.

60 The Deaf Man and His World
3 units

Prerequisite: None.

A general descriptive course to explain who the deaf are and the implications of deafness on language development, education, psychosocial development and vocational opportunities. Three hours lecture weekly plus required field trips.

70 Evolution of Volunteerism
1 unit

Prerequisite: None.


71 Structural Patterns of Volunteer Organizations
1 unit

Prerequisite: None.

A study of similar patterns in the organization of volunteer programs, formal structures that lead to implementation of plan. Emphasis on skills in creating a volunteer organization; recognizing variations in patterns according to need. Introduces the student to the basic responsibilities of the administrator of a volunteer program. Three hours lecture weekly for six weeks.

72 Administrative Requirements for Volunteer Management
1 unit

Prerequisite: None.

A study of the basic concepts of directing Volunteer Services. Defines management functions, inter-personal relations with the volunteer staff, the client and the community. Reviews ethical and legal aspect as criteria for appropriate services and includes means of utilizing available resources. Three hours lecture weekly for six weeks.

73 Volunteerism and the Community
1 unit

Prerequisite: None.

A study of the human service needs of the community, how they are enhanced, and the role of voluntary systems. Functions and dysfunctions will be covered as well as gaps and duplications. Ways in which volunteers can meet needs will be covered thoroughly. Eighteen hours lecture.

74 Goals and Objectives for Volunteer Organizations
1 unit

Prerequisite: None.

A study of practical methods of analysis and developments of goals and objectives for individual volunteer programs. It will include practice in force field analysis, time management, interagency collaboration and financing. Eighteen hours lecture.

75 Public Relations for Volunteer Agencies
1 unit

Prerequisite: None.

A study of team building between staff, volunteers and clients in order to enhance effectiveness of an agency volunteer program. The role of the volunteer in change efforts will be analyzed, especially in regard to risk taking, knowledge gathering, and influence. The use of the media as an integral part of public relations will be explored. Eighteen hours lecture.

76 Volunteer: Recruitment and Training
1 unit

Prerequisite: None.
SOCIOLOGY

A study of the mechanics of volunteer recruitment. The course will analyze the ingredients of an orientation and training program. Fundamentals of interviewing and placement techniques will be examined. An analysis will be made of institutional needs and how they can be filled by volunteer staff, how volunteers interact with paid staff, and how to set specific goals and objectives for the volunteer program. Eighteen hours lecture.

77 Retainment of Volunteers 1 unit
Prerequisite: None.

An emphasis upon the differences and similarities in supervising volunteers and paid staff. Study will be undertaken of the fundamentals of motivation, how to plan and run effective meetings of all kinds, establishing an awards and recognition program for volunteers, effective record keeping for the volunteer program, and program evaluation. Eighteen hours lecture.

78 The Individual and Volunteer Organizations 1 unit
Prerequisite: None.

An examination of personal and social interaction in volunteer groups and organizations. Considers the individual in relation to his or her own personal growth, leadership style and interpersonal relations in the context of groups and organizations. Eighteen hours lecture.

79 Group Processes and Volunteer Organizations 1 unit
Prerequisite: None.

An examination of the nature of groups and the group process. Considers roles and skills involved in volunteer groups participation and leadership. Eighteen hours lecture.

80 Interpersonal Relations in Volunteer Organizations 1 unit
Prerequisite: None.

An introduction to the process of volunteer organizational change, with emphasis on planned change. Considers the dynamics of change, and the relationship of change to the individual, groups and organizations. Examines goals and strategies of social change. Eighteen hours lecture.

SPANISH

1 Spanish, I 4 units
UC, CSUC
Prerequisite: None.

Essentials of Spanish grammar with initial emphasis on phonetics, pronunciation, dictation, reading and writing. Constant emphasis on verbs. Some conversation, but evaluation based upon writing ability. Four hours lecture weekly. An additional one-hour period for lab is required weekly.

2 Spanish, II 4 units
UC, CSUC
Prerequisite: Spanish I, or 2 years of high school Spanish with at least a B average.

Further study of Spanish grammar and idiomatic usage. Drill on pronunciation, reading and writing, and dictation. Discussion in Spanish of reading, but evaluation mainly based upon writing ability. Study of the subjunctive emphasized. Four hours lecture weekly. An additional one-hour period for lab is required weekly.

3 Spanish, III 4 units
UC, CSUC
Prerequisite: Spanish 2, or 3 years of high school Spanish with at least a B average.

Reading of Spanish novels, plays, and short stories, with oral and written exercises based upon class work. Further study of Spanish grammar and syntax. Course is conducted largely in Spanish. Four hours lecture weekly. An additional one-hour period for lab is required weekly.

4 Spanish, IV Spring 4 units
UC, CSUC
Prerequisite: Spanish 3, or 4 years of high school Spanish with at least a B average.

Further study of Spanish grammar and syntax. Reading of Spanish novels, short stories, and plays, with oral and written exercises based upon class work. Reports on collateral reading. Course is conducted in Spanish. Four hours lecture weekly. An additional one-hour period for lab is required weekly.

5 Advanced Composition and Conversation Spring 4 units
UC, CSUC
Prerequisite: Spanish 4.
SPANISH

A review of grammar, composition, and conversational practices. Individual projects. Meets the requirements of two classes of students: (1) those desiring further preparation for courses in the university; (2) those desiring greater facility in the practical use of the language: four hours lecture weekly. An additional one-hour period for lab is required weekly.

50-ABCD Conversational Spanish 4-4-4-4 units

Prerequisite: None. Courses will be taken in alphabetical sequence.

An introductory course in Spanish conversation emphasizing pronunciation, speaking, and comprehension. The objective is communication with Spanish speaking people, and a better understanding of their culture. Four hours weekly. An additional one-hour period for lab is required weekly.

SPEECH

1 Public Speaking 3 units

UC, CSUC
Prerequisite: Qualifying test scores or Speech 51 with a grade of B or higher.

Persuasive, expository, extemporaneous, and impromptu speaking, discussion techniques with rhetorical principles applied to each area; some writing required. Three hours lecture weekly.

2 Persuasion in Rhetorical Perspective 3 units

UC, CSUC
Prerequisite: Speech 1.

The development of persuasion in rhetorical perspective with emphasis on the understanding and use of logic in public speaking. Three hours lecture weekly.

3-AB Argumentation and Debate 3-3 units

UC, CSUC
Prerequisite: Speech 1.

Speech 3-A covers a study of research, analysis, core construction, speech composition and rebuttal techniques. Emphasis on debate and theory of argumentation. Three hours lecture weekly.

3-B is designed to train students in logical thinking and effective presentation. Serves as a training ground for intercollegiate forensics. But participation in such events is optional. Three hours lecture weekly.

4-AB The Psychology of Argumentation 3-3 units

UC, CSUC
Prerequisite: Speech 3-AB.

Comprehensive format of the pertinent factors in developing argumentation on the second year level. Particular emphasis applied to the psychological factors of persuasion through argumentation. Consistent reference made to underlying rhetorical theory and critique. Will be offered concurrently with Speech 3-AB. Three hours lecture weekly.

5 The Deliberative Process Fall 3 units

UC, CSUC
Prerequisite: None.


7 Oral Interpretation, I Fall 3 units

UC, CSUC
See THEATER ARTS 7.

8 Oral Interpretation, II Fall 3 units

UC, CSUC
See THEATER ARTS 8.

10-ABCD Forensics 4-4-4-4 units

UC, CSUC
Prerequisite: Speech 1, or may be taken concurrently.

Effective oral communication in a variety of speech situations. Emphasis on persuasive, expository, extemporaneous, and impromptu speech: interpretation, speech analysis, and after-dinner speaking. Serves as a basis for intercollegiate speech tournaments and public community programs, but participation in such events is optional. Two hours lecture and six hours lab weekly.

51 Basic Speech 3 units

Prerequisite: None. Not open to students enrolled in Speech 1.

Practical approach to problems of speaking before groups in conference-type meetings. Attention to organization of material, development of ideas, techniques of presentation. Con-
SPEECH

Consideration of various types of practical speech situations. Three hours lecture weekly.

STRUCTURAL INSPECTION

61 Materials of Construction Fall 3 units
Prerequisite: None.

An introduction to the materials used in the construction of buildings; identification of materials, their properties, and uses. The characteristics and properties of such materials as concrete, steel, timber, masonry, plaster, roofing, and all other structural and ornamental materials. Three hours lecture weekly.

62 Blueprint Reading and Cost Estimating Spring 3 units
Prerequisite: Structural Inspection 61 or equivalent.

Construction blueprint and specification reading; the relationship of drawings and specifications to the contract and responsibilities of inspector in his interpretation of the contract documents and inspection of the work. The basic principles of cost estimating, using standard methods of making a material take off and apply current cost data to develop a cost estimate. Three hours lecture weekly.

63 Uniform Building Code and Ordinances Fall 3 units
Prerequisite: Structural Inspection 61, 62 or equivalent.

Use of the Uniform Building Code and the various related state and local ordinances in plan checking various building types for compliance with the codes and ordinances. Three hours lecture weekly.

64 Office Procedure and Field Inspection Spring 3 units
Prerequisite: Structural Inspection 61, 62, 63 or equivalent.

Office organization, procedures and necessary paper work pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Several field trips. Three hours lecture weekly.

65 Mechanical, Plumbing and Electrical Inspection 3 units
Prerequisite: Employment in field or previous structural inspection classes.

SUPERVISORY TRAINING

Review of mechanical, plumbing and electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. Three hours lecture weekly.

70 Fundamentals of Soil Technology 3 units
Prerequisite: None.

Field inspection and testing of soils and rock for grading and building contractors. A systematic approach to soil classification, strength, compressibility and expansive characteristic is covered. Methods of observation and foundation types are considered in detail, a survey of engineering analysis is made. Three hours lecture weekly.

75 Technology of Portland Cement Concrete and Asphalt 3 units
Prerequisite: None.

Provides the basic principles of the technology of portland cement, concrete and asphalt construction. Covers portland cement, aggregates, admixtures, and bituminous materials; proportioning mixtures; foundations, subgrades and form work; handling, placing, spreading, compacting, and finishing of concrete and asphalt mixtures in all appropriate application for each. Three hours lecture weekly.

90-ABCD Work Experience 1-2-3-4 units
CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to coordinate the student’s on-the-job training with the related occupational classroom instruction. One hour lecture/discussion plus five to twenty hours employment experience per week.

51 Elements of Supervision 3 units
Prerequisite: None.

Covers in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, quality-quantity control and management-employee relations. Three hours lecture weekly.
SUPERVISORY TRAINING

52 Basic Psychology for Supervisors 3 units

Prerequisite: None.

Assists the supervisor in understanding the people with whom he works, with emphasis on the psychological aspects, perceptions, learning processes, emotions, attitudes and personalities. Three hours lecture weekly.

53 Human Relations 3 units

Prerequisite: None. Sup. Tr. 52 is recommended.

Practical application of basic psychology in building better employer-employee relationships by studying human relation techniques. Three hours lecture weekly.

54 Labor-Management Relations 3 units

Prerequisite: None. Sup. Tr. 51 is recommended.

History and development of the labor movement. Development and effects of federal and state labor legislation upon labor-management relations in both private and public sectors. Collective bargaining, the union contract, and the grievance procedure. The supervisor's responsibility for good labor-management relations. Three hours lecture weekly.

55 Organization & Management Fall 3 units

Prerequisite: None. Sup. Tr. 51 is recommended.

The basic functions of management, emphasizing the supervisor's responsibility for planning, organizing, controlling, directing, and motivating. Three hours lecture weekly.

56 Supervisor's Responsibility for Personnel Management 3 units

Prerequisite: None. Sup. Tr. 51, 52, 53 recommended.

The supervisor's responsibility for implementing personnel techniques involving the selection, training, evaluation, motivation and promotion of subordinates. The consideration of alternatives leading to innovative and socially responsible solutions to current personnel problems. Three hours lecture weekly.

57 Oral Communication for Supervisors 3 units

Prerequisite: None.

Class participation in both planned and extemporaneous self-expression. Planning and leadership for formal organizational meetings and informal conferences. Three hours lecture weekly.

58 Industrial Economics Fall 3 units

Prerequisite: None.

Development of a critical attitude toward industrial economics. Institutions and practices that determine our social environment. Management-supervisor-employee relationships to economy and local industry. Three hours lecture weekly.

59 Written Communications for Supervisors Spring 3 units

Prerequisite: None.


60 Cost Control for Supervisors Fall 3 units

Prerequisite: None. Sup. Tr. 51 is recommended.

An introduction to cost control practices, costing and pricing methods, accounting and reporting techniques, and motivation for cost reduction. Special emphasis will be given to profit improvement, break-even analysis, profit and loss statement, overtime deterioration, material costs, work simplification, labor turnover, and work measurement. Three hours lecture weekly.

61 Work Simplification 3 units

Prerequisite: None.

Analysis and review of the basic principles of work simplification. Application of the techniques to the solution of everyday problems in discarding or replacing outmoded systems, eliminating unnecessary work or detail, and in simplifying essential records and reports. Motion economy thru use of process analysis, flow diagram, space layout methods, engineering and work management studies. Three hours lecture per week.

99-ABCD Work Experience 1-2-3-4 units

CSUC* Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to assist the student in Supervisory Training and to individualize the employment and employment related activities to his classroom instruction. One hour
SUPERVISORY TRAINING
lecture/discussion plus five to twenty hours employment per week.

Also see—MIDDLE MANAGEMENT, pages 210ff

SURVEYING TECHNOLOGY

50 Surveying Techniques 4 units

Prerequisite: High school graduate, or G.E.D., with working knowledge of algebra and geometry.

Surveying terms, maintenance of tools and equipment, measurement of horizontal distances, field communication, and basic drafting as used in the trade. Three hours lecture and three hours lab weekly.

51 Surveying Mathematics 4 units

Prerequisite: High school graduate, or G.E.D. with working knowledge of algebra and geometry.

Trigonometric functions, logarithms, solution of right triangles, traverse and coordinate calculations, and elements of a circular curve as applied to surveying. Three hours lecture and three hours lab weekly.

52 Surveying Practices 4 units

Prerequisite: High school graduate, or G.E.D. with working knowledge of algebra, geometry and trigonometry.

Introduction to surveying accuracy requirements, corrections to taped measurements, leveling, basic theory of errors, survey sights and signals. Three hours lecture and three hours lab weekly.

53 Traverse Surveying 4 units

(Formerly Surveying Technology 54)

Prerequisites: High school graduate, or G.E.D. with working knowledge of algebra, geometry, and trigonometry.

Principles of traverse surveys, electronic surveys, photogrammetric surveys and researching for survey data. Three hours lecture and three hours lab weekly.

54 Highway Curves Surveying 4 units

(Formerly Surveying Technology 53)

Prerequisite: High school graduate, or G.E.D. with working knowledge of algebra, geometry and trigonometry.

SURVEYING TECHNOLOGY

The study and application of circular curves, vertical and spiral curves, and referencing survey points. Three hours lecture and three hours lab weekly.

55 Map Surveying 4 units

Prerequisite: High school graduate, or G.E.D. with working knowledge of algebra, geometry and trigonometry.

Use and principles of stadia measurement, including typographic, photogrammetric, and architectural surveys. Three hours lecture and three hours lab weekly.

56 Control Surveying (Formerly Surveying Technology 57) 4 units

Prerequisite: High school graduate, or G.E.D. with working knowledge of algebra, geometry and trigonometry.

Principles of U.S. Public Land surveys, triangulation, and state plan coordinate systems. Three hours lecture and three hours lab weekly.

57 Land Surveying (Formerly Surveying Technology 56) 4 units

Prerequisite: High school graduate, or G.E.D. with working knowledge of algebra, geometry and trigonometry.

Practical astronomy, construction and property surveys, and laws affecting the surveyor. Three hours lecture and three hours lab weekly.

99-ABCD Work Experience 1-2-3-4 units

CSUC*

Prerequisite: Must be a California indentured survey apprentice under the Shelley-Maloney Act of the State of California, or must be a survey civil service employee, or employed in a related field to surveying, and must be concurrently enrolled in academic related classes.

Field training with approved licensed land surveyors and/or civil engineers. The training provides a variety of experiences coordinated by college staff members, Southern California Surveyor Joint Apprenticeship Committee and public services agencies. May be taken for four semesters. One hour lecture-discussion plus five to twenty hours employment experience per week.
THEATER ARTS

3 Introduction to the Theater 3 units
UC, CSUC
Prerequisite: None.
A survey of the theater, with units in directing, acting, designing and lighting. A non-technical course for the general student leading to the appreciation and understanding of the theater as a medium of communication and entertainment and as an art form. Three hours lecture weekly.

7 Oral Interpretation, I Fall 3 units
UC, CSUC
Prerequisite: None.
Same as Speech 7.
Training in oral reading with emphasis on voice production, pronunciation and vocabulary. Three hours lecture weekly.

8 Oral Interpretation, II 3 units
UC, CSUC
Prerequisite: Theater Arts 7.
Same as Speech 8.
Performance training in oral reading of prose, poetry and drama. Practice in analysis for communication with training in principles for effective delivery. Three hours lecture weekly.

10 Principles and Theory of Acting, I 3 units
UC, CSUC
Prerequisite: None.
Stage techniques, characterization, interpretation. Required public performance. Two hours lecture and three hours of lab weekly.

11 Principles and Theory of Acting, II 3 units
UC, CSUC
Prerequisite: Theater Arts 10.
Continuation of Theater Arts 10. Includes play analysis, interpretation, movement, voice and diction for the stage. Required public performance. Two hours lecture and three hours lab weekly.

13 History of the Theater, I 3 units
UC, CSUC
Prerequisite: None.
A comprehensive and chronological history of the theater. Each era from ancient Egypt through the 18th century will be covered through outstanding plays of the period. Type, style, design of the literature and the physical theater will be studied. Three hours lecture weekly.

14 History of the Theater, II 3 units
UC, CSUC
Prerequisite: None.
A comprehensive and chronological history of the modern theater from the beginning of the 19th century to the present. Type, style, design of the literature and the physical theater will be studied. Three hours lecture weekly.

15 Children’s Theater for Teachers 3 units
UC, CSUC
Prerequisite: None.
Designed for those who are or will be teaching. Creative drama, formalized drama and their application to teaching will be covered. Three hours lecture weekly.

17 Directing 3 units
UC*, CSUC
Prerequisite: Theater Arts 10.
The emphasis in the course will be on the functions of the director in analyzing plays, organization of productions, the development of a group plan, planning movement and blocking. Class projects and the preparation of a complete prompt book are required. Three hours lecture weekly.

19 Reader’s Theater 3 units
UC*, CSUC
Prerequisite: None.
A study of basic concepts of Reader’s Theater, preparation of scripts, staging and experience in preparation and performance of plays and other forms of literature suitable to this method of presentation. Three hours lecture weekly.

25-ABCD Experimental Theater 2-2-2-2 units
UC*, CSUC
Prerequisite: None.
THEATER ARTS

Application of acting, directing, and production techniques, including presentations for class and public audiences. Students will be responsible for the acting, directing, and producing. One hour lecture and three hours lab weekly.

26 Costume Styles & Makeup fundamentals 3 units
UC*, CSUC
Prerequisite: None.
A study of basic techniques in period and modern costume design and makeup fundamentals. The relationship of costume and makeup skills to the total stage production is emphasized. Three hours lecture weekly.

27 Stage & Lighting Design 3 units
UC*, CSUC
Prerequisite: None.
A basic approach to designing and lighting productions for college, school and community theaters. Concepts in lighting theory and scenic staging will be examined. Three hours lecture weekly.

28-ABCD Rehearsals and Performance 1-1-1-1 units
UC*, CSUC
Courses will be taken in alphabetical sequence, beginning with A semester, no matter in which semester enrollment begins.
Prerequisite: None.
Supervised acting in performance of college sponsored drama productions; experience in all activities related to theater presentations. Student is committed for a minimum of 6 hours per week for 9 weeks. Auditions held first week of each semester.
A special section of this course will be offered for deaf students.

29-ABCD Stagecraft 2-2-2-2 units
CU*, CSUC
Courses will be taken in alphabetical sequence, beginning with A semester, no matter in which semester enrollment begins.
Prerequisite: None.
Theory of stage design, set construction, stage lighting; practical work in connection with dramatic or operative productions. One hour lecture and three hours lab weekly.

30-ABCD Play Production 2-2-2-2 units
UC*, CSUC
Courses will be taken in alphabetical sequence, beginning with A semester, no matter in which semester enrollment begins.
Prerequisite: None.
Participation in stage productions and backstage management. One hour lecture and three hours lab to be arranged.

31-AB Summer Theater Workshop Summer 3-3 units
UC*, CSUC
Prerequisite: College standing or advanced college placement.
Participation in performance and production of major plays, Acting, directing, lighting, set design, and all other phases of dramatic art. The course offers the practical application of theory to dramatic production. One hour lecture and three hours lab daily for six weeks.

WELDING

15-AB Introduction to Basic Arc Welding 2-2 units
CSUC
Prerequisite: None for 15-A; 15-A for 15-B.
An introductory course in basic arc welding, shop and industrial safety, and common metal and materials used in welding. One hour lecture and three hours lab weekly.

25-AB Introduction to Oxyacetylene Welding 2-2 units
CSUC
Prerequisite: None for 25-A; 25-A required for 25-B.
An introductory course in basic oxyacetylene welding, shop and industrial safety, and common metals and materials used in welding. One hour lecture and three hours lab weekly.

55-AB Introduction to Basic Inert Gas Welding 2-2 units
Prerequisite: Welding 25-AB or trade experience.
An introductory course in basic TIG, tungsten inert gas and MIG, metalized inert gas, Heli-Arc welding, shop and industrial safety and common materials used in welding. One hour lecture and three hours lab weekly.

60-AB Advanced Welding Laboratory 2-2 units
Prerequisite: 6 units in welding or trade experience.
WELDING
A course for the competent welder designed to advance his knowledge of welding and related fields. Research is performed with respect to destructive and non-destructive testing, effects of variable factors on weldments, and the weldability of ferrous and non-ferrous alloys. Six hour lab weekly.

70-ABCD Work Experience 1-2-3-4 units
CSUC*
Prerequisite: Students must be enrolled concurrently in eight units and in a major related to the course.

This class is designed to coordinate the student's on-the-job training with the related occupational classroom instruction. One hour lecture-discussion plus five to twenty hours employment experience per week.

WORK EXPERIENCE
55-AB General Work Experience 3-3 units
CSUC*
Prerequisite: None. Students required to complete ten hours per week of paid or volunteer experience.

This course allows the student to experience the world of work and its relation to education. Not open to students in those occupational educational programs where similar courses are offered. Two units are given for a minimum of ten hours of on-the-job related experience per week. Instruction and special assignments related to the student's employment experience will be presented in one hour lecture weekly.

ZOOLOGY
1 General Zoology, I 5 units
Prerequisite: None.

An introduction to invertebrate zoology emphasizing cellular structure and function; a phylogenetic survey with reference to evolution, taxonomy, morphology, ecology and natural history. Three hours lecture and six hours lab weekly.

2 General Zoology, II 5 units
Prerequisite: None.

An introduction to vertebrate zoology beginning with the comparative structure of vertebrate animals and concluding with the history and function of systems, embryology and genetics. Three hours lecture and six hours lab weekly.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside City College endeavors to maintain a teaching staff which is among the finest in California.

ABRAHAM, JANICE EVA Assistant Professor, Journalism
A.A., Mt. Vernon (Illinois) Community College; B.J., University of Missouri; M.A., University of California, Los Angeles. At Riverside City College since 1971.

ALEXANDER, DOUGLAS Assistant Professor, Program for the Deaf

ALLYN, MARION Assistant Professor, College Nurse
A.A.S., Suffolk County Community College, New York; B.A., M.A., San Jose State University; post-graduate study at University of California, Riverside. At Riverside City College since 1976.

AMRICH, MICHAEL, JR. Assistant Professor, Chemistry
B.A., University of California, Riverside; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside City College since 1970.

ANDRUS, RICHARD Associate Professor, Counseling
B.A., California State University, Long Beach; M.S.; Brigham Young University; graduate study, University of Oregon, University of Southern California, and California State University, Los Angeles. At Riverside City College since 1962.

ARDIS, JULE H. Associate Professor, Sociology and Philosophy
B.A., M.A., California State College, Long Beach. At Riverside City College since 1967.

ARTERBERRY, STAN Assistant Professor, Sociology and History
A.A., Imperial Valley College; B.A., Whittier College; M.A., Atlanta University. At Riverside City College since 1974.

ARTHUR, DONALD B. Associate Professor, English
A.A., La Salle-Oglesby Junior College; B.Mus., M.Mus.Ed., VanderCook College of Music; graduate study at Illinois Wesleyan University, University of Illinois, Northern Illinois University and Illinois State Normal University. At Riverside City College since 1962.
ATTRIDE, HILDA BENJAMIN (Mrs), Associate Professor, English B.S., Ed., George Southern College; M.S., Mercer University; graduate study at U.C.R. At Riverside City College since 1962.

BADE, DUAIN E. Assistant Professor, Welding Community college instructor's credential, University of California, Los Angeles. Attended Instructor Training, Chanute A.F.B. At Riverside City College since Spring, 1972.

BAILEY, JO ANN Associate Professor, Library Services B.S., University of Texas; M.A., University of Denver; graduate study at University of Redlands, University of Southern California and California State University, Long Beach. At Riverside City College since 1964.

BAILEY, KEITH M. Associate Professor, History and Philosophy A.B., Wheaton College; M.Div., Fuller Theological Seminary; M.A. and doctoral residency, University of California, Riverside. At Riverside City College since 1965.

BAILOR, CHRISTOPHER Assistant Professor, Business B.S., Arizona State University; B.S., University of Southern California; M.B.A., University of Southern California; graduate study at University of Southern California, Arizona State University, San Francisco State, California State College, San Bernardino, and U.C.L.A. At Riverside City College since 1969.

BARRICELLI, NORMA (Mrs.) Associate Professor, English B.A. (Cum Laude), Radcliffe College; A.M.T. Harvard University; graduate study at University of California at Los Angeles and Riverside. At Riverside City College since 1960.

BAYLOR, JAMES G. Assistant Professor, Business B.S., Arizona State University; B.S., University of Southern California; M.B.A., University of Southern California; graduate study at University of Southern California, Arizona State University, San Francisco State, California State College, San Bernardino, and U.C.L.A. At Riverside City College since 1964.

BELTZ, MARTHA L. Associate Professor, Counseling Diploma in Nursing, St. Louis City Hospital School of Nursing; B.S. in Public Health Nursing, St. Louis University; M.S.N., St. Louis University. Graduate study at University of California, Riverside and California State University, Long Beach. At Riverside City College since 1969.

BENEDICT, HENRY Z. Associate Professor, Counseling B.A., University of Denver; M.S., University of Southern California; graduate study at University of Redlands, University of California, Riverside, and Colorado State University. At Riverside City College since 1965.

BERENS, THOMAS Assistant Professor, Counseling B.Ed., M. Ed., Wisconsin State University; graduate study at Arizona State University and University of California, Riverside. At Riverside City College since 1970.
BOWERS, WILLIAM J.  
Associate Professor, English  
and Journalism  
A.A., Long Beach City College; B.A., California State University, Long Beach; M.A., California State University, Fullerton. At Riverside City College since 1965.

BOYKO, RAYMOND J.  
Assistant Professor, Art  
B.F.A., Rhode Island School of Design; M.A., Claremont Graduate School; Graduate study at Claremont Graduate School. At Riverside City College since 1970.

BRADSHAW, RALPH H.  
Associate Professor, English  
B.A., M.A., Washington University (St. Louis); Ph.D., Claremont Graduate School. At Riverside City College since 1946.

BROSE, FRIEDRICH K.  
Assistant Professor, Library Services  
German Academy of Political Science/Free University, West Berlin; B.A., Australian National University; Dip. Lib., University of New South Wales; M.L.S., McGill University, Montreal; M.A., California State University, San Diego. At Riverside City College since 1970.

BROWN, C. KENNETH  
Assistant Professor, registrar  
B.A., University of California, Santa Barbara; M.A., University of Redlands; Ed.D., University of California, Los Angeles. Graduate study, University of Colorado and California State University, San Francisco. At Riverside City College since 1971.

BRUGMAN, ELOY R.  
Assistant Dean of Student Personnel Services, Admissions; Instructor, Business  
B.S., Fordham University, New York; M.B.A., California State College, Dominguez Hills, California. At Riverside City College since 1976.

BUDD, FRANK W.  
Director, Administration of Justice  
Assistant Professor, Administration of Justice  
B.A., University of Redlands; M.S., Brigham Young University. Graduate work at Western State University College of Law and University of California, Riverside. At Riverside City College since 1974.

BURCHELL, RICHARD T.  
Assistant Professor, Electronics  

BURTON, HOWARD A.  
Associate Professor, English and History  
B.A. with honors in English, Howard College; M.A., University of Virginia; Ph.D., University of California, Berkeley. Additional study at the University of London, the British Film Institute and the University of California, Riverside. At Riverside City College since 1956.

BURTON, RONALD  
Assistant Professor, English  
B.A., University of Chicago; M.A., Indiana University. At Riverside City College since 1969.

BUSHMAN, FRANCIS X.  
Associate Professor, Counseling  
A.A., Riverside City College; B.A., University of California at Santa Barbara; M.A., University of Southern California; graduate study at Redlands University, and University of California, Riverside. At Riverside City College since 1966.

BUTTERFIELD, RALPH  
Associate Professor, Art  
A.A., Pasadena City College; B.Ed., University of California, Los Angeles; M.A., Claremont Graduate School; graduate study at University of Southern California. At Riverside City College since 1965.

CARLSON, H. DEAN  
Chairperson, Business Division;  
Associate Professor, Business  
B.S., Valley City (N.D.) State Teachers College; M.A., University of North Dakota. At Riverside City College since 1963.

CARTER, JERRY L.  
Assistant Professor, Air Conditioning and Refrigeration  

CARY, THELMA HAYES (Mrs.)  
Associate Professor, Nursing  
B.S.N., Dillard University; M.P.H., University of Michigan. At Riverside City College since 1964.

CHAFFINS, FRANCES (Mrs.)  
Associate Professor, Counseling  
B.A., Berea College; M.A., University of Redlands; At Riverside City College since 1963.

CHAMBERS, DEAN A.  
Assistant Professor, Business  
B.S., University of Utah; M.B.A., California State University, Fullerton; graduate study, University of California, Riverside. At Riverside City College since 1970.

CHAMBERS, THOMAS A.  
Assistant Professor, Political Science  
B.S., University of Oregon; (Summa Cum Laude) M.A., Harvard University; Ph.D., University of Oregon. At Riverside City College since 1972.

CHASTEEN, JO ANN (Mrs.)  
Assistant Professor, Nursing  
B.S.N., Hamline University; M.N., Emory University. At Riverside City College since 1972.

CLARK, MICHAEL STAMATIOS  
Assistant Professor, English and Speech  
A.A., Long Beach City College; B.A., M.A., University of California Los Angeles. At Riverside City College since 1969.
COLANGELO, MARGARET F. (Mrs) Associate Professor, Nursing  
B.A., Gettysburg College, Diploma in Nursing, The John Hopkins    
Hospital School of Nursing, M.S. University of California, Los    
Angeles; graduate study at University of Pennsylvania. At Riverside City College since 1959.

COMPLIN, MARMION B. (Mrs) Assistant Professor, Data Processing 

CONRAD, GEORGE Instructor, Machine Shop Technology  
A.A., Riverside City College; B.A., California State College, San    
Bernardino; Life Vocational Credential, California State University, Long Beach. At Riverside City College since 1976.

CORONA, FRANK Associate Professor, Spanish  
B.S., University of California, Berkeley; M.A., Redlands University;    
graduate study at Redlands University, San Gabriel Graduate School, University of California, Riverside, University of Mexico, University of Guadalajara and California State College, San Bernadino. At Riverside City College since 1966.

CRESGY, LOIS O. (Ms.) Assistant Professor, Physical Education  
A.B., M.A., California State University, San Jose. At Riverside City College since 1970.

CULBREATH, KATHERINE Assistant Professor, Cosmetology  
A.A., Riverside City College, Certificate from Reading Beauty College, England; four-year apprenticeship, Mobile, Alabama; advanced work, Richards Beauty College, San Bernadino; teacher training, Marinello Comer, Los Angeles, and at the University of California, Los Angeles, Vocational Division. At Riverside City College since 1973.

DAVIDOFF, FOSTER Superintendent/President  
Associate Professor, English  
B.A., M.A., California State University, Fresno; graduate study at the University of Southern California and the University of California, Los Angeles. At Riverside City College since 1974.

DAVIS, BRENDA Director, Nursing  
Assistant Professor, Nursing  
Diploma, Harlem Hospital Center School of Nursing, New York;  
B.S., M.Ed. and Ed.D., Teachers College, Columbia University, N.Y.; At Riverside City College since 1975.

DAY, BETTY Associate Professor, English  
A.A., Riverside City College; B.A., University of California, Riverside; M.A., California State University, Fullerton. Graduate study at California State University, San Jose, San Francisco, and San Bernardino, and Chapman College. At Riverside City College since 1965.

De FRANCISCO, NATHAN Associate Dean of  
Student Personnel Services, Support Services;  
Associate Professor, Physical Education  
B.A., M.S., University of California, Los Angeles; graduate study at University of California, Los Angeles; Claremont Graduate School, and University of Redlands. At Riverside City College since 1950.

DENHAM, PHILIP R. Associate Professor,  
Engineering and Mathematics  
B.S., M.S., University of Colorado; graduate study at Colorado University, Colorado State University, South Dakota School of Mines and Technology, and Claremont Graduate School. At Riverside City College since 1956.

DESPINS, TAIKO Assistant Professor, Business  
B.S., Pacific Union College; M.A., Loma Linda University; graduate study University of California, Los Angeles. At Riverside City College since Spring, 1974.

DIETRICH, ARTHUR B. Associate Professor,  
Automotive Technology  
Ph.B., University of Wisconsin; B.S., M.S., Stout State University, Wisconsin. At Riverside City College since 1964.

DILLON, JAMES Assistant Professor, Administration of Justice  
A.A., El Camino College; B.A., California State University, Long Beach; graduate study California State College, Fullerton, Western State University, College of Law, and Citrus Belt Law School. At Riverside City College since 1971.

DIXON, ROBERT T. Associate Professor,  
Astronomy Planetarium Director  
B.S. (cum laude), Seattle College; M.S., University of Wisconsin; graduate study at University of California, Los Angeles, and University of Southern California. At Riverside City College since 1964.

DOHR, ROBERT Associate Professor, Physical Education  
B.S., Wisconsin State University; M.S., University of Wisconsin; graduate study at University of Redlands, Pepperdine College, California State University, Los Angeles; La Verne College, California Lutheran College, and University of California, Riverside. At Riverside City College since 1957.

DONALDSON, MARIE M. (Mrs.) Associate Professor, Nursing  
Diploma in Nursing, Thomas D. Dee Memorial Hospital School of Nursing (Ogden, Utah); B.S., University of Utah; M.A., Stanford University. Life special secondary and standard designated subjects credentials, University of California. Los Angeles, June 1971. At Riverside City College since 1960.

DOOLEY, JO ELLEN Associate Professor, Library Services  
B.A., University of Oregon; M.A., University of Denver. Postgraduate study at University of Denver; University of California, Riverside and Los Angeles; University of Alaska; Incarnate Word College, San Antonio. At Riverside City College since 1968.
DOSHNIA, SONIA  Associate Professor, Physical Education
B.S., Wayne State University; M.A., California State University, Los Angeles. At Riverside City College since 1965.

DUARTE, SALVADOR R.  Assistant Dean of Academic Services, IMC and Grants Officer.
B.V.E., M.A., California State College, Long Beach; teacher education at University of California at Los Angeles. At Riverside City College since 1968.

DUNCAN, JAMES K.  Associate Dean of Academic Services Extended Day and Summer Session.
B.A., Hastings College; M.Ed., Marquette University; graduate study at Claremont Graduate School. At Riverside City College since 1953.

DYER, DAVID R.C.  Associate Professor, Speech and Theater Arts
B.A., Park College, Parkville, Missouri; B.T.A., Pasadena Playhouse College of Theater Arts; graduate study at Pasadena Playhouse College, University of Southern California, University of California, Los Angeles, and Claremont Graduate School. At Riverside City College since 1964. On leave spring semester 1977.

ELLIOTT, JOHN C.  Assistant Professor, Physics
B.A., M.A., University of California, Riverside. At Riverside City College since 1969.

EVERETT, STANLEY W.  Associate Professor, Administration of Justice
B.A., M.C., University of California, Berkeley, Class A teaching credential at University of California, Los Angeles, At Riverside City College since 1959.

FAGES, AL  Associate Professor, Physical Education
B.A., University of Redlands; graduate study at University of Nevada, California State Polytechnic University (San Luis Obispo), University of Redlands, California State College, Los Angeles and San Diego. At Riverside City College since 1961.

FARRIS, KATHRYN M. (Mrs)  Assistant Professor, Physical Education
B.S., University of Oregon; M.A., University of California, Los Angeles. Additional studies at California State University, Long Beach and Fullerton and the University of California, Los Angeles. At Riverside City College since 1971.

FAUTH, BETTE L. (Mrs)  Assistant Professor, Art
B.A. (with High honors), Thiel College; M.A., Gallaudet College; M.A., Claremont Graduate School; graduate study at University of California, Riverside; Ball State University; University of San Diego. (Guadalajara, Mexico); California State University, San Bernardino and Northridge; Institute Allende, San Miguel, Mexico; Claremont Graduate School. At Riverside City College since 1972.

FLAMBURES, GEORGE  Assistant Professor, Graphics Technology
A.A., Fullerton Junior College; community college credential, University of California, Los Angeles. At Riverside City College since 1972.

FREJAVILLE, EVE  Associate Professor, French
Baccalaureat, the Sorbonne (Paris, France); Ph.D., University of Havana (Cuba); graduate study at the Sorbonne, and University of California, Los Angeles. At Riverside City College since 1964.

GARVIN ROBERT L.  Assistant Professor, Automotive Technology
A.A., Riverside City College; additional studies at University of California, Los Angeles and Riverside, and Southern Illinois University. Lifetime Standard Designation Subject Teaching Credential and Lifetime Community College Credential. At Riverside City College since 1972.

GEORGAKAKOS, JOHN  Assistant Professor, Chemistry
B.A., California State University, Sacramento; M.S., University of Washington; candidate in philosophy, University of Washington. At Riverside City College since 1971.

GLADDEN, GARNETT LEE  Associate Professor, Philosophy and Psychology
A.A. (with High Honors), Riverside City College; A.B., University of California, Berkeley; M.A., Claremont Graduate School; graduate study at University of California, Berkeley, Los Angeles and Riverside, and California State University, Los Angeles. Licensed psychologist, State Board of Medical Examiners; Licensed Marriage, Family and Child Counselor, Behavioral Science Examining Board, State of California. At Riverside City College since 1946.

GOSS, PAULINE (Mrs.)  Assistant Professor, Nursing
A.A., San Bernardino Valley College; B.S., Loma Linda University; M.S., California State University, Los Angeles. At Riverside City College since 1970.

GREEN, CECIL  Associate Professor, Graphics Technology
Psychology, and Counseling
B.A., University of California, Santa Barbara; M.A., California State University, Los Angeles; Ph.D., United States International University; graduate study at Loyola University, University of California, Los Angeles and Riverside, Western Washington State and University of Redlands. At Riverside City College since 1966.

GRORUD, ALBERT A.  Associate Professor, Physics and Mathematics
B.S. (cum laude), Wisconsin State University; M.S., University of Wisconsin; graduate study at Case Institute of Technology, University of California, Los Angeles and Berkeley, Claremont Graduate school, and New Mexico State University. At Riverside City College since 1958.
GUIN, JOHN A. Associate Professor, Music and Business
A.A., Riverside City College; B.Mus., University of Redlands; M.Mus., University of Redlands; graduate study at University of Southern California and at Redlands University. At Riverside City College since 1957.

HAIN, MICHAEL L. Associate Professor, Zoology
B.A., M.A., University of California, Riverside; graduate study at University of California, Davis, and Marine Biological Station, Woods Hole, Massachusetts; Hopkins Marine Station, Pacific Grove, California, and University of Southern California Marine Biological Laboratory on Santa Catalina Island. At Riverside City College since 1965.

HANSEN, ALLEN Associate Professor, Mathematics
Chairperson, Physical Science Division
B.S., University of Minnesota; M.A. California State University, Long Beach; additional study at California State University, San Diego, and University of California, Los Angeles and Riverside. At Riverside City College since 1962.

HARPER, KENNETH Associate Professor, Anthropology
A.B., Asbury College; B.D., Asbury Seminary; M.A., Ph.D., University of Kentucky. Post graduate study at Hartford College. At Riverside City College since 1972.

HARRY, OWEN K. Associate Professor, Art
B.A., Oklahoma City University; M.A., University of New Mexico; graduate study at University of California, Riverside and Claremont Graduate School; advanced art training, Chouinard Art Institute, Los Angeles. At Riverside City College since 1961.

HATHAWAY, W. ELIZABETH (Mrs.) Associate Professor, Chemistry
B.S., M.S., California State University, Long Beach, N.S.F. Research participant, University of California, Berkeley; graduate study at the University of California, Riverside. At Riverside City College since 1964.

HAUGH, JUDY L. Assistant Professor, Counseling
A.A., Citrus College; A.B., M.S., University of Southern California, Graduate Study at University of California, Riverside and California State University, Fullerton. At Riverside City College since 1971.

HAWLEY, RAFAEL C. Assistant Professor, Physics, and Astronomy
B.E., Wisconsin State University; M.S., University of Wisconsin; graduate study at Case Institute of Technology, University of Minnesota, University of California, Riverside, California State University, San Diego, and University of Redlands. At Riverside City College since 1968.

HAZLETT, LAURIS Associate Professor, Program for the Deaf
B.S. Westminster College; M.Ed., University of Arizona; M.A.T. California State University, San Diego. At Riverside City College since 1973.

HEATH, WILLIAM D. Associate Professor, Physical Education
B.A., California State University, San Diego; M.A., California State University, Long Beach. At Riverside City College since 1968.

HENSEL, CAROL R. (Mrs.) Associate Professor, Home Economics
B.A., Upland College; graduate study at Claremont Graduate School. At Riverside City College since 1967.

HERNANDEZ, TONY A. Associate Professor, Counseling
A.A., Riverside City College; B.A., M.A., University of Redlands; graduate study at University of California, Riverside. At Riverside City College since 1967.

HILL, JAMES W. Associate Professor, History
A.A., Compton College; B.S., M.A., California State University, San Jose. At Riverside City College since 1968.

HILLMER, HARALD Associate Professor, Marketing
B.A., Washburn University; graduate study at Loma Linda University. At Riverside City College since 1968.

HOLSTROM, ROBERT L. Assistant Professor, Graphics Technology
Chairperson, Vocational Education Division
A.A., Fullerton Junior College; vocational teacher training, University of California, Los Angeles. At Riverside City College since 1970.

HOLTEN, VIRGINIA ZEWE (Mrs.) Assistant Professor, Chemistry
B.A., Mount Mercy College, Pittsburgh; M.S. and Ph.D., University of North Dakota, Postdoctoral work at Biology Division, Oak Ridge National Laboratory, Tennessee and the University of California, Riverside. Graduate study at University of Glasgow (Scotland). At Riverside City College since 1969.

HORTON, JOHN R. Associate Professor, History
A.A., Long Beach City College; B.A. (Magna Cum Laude), M.A., California State College, Long Beach. At Riverside City College since 1956.

HOSKING, BETTY (Mrs.) Associate Professor, Home Economics
B.A., Santa Barbara State College; M.A., Loma Linda University; graduate study at California State University, Long Beach, Loma Linda University, and UCR. At Riverside City College since 1965.

HUANG, SAMUEL D. Associate Professor, Biology and Health Sciences
B.S., State University of New York, New Paltz; M.S., Ph.D., St. John's University, (N.Y.). At Riverside City College since 1974.
HUGHES, THEODORE G.  Assistant Professor, History
and Philosophy
B.G.S. (with honors), University of Iowa, M.A., University of
Redlands. At Riverside City College since 1970.

HUNT, GLENN E.  Associate Professor, Chemistry and Mathematics
B.S., M.S., Texas Technological College; graduate study at Iowa
State University, University of Redlands, University of Southern
California, University of California, Riverside, Agricultural and
Mechanical College of Texas, and Oregon State University. At
Riverside City College since 1958.

HUNT, WILBERT F.  Associate Professor, English and Speech
B.S., New York University; M.A., Columbia University; graduate
study at New York University, Peabody College, University of
Southern California, University of Kentucky, Claremont Graduate
School, California State University, Fullerton and San Bernardino,
University of Redlands, University of California, Riverside,
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— Division Chairpersons —


COMMUNITY SERVICES
Arthur Knopf ............... Director, Community Services and Public Information
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