RIVERSIDE COMMUNITY COLLEGE DISTRICT
4800 Magnolia Avenue
Riverside, CA 92506
(714) 684-3240

Board of Trustees, 1988

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Alan D. Pauw..............................Secretary
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All information contained in the 1988-89 Catalog is accurate as of April 1, 1988. Students should consult with their counselor or dean for recent additions, deletions or changes.
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### COLLEGE CALENDAR 1988-89

#### Summer Session, 1988

**First Session**

- **June 3 (Friday)** Deadline for mail-in registrations for summer, 1988.
- **June 20 (Monday)** Summer Session registration for students enrolled at RCC during Spring Semester, 1988, by appointment only (see schedule of classes).
- **June 22-24 (Wednesday-Friday)** Summer Session registration for all students by appointment only (see schedule of classes).
- **June 27 (Monday)** First Summer Session begins
- **July 4 (Monday)** Legal Holiday (Independence Day)
- **July 6 (Wednesday)** Deadline to drop classes meeting regular, full-term first Summer Session without a "W"
- **July 6 (Wednesday)** Deadline to elect Credit/No Credit for classes meeting regular, full-term first Summer Session
- **July 19 (Tuesday)** Deadline to drop classes meeting regular, full-term Summer Session
- **July 29 (Friday)** First Summer Session ends

**Evening Session (8 week classes)**

- **June 27 (Monday)** Evening Summer Session begins
- **July 13 (Wednesday)** Deadline to drop classes meeting full-term evening summer session without a "W"
- **July 13 (Wednesday)** Deadline to elect Credit/No Credit for classes meeting regular full-term evening summer session
- **August 2 (Tuesday)** Deadline to drop classes meeting full-term evening summer session
- **August 18 (Thursday)** Evening full-term summer session ends

#### Second Session

- **August 1 (Monday)** Evening Summer Session begins
- **August 10 (Wednesday)** Deadline to drop classes meeting regular full-term Second Summer Session without a "W"
- **August 10 (Wednesday)** Deadline to elect Credit/No Credit for classes meeting regular full-term Second Summer Session

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
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<td>August 2</td>
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<tr>
<td>August 18</td>
<td>Evening full-term summer session ends</td>
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<tr>
<td>August 1</td>
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<tr>
<td>August 10</td>
<td>Deadline to elect Credit/No Credit for classes meeting regular full-term Second Summer Session</td>
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</tbody>
</table>
August 23 (Tuesday) .......... Deadline to drop classes meeting regular full-term Second Summer Session
September 1 (Thursday) .... Second Summer Session ends

**Fall Semester, 1988**

- **September 12 (Monday)** .......... Classes begin
- **September 28 (Wednesday)** ..... Deadline to drop classes meeting first nine weeks
- **October 3-14 (Monday-Friday)** Elect Credit/No Credit for full semester classes
- **October 20 (Thursday)** .......... Deadline to drop classes meeting second nine weeks without a "W"
- **November 11 (Friday)** .......... Legal Holiday (Veteran's Day)
- **November 24-25 (Thursday-Friday)** Thanksgiving recess
- **December 2 (Friday)** .......... Deadline to elect Credit/No Credit for classes meeting second nine weeks
- **December 2 (Friday)** .......... Deadline to elect Credit/No Credit for classes meeting second nine weeks without a "W"

**Spring Semester, 1989**

- **February 6 (Monday)** .......... Spring classes begin
- **February 10 (Friday)** .......... Legal Holiday (Lincoln's Birthday)
- **February 20 (Monday)** .......... Legal Holiday (Washington's Birthday)
- **February 24 (Friday)** .......... Deadline to elect Credit/No Credit for classes meeting first nine weeks
- **February 24 (Friday)** .......... Deadline to drop classes meeting first nine weeks without a "W"
- **March 3 (Friday)** .......... Last day to add classes
- **March 30 (Monday)** .......... Deadline to drop full semester classes without a "W"
- **February 27-March 10 (Monday-Friday)** Elect Credit/No Credit for full semester classes
- **March 30 (Monday)** .......... Deadline to drop classes meeting first nine weeks

**Summer Session, 1989**

- **April 10-14 (Monday-Friday)** .... Spring recess
- **May 4 (Thursday)** .......... Deadline to elect Credit/No Credit for classes meeting second nine weeks
- **May 4 (Thursday)** .......... Deadline to drop classes meeting second nine weeks without a "W"
- **May 5 (Friday)** .......... Deadline to drop full semester classes
- **May 29 (Monday)** .......... Legal Holiday (Memorial Day)
- **May 30 (Tuesday)** .......... Deadline to drop classes meeting second nine weeks
- **June 12-20 (Monday-Tuesday)** Semester exams
- **June 20 (Tuesday)** .......... Commencement, Spring Semester ends
- **Summer Session, 1989**
  Dates To Be Announced
College Management Staff

John Andrews  Dean, Student Services
Merle Bartman  Grounds Foreman
David Bell  Director, Computer Services
Joyce Black  Dean, Humanities & Social Sciences
Gloria Blaock  Dean, Learning Resources
Kari Blinn  Director, Enrollment Services
Stan Brown  Grounds Leadman
Dr. Frank Budd  Assistant Superintendent and Vice President, Academic Services
John Cates  Director, College Police
Dorothy Corr  Director, College Health Services
Dr. Brenda Davis  Dean, Occupational Education
Fred de Leon  Director, EOPS/Financial Aid
Martin Delgado  Assistant Director, Bookstore
Maureen Estes  Director, Personnel
Sharon Evans  Dean, Allied Health
Patrick Feeney  Assistant Director, Operations
Henry Galvan  Custodial Foreman
Robert Garrett  Director, Business Services
Patricia Guerra  Director, College Bank
Said Guurrola  Assistant Director, Facilities/Maintenance Foreman
Debra Harris  Dean, Moreno Valley
Richard Hoff  Assistant Director, Food Services
Dr. Ronald Hughes  Dean, Counseling and Support Services
Eleanor Johnson  Assistant Director, College Police
Dr. Charles A. Kane  Superintendent/President
Stanley Kephart  Dean, Administration of Justice
Patty Klingbiel  Director, Fiscal Operations
James Kross  Dean, Physical Education, Athletics and Recreation
Dr. Michael Maas  Assistant Superintendent and Vice President, College Planning and Development
Vincent MacDonal  Director, R.C.C. Foundation
John Matulich  Deputy Superintendent and Vice President, Administrative Services
Delbert Murphy  Custodial Leadman
Ronald Pardee  Dean, Applied Technology
Dr. Paul Roby  Dean, Natural Sciences
Paul Rubalcaba  Director, Public Information Services
Garrett Short  Director, Media Services
Doretta Sowell  Director, Bookstore
Richard Stover  Dean, Performing & Fine Arts
Ruth Stoner  Director, Food Services
Aan Tan  Director, Facilities
Melchiori Tomaselli  Dean, Cosmetology
Evan Vail  Dean, Research and Planning
Auston White  Dean, Corona/Norco
David Whitson  Maintenance Leadman
Gordon Woolley  Assistant Superintendent and Business Manager
Gail Zwart  Director, Community Services

Riverside Community College

OUR BUSINESS

Riverside Community College is a vital, affordable, personalized, public institution of higher education which provides quality teaching and accessibility to a diverse student population.

Riverside Community College ... A College On The Move

OUR VISION

We will be the leader among community colleges, highly regarded for our commitment to students; respected for excellence in teaching; and recognized as responsive to the communities we serve.

We will realize our vision by making:

"A COMMITMENT TO LEARNING"

Value: STUDENT CENTEREDNESS
To achieve Student Centeredness, we will:

- Serve the best educational interests of the students;
- Offer a comprehensive and flexible curriculum together with programs and services according to diverse and evolving student needs;
- Treat each student with a sincere, caring attitude and respond to suggestions and constructive criticism from students;
- Counsel and advise students to help them plan for and progress toward their individual educational goals;
- Recognize outstanding student performance.

Value: TEACHING EXCELLENCE
To achieve Excellence in Teaching, we will:

- Communicate to students a body of knowledge in a creative, stimulating and challenging manner;
- Work to establish student and instructor rapport;
- Maintain the highest standard of professional performance and recognize teaching excellence;
- Promote the exchange of ideas among colleagues and provide opportunities for professional development;
Clearly define for students course goals, objectives and grading standards, making clear the expectation of high achievement;

Encourage students to think critically and analytically, applying learned principles, concepts and skills;

Inspire independence of thought and self-discipline.

Value: LEARNING ENVIRONMENT
To achieve an Environment Conducive to Learning, we will:

- Create an atmosphere in which students and staff find satisfaction in their work and feel pride in achievement;
- Provide comfortable, functional and aesthetically pleasing facilities and grounds;
- Provide and maintain state-of-the-art equipment and ample supplies;
- Provide programs and support services which are responsive to student and community needs;
- Actively support social and academic activities which take place outside of the classroom.

Value: TRADITION
To achieve a sense of our Traditions, we will:

- Further the traditions of pride, quality, innovation and professionalism found in this institution;
- Share our heritage by making Riverside Community College the educational and cultural center of the community;
- Build for the future on the foundations of our past.

GOALS AND OBJECTIVES
General Education

Goal: 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 the individual and society will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships and appreciation of the democratic processes and the culture which sustains our society.

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

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending Riverside Community College desire the baccalaureate degree. Accordingly, the college is committed to providing transfer and lower division education to qualified students.

Objective: The college provides courses which parallel those of the lower division of the California State University system and of the University of California so that qualified students may transfer to four year public or private institutions.

OCCUPATIONAL-TECHNICAL EDUCATION

Goal: The college recognizes its responsibility to respond to the changing needs of a highly technological society, and to provide skilled technicians for business, industry, public and private sectors.

Objective: The college provides specialized programs leading directly to employment or for updating the skills and knowledge of those already employed. Such programs are developed to meet the needs of the students with the assistance of advisory committees from the occupations concerned.

REMEDIAL OR DEVELOPMENTAL EDUCATION

Goal: The diverse levels of students' skills demand that the college provide the student with support services to assist them in acquiring those skills that are prerequisite to success in college.

Objective: The college provides courses in the use of basic learning skills at levels appropriate to those students who must remedy deficiencies. The college provides for preassessment, advisement and specialized programs.

CONTINUING EDUCATION

Goal: Riverside Community College seeks to provide a variety of enriching opportunities responsive to community needs.

Objective: The college provides courses and activities, both credit and fee-based designed to meet special needs of the community.

STUDENT SERVICES

Goal: Recognizing the need for a comprehensive learning experience for students, the college provides a wide variety of non classroom experiences and services which shall assist students in achieving their educational and career goals.

Objective: The college provides a fully integrated program of admission, orientation, assessment, advisement, placement, and registration for students which in turn, is consistent with the college's overall mission.
In addition, the college has developed a wide range of student support services such as financial aid, health services, child care, handicapped services, and similar special education services and programs which along with a comprehensive program of student activities, athletics, fine arts, and student government enhance the student's overall learning experience at the college.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community 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 legal entity which operates the college is officially known as the Riverside Community College District and encompasses 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.

ACCREDITATION

Riverside Community 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, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed at Riverside Community College.

COLLEGE MEMBERSHIPS

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

PUBLIC INFORMATION OFFICE

Service to the community is a significant function of all public two-year colleges. An important part of this service has been providing the public with information about the college and the activities of its students. At Riverside Community College, this has been part of the responsibility of the Office of Public Information. Student groups are assisted in securing newspaper and radio publicity, and news releases about other college developments are distributed regularly; and a number of publications are prepared describing the college and its curricular programs.

COLLEGE YEAR

The college year consists of two regular semesters, fall and spring, which extend from September to June plus two summer sessions. The calendar for the 1988-89 college year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

SUMMER SESSION

Summer session classes may be held for five and a half weeks, with longer sessions for some curricula. Qualified high school students may enroll in college summer sessions prior to entering the eleventh grade. Arrangements are made through the high school principal and the Enrollment Services Office.

WHO MAY ATTEND

Individuals wishing to enroll at Riverside Community College for credit in day or evening classes must file an official application in the Enrollment Services Office. Admission to Riverside Community 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 or her 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 or she completes the matriculation requirements. The college district includes the Val Verde School District and the unified school districts of Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside.

High School Students Attending Riverside Community College

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

A student whose legal residence is in another community college district may need to present a release from that district before he or she may enroll at Riverside Community 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 Community College.

Enrollment Fees

This fee is set at fifty dollars ($50) per semester for students enrolled in ten or more units and five dollars ($5) per unit per semester for students enrolled in classes totaling fewer than ten units. Please check with the Enrollment Services Office regarding summer session fees.

Refunds

Student Fee and Parking Fee - students who completely withdraw from college during the first two weeks of the term shall receive a 100% refund of these fees. There shall be no refund of fees after the second week of the term.

Enrollment Fee - any enrollment fee paid by a student in excess of that computed after any program changes through the first two weeks of instruction shall be refunded. There shall be no refund of fees after the second week of the term.

For students enrolled in courses which are short-term, less than semester offerings, a proportional amount of time shall be applied for calculation of refunds.

Out of State Residents

A student whose legal residence is not in California may be eligible for admission to Riverside Community College. Such a student will be classified as a nonresident and required to pay a nonresident tuition fee of $91.00 per unit at the time of registration. Nonresident tuition fees are fully or partially refundable prior to the first day of the term if the student withdraws from a class or from the college.

After, and including the first day of the term, 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 a refund at the office of the Director of Enrollment Services.

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

Refunds of tuition will be made according to the following schedule:

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Amount of Refund</th>
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<tbody>
<tr>
<td>Before Term Begins</td>
<td>100% of Original Fee Paid</td>
</tr>
<tr>
<td>During 1st Week of Instruction</td>
<td>80% of Original Fee Paid</td>
</tr>
<tr>
<td>During 2nd Week of Instruction</td>
<td>60% of Original Fee Paid</td>
</tr>
<tr>
<td>During 3rd Week of Instruction</td>
<td>40% of Original Fee Paid</td>
</tr>
<tr>
<td>During 4th Week of Instruction</td>
<td>20% of Original Fee Paid</td>
</tr>
<tr>
<td>After 4th Week of Instruction</td>
<td>None</td>
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</table>

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 Enrollment Services 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."

Open Enrollment

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

ADMISSION AND REGISTRATION OF DAY STUDENTS

Application

Official application forms may be obtained by calling in person or by writing to the Enrollment Services Office of Riverside Community College, 4800 Magnolia Avenue, Riverside, California 92506. Application forms for the fall semester will be available after April 1, 1988. Forms for the spring semester will be available after November 4, 1988.

Transcripts

It is the responsibility of the applicant to have official transcripts of high school and all previous college records on file in the Enrollment Services Office as early as possible after the current semester's work has been completed. These transcripts should 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 Community College have a physical examination by his or her family physician before enrolling. 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 or R.N./Nurse Practitioner on campus or a student may go to his own private physician. Cases that need further attention are referred to a physician.

Student-Parents of the children in the Child Development Center must have a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children are required to have this as well as be up to date on their immunizations of DPT, MMR, and TOPV.

Counseling

Counseling is available to all students at Riverside Community College. All students on probation are required to see a counselor prior to enrolling. Because major requirements, general education requirements, and articulation agreements with four-year colleges and universities are constantly in a state of flux, it is recommended that all students pursuing certificate or degree programs, either associate or baccalaureate, keep in touch with their counselor each semester or at least once a year.

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50A, or 60) during their first or second semester of enrollment. Development of competent writing skills is necessary for the student's ability to write clear, correct English.

Policies on Prohibition of Discrimination and Sexual Harassment

Discrimination

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of sex, age, race, color, national origin, religion or handicap.

Discriminacion

La mesa directiva del colegio de la comunidad de Riverside ha adoptado y autorizado polizas, procedimientos y practicas las cuales proveen al distrito, sus empleados y sus estudiantes que estan en acuerdo con todas las leyes prohibiendo la discriminacion a base del sexo, la edad, el color, la raza, el origen nacional, la religion o deshabilidad.

Sexual Harassment

The sexual harassment of students or staff is prohibited by federal law and Board of Trustees' policy. Such behavior includes, but is not limited to, unwelcome sexual advances and verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of student's educational progress or an individual's employment, (2) submission to or rejection of such conduct is used as a basis for educational or employment conditions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with one's educational or work performance or creating an intimidating, hostile or offensive educational or work environment.

Grievance Procedure

For further information on policies and grievance procedures relating to discrimination or sexual harassment, contact John Matulich, Vice President, Administrative Services/Deputy Superintendent, Administration Building, Riverside Community College District, 4800 Magnolia Avenue, Riverside, CA 92506, (714) 684-3240. For information on policies and grievance procedures relating to discrimination due to a handicap, contact Dr. Ronald Hughes, Dean, Counseling and Support Services. In addition, inquiries may be directed to the Director of the Office of Civil Rights, Department of Labor, Washington, D.C. 20201.

Procedimiento De Agravio

Si necesita mas informe tocante a polizas y procedimientos relacionados a la discriminacion o el agravio sexual, comuniquesee con John Matulich, Vice President Administrative Services/Deputy Superintendent, Administration Building, Riverside Community College District, 4800 Magnolia Avenue, Riverside, CA 92506, (714) 684-3240. Si necesita mas informe tocante polizas y procedimientos relacionados a la discriminacion basado en una deshabilidad, comuniquesee con Dr. Ronald Hughes, Dean, Counseling and Support Services. Tambien, puede conseguir mas informe del Director of the Office of Civil Rights, Department of Labor, Washington, D.C. 20201.

Counseling Examinations

All students new to the college must attend an orientation/skills assessment session prior to registering for classes. During this session, students are given a short skills assessment and receive immediate results which indicate their current level of skill in reading, language usage and numerical skills. The information obtained from this session is used in advising students and planning programs.

Although no student is denied admission to the college on the basis of skills assessment test results, the scores are used by various divisions to determine whether students qualify for entrance into certain courses.
The skills assessment test includes a measure of competence in mathematics, language usage, and reading.

All students who wish to qualify for English 1-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 1-A).

Orientation/Assessment Session Permits for Prospective Students

A permit to attend an orientation/skills assessment session is issued as soon as an application for admission is filed. To insure a reservation for a given session, the student should have his or her application on file at least one week before the session is scheduled. See test schedule listed below.

Tentative Assessment Schedule

Students are advised to allow three hours for the complete orientation/skills assessment. Permits are required, and these can be obtained from the Enrollment Services Office. However, the Admissions-Counseling Building is closed on Saturday, so permits must be obtained prior to a Saturday session date. Testing begins promptly at the stated time. If you are late, you will not be admitted.

LOCATION FOR ORIENTATION/ASSESSMENT:

Hall of Fame, Bradshaw Center

Students must secure an assessment permit from the Enrollment Services Office at least 24 hours prior to reporting for orientation.

Summer, 1988 Orientation/Assessment Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<th>Time</th>
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<tbody>
<tr>
<td>June 6 (Mon)</td>
<td>9:00-11:30 am</td>
<td>June 25 (Sat)</td>
<td>9:00-11:30 am</td>
</tr>
<tr>
<td>June 7 (Tue)</td>
<td>6:00-8:30 pm</td>
<td>June 27 (Mon)</td>
<td>1:30-4:00 pm</td>
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<tr>
<td>June 8 (Wed)</td>
<td>1:30-4:00 pm</td>
<td>July 25 (Mon)</td>
<td>1:30-4:00 pm</td>
</tr>
<tr>
<td>June 22 (Wed)</td>
<td>6:00-8:30 pm</td>
<td>July 26 (Tue)</td>
<td>9:00-11:30 am</td>
</tr>
<tr>
<td>June 23 (Thu)</td>
<td>6:00-8:30 pm</td>
<td>July 27 (Wed)</td>
<td>6:00-8:30 pm</td>
</tr>
<tr>
<td>June 24 (Fri)</td>
<td>9:00-11:30 am</td>
<td>Aug 1 (Mon)</td>
<td>1:30-4:00 pm</td>
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</table>

Fall, 1988 Orientation/Assessment Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<td>Aug 8 (Mon)</td>
<td>1:30-4:00 pm</td>
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<tr>
<td>Aug 1 (Mon)</td>
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Winter, 1989, Orientation/Assessment Dates

<table>
<thead>
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<th>Date</th>
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<tr>
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<td>Mar 16 (Thur)</td>
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<tr>
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<td>Apr 17 (Mon)</td>
<td>9:00-11:30 am</td>
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<tr>
<td>Jan 19 (Thur)</td>
<td>9:00-11:30 am</td>
<td></td>
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</table>

SUMMER SESSION, 1989

Session dates to be announced.

NOTE: Additional sessions may be scheduled periodically during the semester. The Enrollment Services Office will have current information of these sessions.

Strong Vocational Interest Blank

The Strong test provides measures of occupational interests. It enables a student to compare his or her 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 the Strong is $3.00, and must be paid for in the College Bookstore.
Expenses

Nonresident Tuition

Nonresident students will be charged a tuition of $91.00 per unit per term.

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 resident requirements, he or she will not be entitled to resident classification until the intent requirements have been fulfilled for the one year period.

Supplies Costs

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes. Whenever possible, the R.C.C. Bookstore will attempt to stock the required supplies. Examples of such items might be typing paper, art supplies and clay, welding rods and general automotive tools.

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 $300, but if second-hand books are purchased, the cost can be reduced. A list of texts and materials required for all courses is published in a separate bulletin and is available at the College Bookstore. Checks can be accepted only for the amount of the purchase and with a valid bank check guarantee card and valid student services card and California driver's license. The bookstore also accepts Master Charge and VISA. Full refunds are given on merchandise during the first three weeks of school only. After the first three weeks of the term, refunds are given up to twenty-four hours after purchase. The bookstore will also purchase books from students for half price at the end of each semester during a designated time if they are to be used again and there is a need for them. A ten percent discount on all non-book merchandise is given to student services card holders.

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 College 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 Enrollment Services Office 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 or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled "Curricular Patterns." The student is also invited to discuss personal goals with a college counselor.

Foreign Students on F-1 Visa Status

Under federal law, Riverside Community College is authorized to enroll nonimmigrant alien students on F-1 student visas for two-year vocational and semiprofessional curricula and for the first two years of an accredited baccalaureate degree program.

All F-1 visa students are subject to nonresident 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 transferable 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 because of low scholarship and a lack of required subjects must present at least 56 semester units of transferable courses from a community college with a grade point average of 2.4 (C equals 2). The student must also either finish high school subjects that were not completed or present one college course in mathematics, one in English, and one in...
either U.S. history, or in a laboratory science, or a foreign language. The courses must be passed with a C or better, and with the exception of the mathematics, must be transferable to the university.

**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 Career Center.

**Requirements for Admission to the California State University**

**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 University 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 or her high school record may transfer from a two-year college on completion of 36 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 System (CSU).**

Students transferring to one of the California State University (CSU) campuses are encouraged to include in their program of studies courses in general education intended to provide a broad and in-depth background of general knowledge.

The California State University system requires that 51 semester units of general education must be completed to be eligible for a bachelor's degree. Of these 51 units, 12 units must be completed in upper division (junior and senior years) and up to 39 units may be completed in lower division (freshman and sophomore years.) Students must complete these 39 units of general education at Riverside Community College for transfer and it is to the student's advantage to have these 39 units of general education CERTIFIED.

Certification is a legal agreement between the California State University (CSU) system and the community colleges in California to assure that CSU general education requirements met at Riverside Community College satisfy the LOWER DIVISION general education requirement at all California State Universities. Each campus may have a slightly different program. Failure to complete FULL CERTIFICATION will cause courses to be reviewed differently at each campus. Certification applies to the CSU system only and not to the UC (University of California) system or private institutions.

Report any problems encountered with certification of general education for transfer to the counseling office at Riverside Community College.

Courses which can be certified as general education for transfer to California State Universities are listed below. These courses are transferable and are considered baccalaureate level. There are five major areas of general education. (Copies of this list are available in the Counseling Office and the Career Center.)

**A Communication and Critical Thinking**

<table>
<thead>
<tr>
<th>Maximum Units</th>
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<tbody>
<tr>
<td>Choose one course from each area:</td>
</tr>
<tr>
<td>1. Speech 1, 9;</td>
</tr>
<tr>
<td>2. English 1A;</td>
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<tr>
<td>3. English 1B; Philosophy 11, 30, 31; Speech 2, 5, 6</td>
</tr>
</tbody>
</table>

**B Natural Sciences and Mathematics**

Choose at least one course from each area:...

- One of the courses must have a laboratory (indicated by an asterisk,*). No course can be used in more than 1 area.
  1. Astronomy 1A, Chemistry 1A*, 2A*, 3*, 10, Geology 1, 5, 10; Biology 1*, 2A*, 3*, 10, 10 & 11*
  2. Anatomy and Physiology 2A*, 2B*; Anthropology 1; Biology 1*, 2A*, 2B*, 3, 4, 5, 7*, 10, 11*, 36; Microbiology 1*, Psychology 2
  3. Chemistry 1A*, 3*, 9; Engineering 9/ Mathematics 9 (all same course);
  Mathematics 1A, 4, 5, 10, 12, 25;
  Physics 2A*, 4A*

**C Humanities**

Choose at least one course from three of the following four areas:

- 1. Art 1, 2, 6; Music 19, 20, 21, 25; Theater Arts 3
- 2. English 1B, 6, 7, 9, 14, 15, 16, 18, 20, 26, 30, 35, 37ABC, 40, 41, 42, 44, 45, 48
- 3. Humanities 5, 10, 45; Philosophy 10, 12, 13, 14, 19, 32 (same as Math 32)
- 4. French 1, 2, 3, 4; German 1, 2, 3, 4; Spanish 1, 2, 3, 4

**D Social and Behavioral Sciences**

Choose at least one course from three of the following five areas:

- 1. Anthropology 2, 3, 4, 5, 6, 21; Geography 2, 3; Sociology 1, 2, 10, 12, 15, 35
- 2. Political Science 1, 2, 3, 4
- 3. Economics 4, 7, 8
- 4. Psychology 1, 9
- 5. History 4, 5, 6, 7, 8, 9, 14, 15, 19, 23, 28, 29, 30, 31, 34
(E) Lifelong Understanding and Self-Development

Choose one course from: Biology 30; Health Science 1, 44 (same as Physical Education 44); Physical Education 44 (same as Health Science 44); Psychology 9

Note: Regardless of the number of units a student completes from all of the courses listed above (areas A through E), the maximum number of general education/breadth requirements is 39.

United States History, Constitution and American Ideals

The following courses may be used to meet the requirements of section 40404 of Title 5 of the California Administrative Code. (This requirement is in addition to the General Education Requirements listed above.)

1. Historical Development of American Institutions and Ideals
   One of the following courses:
   History 6 or 7
2. Constitution of the United States
   Political Science 1

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 colleges.

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. 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 RCC Career Center.

Transferability of Courses

Questions regarding the transferability of courses should be referred to a college counselor. A listing of baccalaureate level courses acceptable for admission to the University of California is also available. In addition, courses acceptable for transfer to the UC and CSU institutions are indicated in the colored pages of this catalog following the descriptive title of each course.

Most four year colleges and universities will require transfer students to have six units (two semesters) of composition. English 1A and 1B at Riverside Community College will meet this requirement.

VETERANS EDUCATION

Riverside Community College is accredited to offer five different programs of education to veterans. These programs are (1) Vietnam Era Veterans (Chapter 34); (2) Post-Vietnam Era Veterans (Chapter 32); (3) Veteran's Administration Vocational Rehabilitation (Chapter 31); (4) Children & Widows or Widowers of Deceased or Disabled Veterans (Chapter 35); and (5) Active Duty Educational Assistance Program (Chapter 30); (6) Selected Reserve Educational Assistance Program (Chapter 106).

Students may obtain information from the Veterans Office in the Enrollment Services Building.

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 required forms at the Veterans Office after scheduling classes.

RESERVE OFFICER TRAINING CORPS

Riverside Community College students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no tuition cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes in the late afternoon and evening at California State College, San Bernardino and Claremont College for students of two and four year colleges in the Inland Empire. A student attends one two-hour lecture each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS-124, Telephone (714)887-9545.
Air Force ROTC

Air Force ROTC is a college-level program designed to select and train highly qualified men and women to become commissioned Air Force officers. After graduation from college and completion of all Air Force ROTC requirements, cadets are commissioned as second lieutenants in the United States Air Force. Typical service is four years; service duration for pilots and navigators is longer. These individuals serve in a broad range of duties from actual flying to engineering to administration and a host of other fields, depending on the individual’s background.

To enter Air Force ROTC, an individual must have at least two years college remaining, which may include graduate study. In addition, the individual must be a United States citizen prior to entering the last two years of the program, be able to pass an Air Force medical exam, be of high moral character, and be in good academic standing in school. Entry into the last two years of the program is on a competitive basis.

The program consists of one aerospace studies (ROTC) class and a one hour per week laboratory each term. The subject of the course varies depending on the student’s year in school, but generally covers the Air Force organization, its history, its leadership and management principles, and American defense policy. The laboratory is a leadership and management workshop which develops these skills in the students.

Those interested in the Air Force ROTC should contact the Professor of Aerospace Science, Loyola Marymount University, Los Angeles, CA 90045-2699, Telephone (213) 642-2770.

DISABLED STUDENT SERVICES

The Office of Disabled Student Services, located in the Admissions and Counseling Building, provides counseling and support services, according to individual need, to students with a documented disability.

Services are available to students with:

- Physical Disabilities
- Amputations
- Arthritis
- Muscular Dystrophy
- Cerebral Palsy
- Multiple Sclerosis
- Orthopedic Disabilities
- Post-Polio Disabilities

- Communicatively Disabled
- Hearing Impaired
- Deaf
- Speech Impaired

- Learning Disabilities
- Average to above average
- Intellectual ability with a verifiable learning disability

- Other Health Impaired
- Cardiac Disease
- Diabetes
- Respiratory Disease

- Temporary Disabilities
- Post Operative Recovery
- Broken Bones
- Other

- Mobility Assistance
- Reader Services
- Note Taking
- Interpreters for the Deaf
- Special Parking
- Test Taking Facilitation

Riverside Community College affords each of its students an opportunity to earn credit for transfer to a four-year college or university and also a variety of occupationally oriented certificate and degree programs. There is a full time counselor/COORDinator to assist each student with a disability in acquiring the needed support services as he/she prepares for a productive occupational life.

Riverside Community College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, is Dean, Counseling and Support Services.

Schedule of Classes

A schedule of all college classes listing all courses offered and registration procedures is available in the Enrollment Services 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 and associate in science degrees.

Fees

An enrollment fee is set at fifty dollars ($50) per semester for students enrolled in ten or more units and five dollars ($5) per unit for students enrolled in classes totaling fewer than ten units.

A processing fee will be assessed and deducted at the time of any refund of the enrollment fee once each term.

Non-California resident students will be charged a tuition fee of $91.00 per unit per term. Non-resident students who are on active military duty, and dependents of military personnel on active duty who are stationed in California or transferred directly from California to 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 68074, 68075)

Examinations

Students wishing to enroll in courses requiring qualifying test scores must obtain a permit and attend the orientation/assessment session. Allow three hours for the session.
ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE

The awarding of an associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

The governing board of Riverside Community College District shall confer the degree of associate in arts or associate in science upon the student who has demonstrated competence and who has completed the following requirements:

I. UNIT REQUIREMENT

A minimum of not less than 60 units of college work, of which 18 semester units are in a discipline or related discipline in one of the four groups listed below. (No more than 6 semester units of developmental/remedial coursework may be counted toward the associate degree. Those courses listed as remedial include: English 60 ABC, Learning Skills 71 AB, 81 ABCD, 82 AB, 83 AB, 84, 85 ABCD, 86 AB, and 89, Math 51 and 51T.)

ASSOCIATE IN ARTS
Group 1. Anthropology, or economics, or education, or geography, or history, or physical education (academic courses only), or political science, or psychology, or sociology, or any combination of these.

Group 2. Art, or English, or manual communications, or 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.

ASSOCIATE IN SCIENCE
Group 3. Natural science (life and physical), or engineering, or mathematics, or any combination of these.

Group 4. Administration of Justice, or business administration, or nursing or occupational-technical courses.

II. RESIDENCE REQUIREMENT

In order to receive the A.A./A.S. degree from Riverside Community College, a student must complete the final 12 or at least 50 of the required units in residence at Riverside Community College.

III. SCHOLARSHIP REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 (C average) in work taken at Riverside Community College and in work attempted at all accredited colleges attended.

IV. BASIC SKILLS COMPETENCY REQUIREMENT

A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory score on an appropriate examination, (recommended by the math department) and approved by the curriculum committee, or by the successful completion of a Riverside Community College mathematics course selected from Math 1-49 or 52, or the equivalent.

B. Students must demonstrate reading competency by obtaining:

I) a satisfactory first-time score on the reading portion of the ASSET Assessment Test, score to be recommended by the reading department and approved by the curriculum committee;

OR

II) a satisfactory score on an appropriate examination, test(s) and passing score(s) to be recommended by the reading department and approved by the curriculum committee;

OR

III) by the completion of Learning Skills 83A with a "C" or higher;

OR

IV) a "C" or higher in each general education course.

C. Students must demonstrate basic competency in writing by successfully completing the general education requirement of English 50A with a "C" grade or better or English 1A.

V. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 21 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements.

Minimum Units

A. NATURAL SCIENCES

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. These courses assist in developing an appreciation and understanding of the scientific method, and encourage an understanding of the relationship between science and other human activities.
Any courses for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 or Geography 5, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Agri-Business 12 or 13, Cosmetology 60C, Dental Technology 72B and 74, and Electronics 21 or 22.

B. SOCIAL AND BEHAVIORAL SCIENCES
Courses in the social and behavioral sciences are those which focus on people as members of society. These courses assist the student in developing an awareness of the methods of inquiry used by the social and behavioral sciences. Critical thinking is stimulated about the way people act and have acted in response to their societies and promoted appreciation of how societies and social groups operate.

Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history, political science, psychology (except Psychology 2), and sociology.

C. HUMANITIES
Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. These courses assist in developing an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and to develop aesthetic understanding and an ability to make value judgments.

Any course for which the student is eligible in art, foreign languages, humanities, literature, music, philosophy (except Philosophy 11 and 32), Speech 7 or 8, and theater arts.

D. LANGUAGE AND RATIONALITY
Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1. English composition (minimum of 3 units.) Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by:
   - English 50A (with a "C" grade or better) or English 1A.
   - Communication and analytical thinking (minimum 6 units.) Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming.
   - Students must complete one course from the following areas:
     - Speech 1, 9, 51 or Management 57
     - English 1B or 50B
     - Philosophy 11, Philosophy/Math 32
     - Mathematics 1-49
     - Computer Information Systems 1, 5, 10

VI. ADDITIONAL DEGREE REQUIREMENTS
A. Health Education
   Health Science 1 or completion of the VN or RN program. 3 Units
B. American Institutions
   History 6, 7, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53 Political Science 1, 9
   (A maximum of 3 units from this category can be used to fulfill general education requirements in the behavioral and social sciences.) 3 Units
C. Physical Education (two courses)
   Enrollment in an activity course is required for those semesters a student is enrolled in 12 or more units until the requirement is completed. Concurrent enrollment in two activity courses is permitted, but not recommended. This requirement may be met by enrolling in a physical education activity course or by enrollment in Music 48ABCD or Music 61ABCD. Not more than 4 semester units of activity courses may be counted toward the 60 semester units minimum requirement for the A.A. or A.S. degrees. Exemption from this requirement shall be made for students in the following categories:
   1. Students providing medical excuses.
   2. Students enrolled in less than 12 units.
   3. Students enrolled in Cosmetology, Vocational or Registered Nursing, or Dental Technology Program.

VII. PETITION FOR GRADUATION:
A formal application for graduation must be filed by the student with the Counseling Department.

VIII. CONTINUOUS ENROLLMENT
Graduation requirements apply to students enrolled for the school year indicated by this catalog. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time continuous enrollment began. Continuous enrollment means that the student has enrolled in either the fall or spring semester of each calendar year.

IX. CERTIFICATE PROGRAM
Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an associate in science degree will be awarded a certificate, and notation of the award will be indicated on the student record.

SCHOLASTIC HONORS AT GRADUATION
Honors at graduation are awarded to students with high grade point averages (3.3 GPA and above). Their names are listed on the graduation program as receiving the "Associate in Arts degree or the Associate in Science degree With Distinction or With Great Distinction. The principal speaker at graduation exercises is a student chosen by permanent members of Alpha Gamma Sigma, the college honor society.
DEAN’S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit graded work with a grade point average of 3.0 or better will be recognized by a letter from the Vice President of Academic Services.

CLASSIFICATION OF STUDENTS

- Freshman: Students with fewer than 30 units of college credit.
- Sophomore: Students who have completed 30 units of college credit.
- Full-time Student: Student carrying 12 or more units.
- Part-time Student: Student enrolled for less than 12 units.

REPEATING A COURSE

State regulations for funding community colleges prohibit any student from repeating the same course more than once for any purpose.

Students receiving a failing or unsatisfactory grade in a course may repeat the course again, seeking to improve their academic performance. However, in no instance may any course be repeated more than once, regardless of performance.

Some courses, particularly in performance areas such as music, theater, and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, for example, the student may repeat the course three times, for a maximum of four (4) total enrollments in the same activity. Beginning tennis, intermediate tennis, advanced tennis, for example, are considered as the same activity, and a student may enroll in the activity for a total of four (4) times. This limitation is absolute with no exceptions permitted for any circumstance.

STUDY LIST REGULATIONS

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 (1) to the student who is registered for fewer than 12 units, (2) to the student who has a physical disability, (3) to the student who has completed two units of physical education, or (4) to the student enrolled in a cosmetology, vocational, or registered nursing, or dental technology program.

For those who are in good health and able to devote the major part of their time to college study, the normal load is 16-18 units. No one may enroll for more than 18 units (including physical education) without permission from the Director of Enrollment Services. Evening classes are part of the student’s regular study load.

PETITION FOR CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the dean of the division in which a course is offered. A fee may be charged for filing an application for credit by examination.

1. Such credit will be granted only to a student who is registered at the college and in good standing and only for a course offered by Riverside Community College. The option for credit by examination may not be available for all course offerings contingent upon division curricular decisions as approved by the Office of Academic Services.

2. Students must register for credit by examination on the appropriate petition form obtained from the Enrollment Services Office. After determining student eligibility for credit by examination, the Enrollment Services Office will refer students to the appropriate division dean for preliminary approval of the petition. Students must present their petitions to the appropriate dean who will make all arrangements for the examination, serving as the broker between student and faculty member, retaining faculty and student anonymity. If preliminary approval of the petition is granted, the student must return the petition to the Enrollment Services Office and pay the requisite examination fees. Arrangements for the examination will not be final until the division dean receives verification of the completed petition and payment of fees from the Enrollment Services Office.

3. To be eligible to petition for credit by examination, a student must be full matriculated in good standing and have completed not fewer than 12 units of work at Riverside Community College with an overall grade point average of 2.0 (C). He or she must satisfactorily complete all matriculation in the semester in which the class is challenged before credit will be given.

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

5. The student who petitions for credit by examination will receive the grade earned on the examination. The results of all such examinations with grades will be entered as appropriate in the student’s permanent record.

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

7. Credit by examination evaluations usually will be given during the regularly scheduled examination time for other students taking the course.

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

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

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence.

GRADING SYSTEM

Grades

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

Grade reports are issued at the close of each semester and/or intersession. The following grades are used:
A, excellent; B, good; C, satisfactory; D, passing, less than satisfactory; F, failing; I, incomplete; IP, in progress; RD, report delayed; CR, credit; NC, no-credit; W, formal withdrawal from the college or a course.

The "W" grade will be awarded to any student who drops or is dropped from a course between the beginning of the fifth week (or 30% of a term, whichever is less) and the last day of the twelfth week of a course (or 67% of a term, whichever is less). The deadline date is shown in the college calendar. A student who withdraws from college will receive a "W" in each course enrolled at the time of withdrawal if the withdrawal is filed in the Enrollment Services Office prior to the deadline shown in the calendar. Students initiating withdrawal are expected to contact their instructors prior to withdrawal for discussion and counseling regarding the reasons and consequences of this action.

In any case where a student who has returned to college after having been out for some time and whose transcripts carry "WD" or "WF" grades, indicative of the fact that these grades were awarded prior to the time that policy changed, grades will be changed to a straight "W" upon petition of the student.

The "I" grade is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record will be given to the student with a copy on file with the Director of Enrollment Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. A copy of this record shall be kept in the files of the appropriate division dean. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition to the Director of Enrollment Services for a time extension due to unusual circumstances.

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, 1 point per unit of credit; F, no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for grades of "I," "W," "NC," "CR," "IP," or "RD."

Credit/No Credit

Courses may be offered for credit/no credit in either of the following two categories:

1. Class sections wherein all students are evaluated on a credit/no credit basis.

   Instructions evaluating their classes for credit/no credit will file a declara-
of Student 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 non-academic appeals or 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 Enrollment Services 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 p.m. on Friday of the third week of the semester. (See college calendar for dates.)

Procedure for Dropping Courses

A course may be dropped by petition on forms that may be obtained in the Enrollment Services Office. After completing the form the student must file the petition at the Enrollment Services Office. "Drop" means a reduction in course load. When a student drops all classes, it is a "withdrawal."

A student may drop a full-term class with no grade at any time during the first four weeks of the semester. A student may drop a class between Monday of the fifth 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.

First Summer Session, 1988-Tuesday, July 19, 1988
Eight Week Evening Summer Session, 1988-Tuesday, August 2, 1988
Second Summer Session, 1988-Tuesday, August 23, 1988
Fall, 1988-Friday, December 2, 1988
Spring, 1989-Friday, May 5, 1989

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.

Standards for Probation

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

1. Academic probation. A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a grade point average below 2.0 in all units which were graded on the basis of the RCC grading scale.

2. Progress probation. A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which he or she has been enrolled and for which entries of "W", "T" and "NC" are recorded reaches or exceeds 50%.

Removal from Probation

To rescind probationary status, a student must meet the appropriate condition described as follows:

1. A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

2. A student on progress probation because of an excess of units for which entries of "W", "T" and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below 50%.

Standards for Dismissal

Students failing to maintain satisfactory academic progress may be dismissed from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters of attendance which were graded on the basis of the RCC grading scale.

2. A student who has been placed on progress probation shall be subject to dismissal if the cumulative percentage of units in which he or she has been enrolled for which entries of "W", "T" and "NC" are recorded is at least three consecutive semesters reaches or exceeds 50%.

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 success in college. Religious observations, however, are excused. The student should inform the instructors prior to such an absence.

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

Students enrolled at Riverside Community 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 Sections V 76033,76120) for disciplinary action.

CHANGE OF ADDRESS

It is the responsibility of the student to advise the Enrollment Services Office of any change in either legal or temporary address.

COURSE REPETITION AND ACADEMIC RENEWAL

Substandard Academic Work

Substandard academic work shall be defined as any "D", "F" and/or "NC" grade (as defined in Title 5, Section 51206 of the California Education Code) that a student receives, or unusual circumstances justifying repetition of a specific course enrollment, or unusual circumstances which may dictate that it is in the best interest of the student to repeat a specific course. A student's academic circumstances may be deemed "unusual" and the grade received not acceptable when one of the following criteria has been met:
1. In the professional judgement of the Director of Enrollment Services the grade may not accurately predict success in subsequent courses.
2. The grade may not meet the minimum requirement for succeeding courses.
3. The grade may not be acceptable to four-year institutions for transfer of major requirements.
4. The grade may not be acceptable to professional schools, i.e., medical, law, dental schools.

Course Repetition

Course repetition allows such courses for which substandard work has been recorded or for which unusual circumstances exist, to be repeated and the previous grade and credit to be disregarded in the computation of Riverside Community College District grade point averages. When course repetition occurs, permanent academic work shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
1. Students may repeat any course previously attempted which was taken in an accredited college or university and for which substandard academic performance was recorded.
2. Any course may be repeated provided it is a current Riverside Community College Course.
3. In accordance with Title 5, Section 55002 (f), any course repetition is deemed to constitute "unusual circumstances" and shall, therefore, require prior written permission from the district superintendent or authorized representative(s).
4. Riverside Community College shall maintain on file for three years all requests for course repetition.
5. When course repetition occurs, the permanent academic record will be annotated in such a manner that all work remains legible ensuring a true and complete academic history.
6. Procedures for course repetition shall be published in the current official Riverside Community College catalog and schedule of classes.
7. Riverside Community College reserves the right to honor prior course repetition(s) by other accredited colleges and universities.
8. A student may elect to have the highest grade earned in the repeated course used to compute grade point average. The adjusted grade point average will be used in determining the academic status and in establishing eligibility for the Associate degrees and occupational certificates, and status or eligibility for other district sponsored programs.
9. Courses repeated to raise a grade must be counted in the study list total. Additional credit units are not allowed if units were earned in the previous attempt.
10. This policy will not be construed so as to limit the repetition of activity and performance courses.

Academic Renewal without Course Repetition

Academic Renewal procedure permits alleviation of previously recorded substandard academic performance which is not reflective of a student's demonstrated ability. The academic renewal procedure will permit previously recorded substandard course work to be disregarded in the computation of Riverside Community College grade point averages. The guidelines are as follows:
1. A student may request academic renewal for not more than two semesters of grades and credits which are not reflective of a student's present ability and level of performance.
2. A student seeking academic renewal has the responsibility to present evidence reflecting on the reason for substandard academic record.
3. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at Riverside Community College subsequent to the semester(s) to be alleviated.
4. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for work taken during the alleviated term(s), even if satisfactory, will apply toward graduation or other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.
5. A student may be granted academic renewal only once.
6. A student may repeat work taken during academic renewal semesters only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
7. An Academic Renewal Committee composed of the Vice President of Academic Services or designee, the Dean of Student Services or designee, and the Director of Enrollment Services, or designee, shall be established
to review all petitions for academic renewal and to accept or deny all such petitions.

TRANSCRIPT REQUESTS

Upon request to the transcripts office in the Enrollment Services Office, each student will be provided with two official copies of his or her college record without charge. For each copy after the second, a fee of $2 is charged. Applications for transcripts should be filed at least two weeks before the transcript is needed. Riverside Community College will supply a transcript of records only of work taken at this institution.

CONCURRENT ENROLLMENT

Riverside Community College extends an opportunity to eligible high school students who have completed the tenth grade to attend college on a limited basis during fall or spring semesters while attending high school. High school students may enroll in college summer intersessions prior to entering the eleventh grade. The student may choose to attend the fall, spring or summer session in either day or evening classes.

Prior to the time of registration in college classes, the student must present a written recommendation from the high school principal for permission to register at the college.

COUNSELING CENTER

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

Special courses are offered to assist each student in gaining the maximum benefit from the 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 evening students is available 6:00 p.m. to 8 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 of transfer and in planning lower division programs. The Career Center has extensive occupational information, including films, film strips, tapes and printed material. Career direction materials and inventories are also available.

Special Testing

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

STUDENT SERVICES
Dean of Student Services

Many student services and student government activities are the responsibility of the Dean of Student Services whose office is located in the Bradshaw Center.
Financial Aid

Riverside Community College participates in both Federal and State financial aid programs. The application used to apply for Federal and/or State aid is the Student Aid Application for California (SAAC). Students will be applying for the Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, and Extended Opportunity Programs and Services (a State funded program). Riverside Community College’s financial aid office also participates in one student loan program—the California Guaranteed Student Loan.

Extended Opportunity Programs & Services (EOPS)

Funded by the state of California, the EOPS program provides academic support services for low income, educationally disadvantaged students. To be eligible for EOPS, a student must:
1) be a California resident;
2) be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in Section 56220 of Title 5);
3) have fewer than 70 units of degree applicable college credits;
4) qualify to receive a Board of Governors’ Grant under either Method A or B;
5) be educationally disadvantaged.

Student Government

The Associated Students of Riverside Community College (ASRCC) is the official student government organization at Riverside Community College. Student government is designed to give students the opportunity to gain leadership skills, experience and to become involved in the campus community. The offices of president, vice president and seats in the senate are filled by campus-wide election. Commissionships are filled by appointment. Students can become involved in ASRCC either by running for office or by applying for various appointive positions, committees or by becoming involved in a wide range of other activities. Riverside Community College strongly encourages student participation. Students who wish to become involved should visit the Student Services office located in the Bradshaw Center.

ORGANIZATIONS

The ASRCC sponsors many organizations on campus. There are honorary, social service, professional and general interest organizations and clubs. Membership to these organizations is open to all paid members of the ASRCC. Students are encouraged to join campus organizations or form new organizations. The Student Handbook offers a complete listing of all campus clubs and procedures for starting new clubs.

Honorary Society

Riverside Community 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. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953.

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

Student organizations give a major part of their time for improvement of the campus and community through service projects. Although social events are planned throughout the year, the primary goal is to maintain high scholastic standards.

Organizations also exist to provide various kinds of services to the college and to the larger community as well. Among these are Alpha Gamma Sigma, Amnesty International, Art Club, Bahia, Campus Crusade for Christ, Ceramics Club, Chess Club, Circle K International, College Democrats, College Republicans, Dance Club, Hands and Voices, International Students, Jewish Students Union, LDSSA, Marching Tigers, MECHA (Movimiento Estudiantil Chicanos de Aztlán), Pep Squad, Psi Beta (Psychology Club), MUSE (Literary Magazine), Philosophy Club, Progressive Black Students Union, RE-Entry Club, Ski Club, Read Club, SADD (Students Against Drunk Drivers), Student Coalition for the Homeless, Theatre Arts Guild, World Affairs Council, and fraternities.

Professional Interest Groups

The following are some of the professional groups which are active on campus:

- Cosmos, an organization of students in the Cosmetology program;
- Student Nurses Organization (SNO) and Student Vocational Nursing Organization are groups of students enrolled in the R.N. and L.V.N. programs;
- the Engineering Club;
- the Automotive Association;
- the Business Leaders of Tomorrow;
- the Early Childhood Educators Club; and
- the Printing Craftsmen Club.

College Hour

Riverside Community College is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two 'activity hours' per week: Tuesday/Thursday, 12-1 p.m. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASRCC. A master calendar of these events is maintained in the Bradshaw Center.

Social Events

An extensive program of activities is provided by the Associated Student Body. A master calendar of these events is maintained in the Bradshaw Center. New and exciting activities are often planned.

SPECIAL SUPPORTIVE SERVICES

New Directions Center

The New Directions program serves as a support agency for community members and students returning to college. Located in the Admissions Building, it provides educational and vocational counseling, testing, group discussions and workshops. The office is open Monday through Friday, 8 a.m. to 4:30 p.m.

Disability Services

All Riverside Community College students and interested community members are welcome. For further information, call 684-3240, ext. 240.

Disabled Students

- Students who are hearing impaired, learning disabled, or orthopedically handicapped are eligible for assistance. Services provided such students 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.

THE ARTS

Art

- Painting, drawing, ceramics and sculpture students exhibit their work in the Art Gallery throughout the year.

Music

- Musical activities are a significant part of college life. These activities include instrumental and choral programs.
- Musical organizations include the chamber singers, Riverside Master Chorale, wind and jazz ensembles, and marching band.
- 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 state with occasional tours in other states and foreign countries.

Theater Arts

- Riverside Community College is the home of the Riverside Civic Light Opera, which operates year round and the Performance/Riverside Celebrity Series. The ASRCC sponsored productions are of semi-professional nature, offering opportunities for students to work with professional actors. Classes in television theory and production are offered.

Dance

- The Riverside Community College Dance Theater Club is an extracurricular organization which promotes and sponsors dance on campus and in the community. The Dance Theater Club sponsors dance master classes with leading guest artists, a high school dance competition and many on campus informal performances. A formal dance concert is presented each spring which allows performance opportunities for student dancers and choreographers. The Dance Touring Ensemble is a select group of dance performers that takes dance to the public schools.
Film Series

The college annually sponsors a free series of film classics open to students and the general public. The series is also open to registered students as a one-unit course, English 37, Film Appreciation, which has a lecture/discussion component.

PUBLICATIONS

Publications include: Viewpoints, the 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 in football and the Orange Empire Conference in the following sports: Men—baseball, basketball, cross country, golf, tennis, track, soccer, swimming and diving. Women—basketball, cross country, softball, swimming and diving, tennis, track, and volleyball. Questions about athletic eligibility should be directed to the Dean of Athletics.

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. The Standards of Student Conduct are listed in the Student Handbook.

ACCOUNTING

Cal Poly Pomona
Accounting 1 A, 1 B; Business Administration 18 A; Political Science 1; Mathematics 12, 5; English 1 AB; Economics 7, 8; Philosophy 12; Psychology 1; Speech 4 A, 4 B; History 7

CSU Fullerton
Accounting 1 A, 1 B; Business Administration 18 A; Computer Information System 10 or 12; Mathematics 5 or 1 A; Economics 7, 8; Mathematics 12

ADMINISTRATION OF JUSTICE

CSU Long Beach
Administration of Justice 1, 2, 3, 4

CSU Los Angeles
Administration of Justice 1, 2, 3, 4, 5, 13; Political Science 1; Psychology 1; Sociology 1

CSU San Diego
Criminal Justice: Mathematics 12; Political Science 1; Sociology 1, 2; Administration of Justice 1
AGRI-BUSINESS

Cal Poly Pomona
Agri-Business 10, 20, 23; Business Administration 18 A; Computer Information Systems 1; Economics 7, 8; English 1 A; Mathematics 12, 10; Speech 4 A, 4 B; Political Science 1; History 7
Options are available in Agricultural Economics, Food Distribution Management and Management

ANTHROPOLOGY

CSU San Bernardino
Anthropology 1, 2
CSU Fullerton
Anthropology 1, 2, 3
UC Riverside
Anthropology 1, 2, 3

ART

CSU San Bernardino
Art 1, 2, 4 A or 22, 23, 40
CSU Fullerton
Studio Emphasis: Art 1, 2, 4 A, 4 B, 22, 23, 40
UC Riverside
Art History Emphasis: Art 1, 2
Studio Emphasis: Art 1, 2, 4 A, 4 B, Photography 8

BIOLOGY

CSU San Bernardino
Biology 1 and 2 B or Biology 5 and Biology 2 B; Chemistry 1 A, 1 B, 12 A, 12 B; Mathematics 1 A or 36; Physics 2 A, 2 B or 4 A, 4 B; for B.S. Degree, add Chemistry 5
CSU Fullerton
Biology 2 A or 2 B, Chemistry 1 A, 1 B; Mathematics 1 A or 5; Physics 2 A, 2 B; Biology 5
UC Riverside
Biology 1, 11; Chemistry 1-A, 1-B, 12-A, 12-B; Mathematics 1A, 1B; Physics 2-A, 2-B or 4-A, 4-B; For B.A. degree, add three semesters of a foreign language.

BLACK STUDIES

CSU San Bernardino
History option-History 6, 7, Sociology option-Sociology 1, Mathematics 12
CSU Long Beach
History 14, 15; English 16; Sociology 35; Humanities 45

BOTANY

Cal Poly Pomona
Biology 1, 2 A, 2 B; Biology 5; Chemistry 1 A, 1 B, 8; English 1 A, 1 B; History 7; Mathematics 10; Microbiology 1, Physics 2 A, 2 B; Political Science 1; Psychology 1; Speech 4 A, 4 B
UC Riverside
Biology 1, 11; Chemistry 1 A, 1 B, 12 A, 12 B; Mathematics 1 A, 1 B; Physics 2 A, 2 B

BUSINESS ADMINISTRATION

Cal Poly Pomona
Management and Human Resources option:
Accounting 1 A, 1 B; Business Administration 18 A;
Mathematics 12; History 7; Political Science 1;
Economics 8; Psychology 1
CSU San Bernardino
Accounting 1 A, 1 B; Economics 7, 8; Mathematics 10, 12;
Computer Information Systems 5; Business Administration 18-A strongly suggested
CSU Fullerton
Accounting 1 A, 1 B; Computer Information Systems 10, 13 A, 13 B; Economics 7, 8; Business Administration 18 A; Mathematics 1 A or 5 and 12
UC Riverside
Accounting 1 A, 1 B; Economics 7, 8; Mathematics 1 A, 1 B;
Computer Information Systems 16

CHEMISTRY

Cal Poly Pomona
Biology 1; Chemistry 1 A, 1 B, 5; Mathematics 1 A, 1 B, 2 A, 2 B; Physics 4 ABC; History 7; Political Science 1; Computer Information Systems 12, 16
CSU San Bernardino
Chemistry 1 A, 1 B, 5; Mathematics 1 A, 1 B, 2 A; Physics 4 A, 4 B, or 2 A, 2 B (For B.S. degree, add Physics 4 D; German 1, 2; Mathematics 2 B)
UC Riverside
Chemistry 1 A, 1 B, 5, 12 A, 12 B; Mathematics 1 A, 1 B, 2 A, 2 B; Physics 4 A, 4 B, 4 C; a reading knowledge of a foreign language is recommended.
CSU Fullerton
Chemistry 1 A, 1 B; Mathematics 1 A, 1 B, 2 A, 2 B; Physics 4 A, 4 B, 4 C; Computer Information Systems 5 (A reading knowledge of French, German or Russian is recommended for students who plan to pursue graduate work in Chemistry.)
CHICANO STUDIES
CSU Fullerton  History 30, 31
UC Riverside  Spanish 4; History 30, 31; Sociology 10, Humanities 45, Sociology 35 (B.A. in ethnic studies.)

COMPUTER INFORMATION SYSTEMS
Cal Poly Pomona  Accounting 1 A, 1 B; Business Administration 18 A; Computer Information Systems 13 A, 13 B; Mathematics 12; Political Science 1; History 7; Economics 7, 8; Psychology 1
CSU San Bernardino  Computer Information Systems 11, 13 A; Mathematics 1 A, 1 B, 2 A, 2 B

COMPUTER SCIENCE
Cal Poly Pomona  Physics 4 A, 4 B, 4 C; Biology 10 or 36; Computer Information Systems 12, 16; History 7; Political Science 1; Mathematics 1 A, 1 B, 2 A, 2 B
CSU San Bernardino  Computer Information Systems 11, 13 A; Mathematics 1 A, 1 B, 2 A.

DENTAL HYGIENE
UC San Francisco  UC Dental Hygiene Performance Test; Biology 1, 11 or 2 A, 2 B; Chemistry 1 A, 1 B, 12 A; English 1 A, 1 B; Psychology 1 and 4 or 33; 11 additional units from Social Sciences, Humanities or Foreign Languages
USC  Biology 1, 11 or 2 A, 2 B; Chemistry 1 A, 1 B; English 1 A, 1 B; 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 4 or 33; Physics 2 A, 2 B; Social Sciences, Humanities, or Foreign Languages 11 units
USC  Biology 1, 11 or 2 A, 2 B; Chemistry 1 A, 1 B, 12 A, 12 B; Physics 2 A, 2 B; English 1 A, 1 B; Humanities, Fine Arts, Psychology or Foreign Languages 8 units

ECONOMICS
Cal Poly Pomona  Accounting 1 A, 1 B; Economics 7, 8; English 1 B; Speech 1; History 7; Political Science 1; Mathematics 12, 32; Computer Information Systems 1; Philosophy 32
CSU San Bernardino  Economics 7, 8; Mathematics 10, 12, Mathematics 1 A recommended
CSU Fullerton  Accounting 1 A; Mathematics 12 and 5, or 1 A; Computer Information Systems 10 or 12; Economics 7, 8
UC Riverside  Economics 7, 8; (for B.A. degree, take Mathematics 1 A and 1 B)

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 or herself 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 four year institutions are available in the Career Center.

Community College  The student planning to teach at the community college level must complete at least a masters 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 five years) and education is needed.

ENGINEERING-MECHANICAL
Cal Poly Pomona  Chemistry 1 A, 1 B; Engineering 35; Mathematics 1 A, 1 B, 2 A, 2 B; Physics 4 A, 4 B, 4 C; History 7; Political Science 1; Biology 10 or 36
CSU Fullerton  Mathematics 1 A, 1 B, 2 A, 2 B; Chemistry 1 A; Physics 4 A, 4 B, 4 C; Biology 10; Engineering 9, 17, 23, 35
UC Irvine  Chemistry 1 A, 1 B; Mathematics 1 A, 1 B, 2 A, 2 B; Physics 4 A, 4 B, 4 C
### ENGLISH

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

**Cal Poly Pomona**

- English 6 or 7, 14 or 15, 40 or 41, 49; Political Science 1; Speech 4 A, 4 B; History 7

**CSU San Bernardino**

- English 6, 7, 14 or 15 (Choose 2)

**CSU Fullerton**

No specific lower division courses are required. Students may complete a maximum of 12 units of transferable English, excluding English 1A.

### ENVIRONMENTAL SCIENCE

**CSU San Bernardino**

- Major is called Environmental Studies. Track A; Chemistry 2 A or 3 A; Mathematics 12; 3 courses from: Physics 2 A or 10 and 11; Geology 1 A; Chemistry 2 B or 8; Microbiology 1; Anthropology 1; Biology 1, 2 B

**UC Riverside**

- Chemistry 1 A, 11 B, 5; Mathematics 1 A, 1 B; Physics 2 A, 2 B or 4 A, 4 B, 4 C; Chemistry 12 A, 12 B; Geology 1 A; Political Science 1; Biology 1, 11

### FORESTRY

**UC Berkeley**

- Biology 5; Chemistry 1 A, 1 B; Economics 7 or 8; Engineering 1 A; English 1 A, 1 B; Geology 1 A or 1 B; Mathematics 1 A, 12; Biology 1 or 11; Computer Information Systems 5

**CSU Humboldt**

- Biology 5; Chemistry 1 A; Mathematics 1 A or 5; Physics 2 A; Computer Information Systems 5

### GEOGRAPHY

**CSU Fullerton**

- Geography 1, 2, 3

**Cal Poly Pomona**

- Anthropology 1, 2; Geography 1, 2; History 7; Political Science 1; Geology 1 A, Philosophy 32; Sociology 1; Speech 1; Mathematics 12; Biology 1; Computer Information Systems 1

**UC Riverside**

- Geography 1; Geology 1 A, 1 B; two courses in Anthropology 1, 2, 3, or Economics 7, 8

**CSU San Bernardino**

- Geography 1, 2

### GEOLOGY (Physical Science)

**CSU Long Beach**

- Geology 1 A; Biology 1; Chemistry 1 A, 1 B; Physics 4 A, 4 B; Mathematics 10, 1 A, 1 B

**UC Riverside**

- Biology 1; Chemistry 1 A, 1 B; Mathematics 1 A, 1 B; Physics 4 A, 4 B, 4 C; Geology 1 A, 1 B, 21;

### HEALTH SCIENCE

**CSU Long Beach**

- School Health Option: Chemistry 2 A; Psychology 1; Biology 1; Spanish 1

- Community Health Option: Biology 1; Chemistry 2 A; Anatomy and Physiology 10 or 2 A; Spanish 1

**CSU San Bernardino**

- Biology 1; Microbiology 1; Anatomy and Physiology 2 A; Chemistry 2 A, 2 B or 1 A, 1 B; Physics 10 and 11 or 2 A, or 4 A

**CSU San Diego**

- Health Sc. 1; Home Ec. 4; Anatomy and Physiology 2A;

- Psychology 1; Sociology 1; Chemistry 2 A; Microbiology 1; Speech 1

### HISTORY

**Cal Poly Pomona**

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

**CSU San Bernardino**

- History 6, 7

**CSU Fullerton**

- History 4, 5, 6, 7

**CSU Long Beach**

- History 4, 5, and History 8, 9 or 6, 7

**UC Riverside**

- History 4, 5, 6, 7 (Recommended)

### HOME ECONOMICS

**Cal Poly Pomona**

- Anatomy and Physiology 2-A, 2-B; Biology 1; Chemistry 1-A; English 1-B; Home Economics 1, 4, 10, 12, 20; Mathematics 12; Psychology 1; Sociology 1; Speech 4-A, 4-B; History 7; Political Science 1; Physics 10

**CSU Long Beach**

- Anatomy and Physiology 2A, 2B, or 10; Chemistry 1-A or 2-A; Economics 7, 8; English 1-A, 1-B; Psychology 1; Sociology 1 or Anthropology 2
INDUSTRIAL ARTS
CSU Long Beach  Photography 8
CSU San Diego  Auto Tech 50; Electronics 10 Engineering 22 or 50; Graphics Technology 1; Photography 8; Machine Shop Tech. 51;

JOURNALISM
Cal Poly Pomona  Journalism option: Journalism 210, 7 and 1 or 2; Photography 8; Economics 7; Political Science 1; Graphics Technology 1, Office Administration 50; Photography 12; History 7
CSU Fullerton (Communications)  Journalism 1, 2, 7
CSU Long Beach  Journalism 2, 7

LANDSCAPE ARCHITECTURE
Cal Poly Pomona  Art 2, 4 A, 4 B; Biology 1; Chemistry 2 A or 3; English 1 B; Geology 1 A; History 7; Political Science 1; Speech 4 A, 4 B; Psychology 1

PRE-LAW
Admission to most law schools requires a bachelors degree from an accredited college or university. The major can be any academic discipline, but the student must have achieved a good grade point average. Undergraduate courses should provide an adequate foundation for broad culture: English, History, Philosophy, Mathematics and Logic, Science, Economics, Political Science, Psychology, Sociology, Anthropology, Speech and Debate.

MATHEMATICS
Cal Poly Pomona  Chemistry 1 A, 1 B; Mathematics 1 A, 1 B, 2 A, 2 B; Physics 4 A, 4 B, 4 C; History 7; Political Science 1; Computer Information Systems 12; Biology 10 or 36
CSU San Bernardino  Mathematics 1 A, 1 B, 2 A, 2 B; (Physics 4 A, 4 B, 4 C recommended)
UC Riverside  Mathematics 1 A, 1 B, 2 A, 2 B; Computer Information Systems 16

PRE-MEDICINE
UC Irvine  Biology 1, 11, 2 A, or 2 B; Chemistry 1 A, 1 B, 12 A, 12 B; Physics 2 A, 2 B; Mathematics 1 A, 1 B, 12
UC Los Angeles  Biology 1, 11, 34; Chemistry 1 A, 1 B, 12 A, 12 B; English 1 A, 1 B; Mathematics 10; Physics 2 A, 2 B; Mathematics 1 A recommended
Loma Linda Univ.  Biology 1, 11; Chemistry 1 A, 1 B, 12 A, 12 B; English 1 A, 1 B; Mathematics 1 A or 5; Physics 2 A, 2 B

MICROBIOLOGY
Cal Poly Pomona  Biology 1, 2 A, 2 B, 5; Chemistry 1 A, 1 B, 5; English 1 B; Mathematics 10; Microbiology 1; Physics 2 A, 2 B; History 7; Political Science 1; Speech 4 A, 4 B; Psychology 1
CSU Long Beach  Chemistry 1 A, 1 B, 5; Physics 2 A, 2 B; Microbiology 1; Mathematics 10

MUSIC
CSU Fullerton  Music 3, 4, 5, 7; Music 20, 21; four units of either Music 30, 32 ABCD, 37, 38, 45, 46, 47, or proficiency
USC  Music 3, 4, 5, 7; Music 20, 21; four units of either Music 30, 37, 38, 45, 46 or 47; Music 32 ABCD or proficiency exam; four semesters of Music 39, 41, 42, 43, 44

NURSING-B.S. DEGREE
CSU Long Beach  Anatomy and Physiology 2 A, 2 B; Chemistry 2 A; Microbiology 1; Psychology 1; Sociology 1
CSU San Diego  Anatomy and Physiology 2 A, 2 B; Chemistry 2 A, 2 B; Psychology 1; Sociology 1; Microbiology 1

PHARMACY
UC San Francisco  Chemistry 1 A, 1 B, 12 A, 12 B; English 1 A, 1 B; Mathematics 1 A, 1 B; Physics 2 A, 2 B; Biology 2 A, 2 B or Biology 1, 11, and 2 B
Univ. of Pacific  Biology 1, 11 or Biology 5 and Biology 2 B or Biology 2 A and 2 B; Chemistry 1 A, 1 B; Mathematics 1 A; Physics 2 A; English 1 A; Speech 1; Economics 4, 7 or 8
USC

PHILOSOPHY

CSU Fullerton

Philosophy 20

UC Riverside

Philosophy 11 or 32; 10, 12 are recommended

CSU Long Beach

Philosophy 10 or 12, 20, 21, 32

PHYSICAL EDUCATION

Cal Poly Pomona

Anatomy and Physiology 2 A, 2 B; Biology 1; Philosophy 10 or 12; Physical Education 30, 32; Physics 10 or Chemistry 2 A or 3; History 4; Political Science 1; Psychology 1

CSU Fullerton

Six units of different activity courses. Recommended: Physical Education 32, 35, 31, 30; Anatomy and Physiology 2 A, 2 B

CSU Long Beach

Anatomy and Physiology 2 A, 2 B; Computer Information Systems 10; Chemistry 2 A; Physics 2 A and 2 B; Psychology 1; Mathematics 12; Grades of B or better are required in all science and psychology courses.

UC San Francisco

Anatomy and Physiology 2 A, 2 B; Chemistry 1 A, 1 B; English 1-A, 1-B; Humanities-12 units; Physics 2 A, 2 B; Social Sciences-12 units; History 6, 7; Political Science 1; Microbiology 1

Loma Linda Univ.

English 1 A, 1 B (6 units)

Anatomy and Physiology 2 A, 2 B; Chemistry 2 A, 2 B; Physics 2 A; Psychology 1

Humanities (8 units) from: Foreign Language, Literature, Philosophy, Speech, Western Civilization (may count in Humanities or Social Sciences), Art,

USC

Speech 1; Economics 7 or 8; English 1 A, 1 B; Biology 1, 11; Chemistry 1 A, 1 B, 12 A, 12 B; Physics 2 A, 2 B (is recommended); Psychology 1; Mathematics 1 A, 1 B; three courses in humanities and social sciences

PHILOSOPHY

CSU Fullerton

Philosophy 20

UC Riverside

Philosophy 11 or 32; 10, 12 are recommended

CSU Long Beach

Philosophy 10 or 12, 20, 21, 32

PHYSICAL EDUCATION

Cal Poly Pomona

Anatomy and Physiology 2 A, 2 B; Biology 1; Philosophy 10 or 12; Physical Education 30, 32; Physics 10 or Chemistry 2 A or 3; History 4; Political Science 1; Psychology 1

CSU Fullerton

Six units of different activity courses. Recommended: Physical Education 32, 35, 31, 30; Anatomy and Physiology 2 A, 2 B

CSU Long Beach

Anatomy and Physiology 2 A, 2 B; Computer Information Systems 10; Chemistry 2 A; Physics 2 A and 2 B; Psychology 1; Mathematics 12; Grades of B or better are required in all science and psychology courses.

UC San Francisco

Anatomy and Physiology 2 A, 2 B; Chemistry 1 A, 1 B; English 1-A, 1-B; Humanities-12 units; Physics 2 A, 2 B; Social Sciences-12 units; History 6, 7; Political Science 1; Microbiology 1

Loma Linda Univ.

English 1 A, 1 B (6 units)

Anatomy and Physiology 2 A, 2 B; Chemistry 2 A, 2 B; Physics 2 A; Psychology 1

Humanities (8 units) from: Foreign Language, Literature, Philosophy, Speech, Western Civilization (may count in Humanities or Social Sciences), Art,

USC

Speech 1; Economics 7 or 8; English 1 A, 1 B; Biology 1, 11; Chemistry 1 A, 1 B, 12 A, 12 B; Physics 2 A, 2 B (is recommended); Psychology 1; Mathematics 1 A, 1 B; three courses in humanities and social sciences

PHILOSOPHY

CSU Fullerton

Philosophy 20

UC Riverside

Philosophy 11 or 32; 10, 12 are recommended

CSU Long Beach

Philosophy 10 or 12, 20, 21, 32

PHYSICAL EDUCATION

Cal Poly Pomona

Anatomy and Physiology 2 A, 2 B; Biology 1; Philosophy 10 or 12; Physical Education 30, 32; Physics 10 or Chemistry 2 A or 3; History 4; Political Science 1; Psychology 1

CSU Fullerton

Six units of different activity courses. Recommended: Physical Education 32, 35, 31, 30; Anatomy and Physiology 2 A, 2 B

CSU Long Beach

Anatomy and Physiology 2 A, 2 B; Computer Information Systems 10; Chemistry 2 A; Physics 2 A and 2 B; Psychology 1; Mathematics 12; Grades of B or better are required in all science and psychology courses.

UC San Francisco

Anatomy and Physiology 2 A, 2 B; Chemistry 1 A, 1 B; English 1-A, 1-B; Humanities-12 units; Physics 2 A, 2 B; Social Sciences-12 units; History 6, 7; Political Science 1; Microbiology 1

Loma Linda Univ.

English 1 A, 1 B (6 units)

Anatomy and Physiology 2 A, 2 B; Chemistry 2 A, 2 B; Physics 2 A; Psychology 1

Humanities (8 units) from: Foreign Language, Literature, Philosophy, Speech, Western Civilization (may count in Humanities or Social Sciences), Art,
SOCIAL SCIENCES

Cal Poly Pomona
Anthropology 1, 2; Economics 7; English 1 B; Geography 1, 2; History 4, 5, 7; Philosophy 12, 10, 32; Psychology 1; Political Science 1, 2; Speech 1; Humanities 10

CSU Long Beach
Anthropology 2; Anatomy and Physiology 2 A; Mathematics 12; Sociology 1; Psychology 1

CSU San Diego
Economics 4; Psychology 1; Sociology 1; Biology 1; Health Science 1; Mathematics 12

SOCIAL WELFARE

CSU Long Beach
Anthropology 2; Anatomy and Physiology 2 A; Mathematics 12; Sociology 1; Psychology 1

CSU San Diego
Economics 4; Psychology 1; Sociology 1; Biology 1; Health Science 1; Mathematics 12

SOCIOLOGY

CSU San Bernardino
Sociology 1

Fullerton
Sociology 1

UC Riverside
Sociology 1

SPEECH

CSU Long Beach
Speech 1, 9

CSU Fullerton
Speech 1, 3 A, 3 B

THEATER ARTS

CSU Fullerton
Theater Arts 8, 11

CSU Long Beach
Theater Arts 10

CSU San Bernardino
Theater Arts 10, 11

ZOOLOGY

Cal Poly Pomona
Biology 1, 2 A, 2 B, 5; Chemistry 1 A, 1 B, 8; English 1 B; Microbiology 1; Physics 2 A, 2 B; History 7; Political Science 1; Speech 4 A, 4 B; Mathematics 10, 12; Psychology 1

CSU Long Beach
Chemistry 1 A, 1 B; Mathematics 10; Physics 2 A, 2 B; Biology 5, Microbiology 1 or Geology 1 A. Biology 2 B recommended

OCCUPATIONAL PROGRAMS

| ACCOUNTING |
| Administration of Justice |
| Agri-Business |
| Air Conditioning and Refrigeration |
| Art-Commercial |
| Automotive Body Repair |
| Automotive Technology |
| Automotive Trim and Upholstery |
| Banking and Finance |
| Business Administration |
| Computer Information Systems |
| Construction Technology |
| Cosmetology |
| Dental Technology |
| Drafting |
| Early Childhood Studies |
| Electronics |
| Electronics Technology |
| Electronics Computer Systems |
| Engineering Aide |
| Graphics Technology |
| Copy Preparation |
| Camera & Stripping |
| Press and Bindery |
| Quick Print Operation & Management |
| Home Economics |
| General |
| Clothing |
| Foods |
| Management |
| Manufacturing Technology |
| Machine Tool |
| Marketing |
| Medical Assisting |
| Administrative/Clinical Medical Assisting |
| Medical Transcription |
| Nursing |
| Registered |
| Vocational |
| Office Administration |
| Information Processing |
| Secretarial |
| Photography |
| Real Estate |
| Welding Technology |

Each course required for the certificate, as well as all major courses required for the associate in science degree, must be completed with a “C” grade or better. All can be counted toward the degree as well as the major.
Non-Credit Courses

ADMINISTRATION OF JUSTICE
802 Issues of Criminal Justice
814 Complaint Desk Training
816 Non-Lethal Chemical Agents
822 Firearms Clinic
823 CPR

PERFORMING AND FINE ARTS
801 Community Jazz Ensemble
802 Community Band
803 Riverside Master Chorale
804 Marching Band
805 Auxiliary Marching Units
806 Community Theater Practicum

COSMETOLOGY
801 Cosmetology Principles and Practices
803 Cosmetology New Trends
807 Manicuring and Pedicuring
811 Teacher Training
812 Esthetician

FIRE SCIENCE
801 Hazardous Materials

OCCUPATIONAL PROGRAM

Riverside Community 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 and Associate in Science degree programs require completion of at least 60 units of credit which normally takes four semesters. 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, as well as all major courses required for the Associate in Science degree, must be completed with a "C" grade or better. All can be counted toward the degree as well as the major.

Need for Specialized Training

Many find it difficult to secure employment or to advance 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 or an AS 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 Community College. (Anyone who lives in the Alvord, Norco, Jurupa, Moreno Valley, Riverside or Valley School Districts also lives in the community college district.) Those who do not live in any community college district also may attend Riverside Community College. Residents of other community college districts should consult with the Enrollment Services Office about the procedure for securing a release from their home district to attend classes at Riverside Community College.

Riverside Community 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 evening classes.

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

A great many students begin occupational programs at Riverside Community 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 or her 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 color pages of this catalog will give a clearer idea of the kinds of activities involved in preparing for the occupation. In some instances, one will find that courses which will help satisfy certificate requirements can be completed while the student is still in high school. If he or she needs more information, that person 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 Dean, Occupational Education. The college phone number is 684-3240.
## ACCOUNTING

### Certificate Program

This two-semester certificate program provides the student with the skills and knowledge for entry into the accounting field as a bookkeeper, account clerk, accounting technician and accountant trainee. Excellent employment opportunities exist in industry, banking, and with governmental agencies. Students who plan to enter business will benefit from understanding how to use reports and financial statements to make decisions.

The accounting certificate will be awarded to students who satisfactorily complete the following program of courses totaling 32 or more units.

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Ad 10</td>
<td>3</td>
</tr>
<tr>
<td>Bus Ad 22</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>9</td>
</tr>
</tbody>
</table>

Additionally:

- **Principles of Accounting I & II** or **Elementary Accounting I & II**
  - 6 units

Additional Requirement:

- **Cost Accounting** or **Payroll Accounting**
  - 3 units

- **Business Law I** or **Business Math**
  - 3 units

- **Fundamentals of Programming Logic** or **Fundamental Computer Programming**
  - 3 units

Electives:

From Courses Listed Below

32 units

## AGRI-BUSINESS

### Associate in Science Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agri-Business 10</td>
<td>Introduction to Agri-Business</td>
<td>2</td>
</tr>
<tr>
<td>Agri-Business 12</td>
<td>Plant Identification &amp; Materials, I</td>
<td>4</td>
</tr>
<tr>
<td>Agri-Business 13</td>
<td>Plant Identification &amp; Materials, II</td>
<td>4</td>
</tr>
<tr>
<td>Agri-Business 20</td>
<td>Agriculture Sales &amp; Service</td>
<td>3</td>
</tr>
<tr>
<td>Agri-Business 23</td>
<td>General Animal Science</td>
<td>4</td>
</tr>
<tr>
<td>Agri-Business 33</td>
<td>Turf Grass Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives from Business Adm.

6 units

62 units

Plus completion of the graduation requirements as described in the catalog.

### AIR CONDITIONING AND REFRIGERATION

### Associate in Science Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Cond. &amp; Refrig. 50 A</td>
<td>Air Conditioning &amp; Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>Air Cond. &amp; Refrig. 50 B</td>
<td>Advanced Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>Air Cond. &amp; Refrig. 51 A</td>
<td>Environmental Control</td>
<td>5</td>
</tr>
<tr>
<td>Air Cond. &amp; Refrig. 51 B</td>
<td>Industrial Commercial Refrig.</td>
<td>5</td>
</tr>
<tr>
<td>Air Cond. &amp; Refrig. 52 A</td>
<td>Solar Energy Applications</td>
<td>5</td>
</tr>
<tr>
<td>Electronics 10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>Electronics 21</td>
<td>Electricity for Electronics</td>
<td>2</td>
</tr>
<tr>
<td>Engineering 51</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>Welding 34</td>
<td>Metal Joining Process</td>
<td>2</td>
</tr>
<tr>
<td>AirCond. &amp; Refrig. 210 ABCD</td>
<td>WorkExperience</td>
<td>33-37</td>
</tr>
</tbody>
</table>

*Recommended Elective

Plus completion of the graduation requirements as described in the catalog.

### ART-COMMERCIAL

### Associate in Science Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 1</td>
<td>History &amp; Appreciation of Art: Prehistoric, Ancient, and Medieval</td>
<td>3</td>
</tr>
<tr>
<td>Art 2</td>
<td>History and Appreciation of Art: Renaissance and Modern</td>
<td>3</td>
</tr>
<tr>
<td>Art 4 A</td>
<td>Composition in Drawing &amp; Painting, I</td>
<td>3</td>
</tr>
<tr>
<td>Art 4 B</td>
<td>Composition in Drawing &amp; Painting, II</td>
<td>3</td>
</tr>
<tr>
<td>Art 22</td>
<td>Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 23</td>
<td>Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>Art 30</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>Art 35</td>
<td>Advertising Illustration</td>
<td>3</td>
</tr>
<tr>
<td>Art 39</td>
<td>Advertising Layout</td>
<td>3</td>
</tr>
<tr>
<td>Art 48 A</td>
<td>Problems in Painting</td>
<td>3</td>
</tr>
<tr>
<td>Art 48 B</td>
<td>Problems in Painting</td>
<td>3</td>
</tr>
</tbody>
</table>

33 units

Plus completion of the graduation requirements as described in the catalog.
AUTOMOTIVE TECHNOLOGY-AUTOMOTIVE BODY REPAIR

Certificate Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Automotive Body 50</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Body 51</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Body 52</td>
<td>4</td>
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<tr>
<td>Automotive Body 53 A</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Body 54</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Body 60</td>
<td>4</td>
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<tr>
<td>Welding 34</td>
<td>30</td>
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<td>Automotive Body 50</td>
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<td>Automotive Body 54</td>
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<tr>
<td>Automotive Body 60</td>
<td>4</td>
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<tr>
<td>Welding 34</td>
<td>30</td>
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Required Courses

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Auto. Tech. 50</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 51 A</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 51 B</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 52 A</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 53</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 54</td>
<td>3</td>
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<tr>
<td>Auto. Tech. 55</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 57</td>
<td>4</td>
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<tr>
<td>Auto. Tech 59 ABCD</td>
<td>36-39</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Diezel Mechanics</td>
<td>4</td>
</tr>
</tbody>
</table>

Associate in Science Degree

The associate in science degree in automotive technology-automotive body repair will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

AUTOMOTIVE TECHNOLOGY

Certificate Program

The automotive technology certificate is designed to prepare students for entry level employment in the automotive trades. Completion of the automotive certificate program will give the student a sound background in all phases of automotive diagnosis and repair procedure.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Auto. Tech. 50</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 51 A</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 51 B</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 52 A</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 53</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 54</td>
<td>3</td>
</tr>
<tr>
<td>Auto. Tech. 55</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 57</td>
<td>4</td>
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<tr>
<td>Auto. Tech. 59 ABCD</td>
<td>36-39</td>
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Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Automotive Diezel Mechanics</td>
<td>4</td>
</tr>
</tbody>
</table>

Associate in Science Degree

The associate in science degree in automotive technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

BANKING AND FINANCE

Associate in Science Degree

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Bus. Ad. 10</td>
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<td>Bus. Ad. 22</td>
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<td>*CIS 1</td>
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Additional Requirements

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<tr>
<td>Bank. &amp; Fin. 52</td>
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<tr>
<td>Bank. &amp; Fin. 53</td>
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<td>Accounting 1 AB</td>
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<tr>
<td>Accounting 60 AB</td>
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<td>Supervision 52</td>
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<tr>
<td>Principles of Macroeconomics</td>
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</tbody>
</table>
BUSINESS ADMINISTRATION

Certificate Program

The business administration certificate program is designed to provide broad skills and knowledge to students interested in pursuing entry-level positions in business administration. Career opportunities exist in such areas as accounting, marketing, finance, personnel, retail, small business and government.

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ad. 10</td>
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<tr>
<td>Bus. Ad. 22</td>
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<tr>
<td>CIS 1</td>
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Additional Requirements

<table>
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<th>Course</th>
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<td>Bus. Ad. 18 A</td>
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<td>Accounting 60 A</td>
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Electives

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<th>Course</th>
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<tbody>
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<td>Mkt. 42</td>
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</table>

* (CIS 5 or CIS 10 may be substituted for CIS 1)

Associate in Science Degree

The associate in science degree in business administration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

COMPUTER INFORMATION SYSTEMS

Certificate Program

This program provides the necessary education for employment as a skilled technician in business computer information systems. With the increased use of computer information systems, it is anticipated that the demand for technicians will continue to increase. This program also provides opportunity to update skills and knowledge of computer information systems equipment and systems.

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ad. 10</td>
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<tr>
<td>Bus. Ad. 22</td>
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<tr>
<td>CIS 1</td>
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Additional Requirements

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<td>CIS 5</td>
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<td>CIS 13 A</td>
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<td>Accounting 1 A</td>
<td>3</td>
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<tr>
<td>or Accounting 60 A</td>
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<td>Bus. Adm. 20</td>
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<td>Electives</td>
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Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Mkt. 40</td>
<td>3</td>
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<td>Mkt. 41</td>
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<td>Mkt. 42</td>
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<td>CIS 5</td>
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<tr>
<td>*CIS 10</td>
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</table>

* (CIS 5 or CIS 10 may be substituted for CIS 1)

Associate in Science Degree

The associate in science degree in computer information systems will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

CONSTRUCTION TECHNOLOGY

Certificate Program

Construction technology is the review of the work of the contractor and 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. To fulfill duties, the structural inspector must be familiar with the cost estimating, site preparation, and construction materials and techniques; he or she must know building laws and regulations and must be familiar with management principles to apply them in planning one's own work and in relating to other agencies in the construction industry.

Mathematics 51, or a qualifying test score is required. If Mathematics 51 is taken the units will not be counted toward the 30 units required for granting of the certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
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<tr>
<td>Constr. Tech. 66</td>
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</tbody>
</table>
The associate in science degree in construction technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

COSMETOLOGY

Certificate Program

Professional cosmetology is an occupation 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. Students may enroll in the full-time program in the day, or part-time in the evening. Cosmetology includes a study of chemical waving, haircoloring, bleaching, haircutting, hairstyling, and salon management. Trained cosmetologists are in demand for part-time and full-time employment as hairdressers, haircoloring technicians, platform and makeup artists, manicurists, cosmetic consultants, and instructors of cosmetology.

<table>
<thead>
<tr>
<th>Hrs. of Applied Efforts</th>
<th>Units</th>
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<tbody>
<tr>
<td>Cosmetology 60 A</td>
<td>7</td>
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<tr>
<td>Cosmetology 60 B</td>
<td>7</td>
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<tr>
<td>Cosmetology 60 C</td>
<td>7</td>
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<tr>
<td>Cosmetology 60 D</td>
<td>7</td>
</tr>
<tr>
<td>Cosmetology 60 E</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of cosmetology courses (each with a grade of "C" or better) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology licensing examination.

NOTE: Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section.

ASSOCIATE IN SCIENCE DEGREE

The associate in science degree in cosmetology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

DENTAL TECHNOLOGY

Certificate Program

The dental laboratory technician constructs full and partial dentures, gold inlays, crowns and bridges. The person is an important member of the dental health team with skills and knowledge invaluable to modern dental practice. The technician's relation to the dentist is comparable to that of the pharmacist to the physician. Technicians are employed in commercial dental laboratories, private dental offices, self-employed, and there also are opportunities for employment in government agencies or in companies selling dental materials, equipment and supplies. Applicants must have qualifying test scores on a chalk carving dexterity test. Arrangements for taking this test may be made through the counseling center. Expenses will be about $350 for the one-year course. Kit of special laboratory instruments will be required.

| Engineering 21        | Drafting                  | 3     |
| Engineering 22        | Engineering Drawing       | 3     |
| Engineering 24        | Architectural Drafting    | 3     |
| Engineering 30        | Computer Aided Drafting   | 3     |
| Engineering 31        | Advanced Computer Aided Drafting | 3 |
| Math. 35 or Math. 35 A/B | Intermediate Algebra     | 4     |
| Machine Shop 51       | Machine Shop I            | 4     |
| Engineering 51        | Blueprint Reading         | 2     |

Recommended Electives

| Math. 36              | Trigonometry              | 3     |
| CIS 10                | Fundamental Computer Programming | 3 |
| Engineering 1 AB      | Plane Surveying           | 3-3   |
| Electronics 10        | Survey of Electronics     | 3     |
| Machine Shop 52       | Machine Shop II           | 4     |
| Machine Shop 56       | Fundamentals of Numerical Control | 3 |

ASSOCIATE IN SCIENCE DEGREE

The associate in science degree in drafting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

DRAFTING

Certificate Program

| Engineering 21        | Drafting                  | 3     |
| Engineering 22        | Engineering Drawing       | 3     |
| Engineering 24        | Architectural Drafting    | 3     |
| Engineering 30        | Computer Aided Drafting   | 3     |
| Engineering 31        | Advanced Computer Aided Drafting | 3 |
| Math. 35 or Math. 35 A/B | Intermediate Algebra     | 4     |
| Machine Shop 51       | Machine Shop I            | 4     |
| Engineering 51        | Blueprint Reading         | 2     |

Recommended Electives

| Math. 36              | Trigonometry              | 3     |
| CIS 10                | Fundamental Computer Programming | 3 |
| Engineering 1 AB      | Plane Surveying           | 3-3   |
| Electronics 10        | Survey of Electronics     | 3     |
| Machine Shop 52       | Machine Shop II           | 4     |
| Machine Shop 56       | Fundamentals of Numerical Control | 3 |
EARLY CHILDHOOD STUDIES
Certification Program

The curriculum in early childhood studies offers students training in the necessary understanding, knowledge, practice and skills to qualify them in 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.

The program is 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. The program leads to a certificate in early childhood studies and/or an associate in science degree. Students will also be able to establish eligibility for the Children's Center Permit from the State of California.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ECS20</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECS22</td>
<td>Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECS24</td>
<td>Creative Activities Through Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECS26</td>
<td>Child Health</td>
<td>3</td>
</tr>
<tr>
<td>ECS28</td>
<td>Principles and Practices of Early Childhood Education</td>
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</tr>
<tr>
<td>ECS30</td>
<td>Internship in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>from courses listed below</td>
<td>6</td>
</tr>
</tbody>
</table>

Electives: Complete two courses from below (minimum of 6 units):

- ART 3 Art for Teachers
- ECS 33 Caring for Infants and Toddlers in Group Settings
- ECS 40 Introduction to Exceptional Children
- ECS 41 Working with Special Needs Children
- ECS 42 Adult-Child Interaction
- ECS 44 Admin. of Early Childhood Education I
- ECS 45 Admin. of Early Childhood Education II
- ECS 48 Parent Participation and Involvement
- English 30 Children’s Literature
- Music 1 Music Skills for Teachers
- PE 25 Cardiopulmonary Resuscitation
- PE 27 Intro. to Movement Education for Elementary Children
- PE 30 First Aid
- Sociology 12 Marriage and Family Relations
- Sociology 45 Childhood and Culture

Children’s Center Permit

Upon completion of requirements for the certificate program and 16 units of general education the student has fulfilled the course requirements for this Children’s Center Permit. See the State of California guidelines for experience qualifications.

Associate in Science Degree

The associate in science degree in early childhood studies will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

ELECTRONICS

Certificate Programs

The electronics curriculum is designed to meet the rapidly expanding and dynamic growth of its associated industries. The curriculum offers all interested students the necessary understanding, knowledge and practical skill to qualify for entry level positions in electronics or transfer to a four year college. The program also provides a working knowledge in electronics in the preliminary core courses for students pursuing a career outside of electronics.

ELECTRONICS TECHNOLOGY CERTIFICATE

<table>
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<tr>
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<td>Electronics 21 A</td>
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<tr>
<td>Electronics 21 B</td>
<td>DC Electronics Laboratory</td>
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<td>Electronics 21 C</td>
<td>AC Electronics</td>
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<td>Electronics 21 D</td>
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<tr>
<td>Electronics 23 A</td>
<td>Semiconductor Devices</td>
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<td>Electronics 23 B</td>
<td>Devices Laboratory</td>
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<tr>
<td>Electronics 23 C</td>
<td>Electronics Circuits</td>
<td>1.5</td>
</tr>
<tr>
<td>Electronics 23 D</td>
<td>Circuits Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>Electronics 25 A</td>
<td>Digital Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>Electronics 25 B</td>
<td>Digital Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>Electronics 25 C</td>
<td>Microprocessors</td>
<td>3.0</td>
</tr>
<tr>
<td>Electronics 25 D</td>
<td>Microprocessors Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>Electronics 27</td>
<td>Technical Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>Electronics 28</td>
<td>Electronics Drafting</td>
<td>2.0</td>
</tr>
<tr>
<td>Electronics 30</td>
<td>BASIC for Technology</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Electives:

- Chemistry 9 Intro. to Scientific Computer Programming 3.0
- Engineering 9 Intro. to Scientific Computer Programming 3.0
- Mathematics 9 Intro. to Scientific Computer Programming 3.0

Associate in Science Degree

The associate in science degree in electronics technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

ELECTRONICS COMPUTER SYSTEMS CERTIFICATE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics 10</td>
<td>Survey of Electronics</td>
<td>4.0</td>
</tr>
<tr>
<td>Electronics 21 A</td>
<td>DC Electronics</td>
<td>1.5</td>
</tr>
<tr>
<td>Electronics 21 B</td>
<td>DC Electronics Laboratory</td>
<td>0.5</td>
</tr>
</tbody>
</table>
Electronics 21 C
Electronics 21 D
Electronics 23 A
Electronics 23 B
Electronics 23 C
Electronics 23 D
Electronics 25 A
Electronics 25 B
Electronics 26 A
Electronics 26 B
Electronics 29
Electronics 30
Electronics 32
Electronics 33
Electronics 34
Electronics 35
Electronics 36 A
Electronics 36 B
Electronics 37
Electronics 38

AC Electronics
AC Electronics Laboratory
Semiconductor Devices
Devices Laboratory
Electronics Circuits
Circuits Laboratory
Digital Techniques
Digital Laboratory
Microprocessors
Microprocessors Laboratory
BASIC for Technology
Advanced Microprocessors
Advanced Microprocessors Laboratory
Computer Operating Systems I
Computer Systems Troubleshooting
Video Display Systems

*Electronics 52

*Recommended Elective

Associate in Science Degree

The associate in science degree in electronics controlled computer systems will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

ENGINEERING AIDE

Associate in Science Degree

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering 1 AB</td>
<td>6</td>
</tr>
<tr>
<td>Engineering 21</td>
<td>3</td>
</tr>
<tr>
<td>Engineering 22</td>
<td>3</td>
</tr>
<tr>
<td>Engineering 23</td>
<td>2</td>
</tr>
<tr>
<td>CIS 10</td>
<td>3</td>
</tr>
<tr>
<td>Math. 10</td>
<td>4</td>
</tr>
<tr>
<td>Math. 35</td>
<td>5</td>
</tr>
<tr>
<td>Math. 36</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus completion of the graduation requirements as described in the catalog.

GRAPHICS TECHNOLOGY

Certificate Programs

Classes required for all certificates

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics Tech. 1</td>
<td>4</td>
</tr>
<tr>
<td>Graphics Tech. 3 A</td>
<td>3</td>
</tr>
<tr>
<td>Graphics Tech. 50</td>
<td>1</td>
</tr>
<tr>
<td>Graphics Tech. 55 A</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Graphics Technology</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Screen Process Printing</td>
<td>3</td>
</tr>
<tr>
<td>Contemporary Topics in Printing Technology</td>
<td>1</td>
</tr>
<tr>
<td>Printing Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>Production Management and Sales</td>
<td>3</td>
</tr>
</tbody>
</table>

For Press and Bindery Certificate

Graphics Tech. 58
Graphs Tech. 86 A
Papers and Inks for Offset Printing
Advanced Offset Presswork and Bindery

For Copy Preparation Certificate

Graphics Tech. 62
Graphics Tech. 64 A
Typographic Layout and Design
Advanced Typography

For Camera & Stripping Certificate

Graphics Tech. 53 A
Graphics Tech. 81 A
Color Theory and Scanning Technology
Advanced Camera, Stripping & Platemaking

For Quick Printing Operation & Management Certificate

Graphics Tech. 85
Graphics Tech. 87
Computerized Cost Estimating
Quick Printing Operations & Management
Small Business Organization & Management

Associate in Science Degree

The associate in science degree in graphics technology will be awarded upon completion of certificate requirements plus completion of the graduation requirements as described in the catalog.

HOME ECONOMICS-GENERAL

Associate in Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Ec. 1</td>
<td>3</td>
</tr>
<tr>
<td>Home Ec. 4</td>
<td>3</td>
</tr>
<tr>
<td>Home Ec. 7/ECS 20</td>
<td>3</td>
</tr>
<tr>
<td>Home Ec. 8</td>
<td>1</td>
</tr>
<tr>
<td>Home Ec. 10</td>
<td>2</td>
</tr>
<tr>
<td>Home Ec. 12</td>
<td>3</td>
</tr>
<tr>
<td>Home Ec. 14</td>
<td>3</td>
</tr>
<tr>
<td>Home Ec. 16</td>
<td>3</td>
</tr>
<tr>
<td>Beginning Culinary Arts</td>
<td></td>
</tr>
<tr>
<td>Nutrition</td>
<td></td>
</tr>
<tr>
<td>Child Development</td>
<td></td>
</tr>
<tr>
<td>Introduction to Home Economics</td>
<td></td>
</tr>
<tr>
<td>Fashion Selection and Analysis</td>
<td></td>
</tr>
<tr>
<td>Beginning Clothing Construction</td>
<td></td>
</tr>
<tr>
<td>Advanced Clothing Construction</td>
<td></td>
</tr>
<tr>
<td>Tailoring</td>
<td></td>
</tr>
</tbody>
</table>

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### Home Economics - Clothing

**Associate in Science Degree**

- **Home Ec. 8**
- **Home Ec. 10**
- **Home Ec. 12**
- **Home Ec. 14**
- **Home Ec. 16**
- **Home Ec. 20**
- **Home Ec. 21 A**
- **Home Ec. 21 B**
- **Home Ec. 30/Econ 30**

**Intro. to Home Economics**
- 1

**Fashion Selection and Analysis**
- 2

**Beginning Clothing Construction**
- 3

**Advanced Clothing Construction**
- 3

**Tailoring**
- 3

**Textiles**
- 2

**Creative Pattern Drafting, I**
- 2

**Creative Pattern Drafting, II**
- 2

**Consumer Economics**
- 3

Plus completion of the graduation requirements as described in the catalog.

### Home Economics - Food

**Associate in Science Degree**

- **Home Ec. 1**
- **Home Ec. 2**
- **Home Ec. 4**
- **Home Ec. 6**
- **Home Ec. 7/ECS 20**
- **Home Ec. 8**
- **Home Ec. 30/Econ 30**
- **Home Ec. 40**

**Introduction to Foods**
- 3

**Intermediate Culinary Arts**
- 3

**Nutrition**
- 3

**Cultural Foods**
- 3

**Child Development**
- 3

**Intro. to Home Economics**
- 1

**Consumer Economics**
- 3

**Intro. to Food Services**
- 3

Plus completion of the graduation requirements as described in the catalog.

### Management

**Certificate Program**

Managers are those individuals within the organization involved in the functions of planning, organizing, staffing, directing and controlling. Management concerns include evaluation, productivity, problem solving, decision-making, and the efficiency and effectiveness of the organization. This certificate is appropriate for all levels of management and may be tailored to individual need according to electives chosen.

**Core Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ad. 22</td>
<td>3</td>
</tr>
<tr>
<td>*CIS 1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional Requirements**

- **Management 53**
- **Management 57**
- **Accounting, 1 A**
- **Accounting 60 A**

**Electives**

- From courses listed below

### Marketing

**Certificate Program**

This program is designed to provide broad-based skills and knowledge for those students pursuing an entry-level position in marketing. Career opportunities exist in marketing...
management, sales management, advertising, wholesaling, retailing, and retail management.

### Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ad. 10</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 22</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing 20</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 40</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 41</td>
<td>3</td>
</tr>
<tr>
<td>Accounting I A</td>
<td>3</td>
</tr>
<tr>
<td>or Accounting 50 A</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 18 A</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 20</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>30</td>
</tr>
</tbody>
</table>

### Recommended Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing 42</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 30</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 210 ABCD</td>
<td>1-4</td>
</tr>
</tbody>
</table>

### Associate in Science Degree

The associate in science degree in marketing will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

### MEDICAL ASSISTING

#### Certificate Programs

**MEDICAL TRANSCRIPTION CERTIFICATE**

The curriculum in medical transcription offers students knowledge and skills necessary to qualify them for the occupation of a medical transcriber. Students entering this field will find employment possibilities in medical offices, hospitals, insurance companies, transcription services and self employment. The national certification examination may be taken following completion of the certificate program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting 1 AB</td>
<td>6</td>
</tr>
<tr>
<td>Medical Assisting 57</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 58</td>
<td>4</td>
</tr>
<tr>
<td>Office Ad. 30</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
</tbody>
</table>

### Electives:

- Office Ad 83: Word Processing: IBM DisplayWrite 2
- Office Ad 84: Word Processing: Word Perfect 2
- Office Ad 86: Word Processing: WordStar 2

### Associate in Science Degree

The associate in science degree in medical transcription will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

#### ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting 1 AB</td>
<td>6</td>
</tr>
<tr>
<td>Medical Assisting 52</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 53</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting 54</td>
<td>4</td>
</tr>
<tr>
<td>Medical Assisting 57</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>21</td>
</tr>
</tbody>
</table>

### Electives:

- Office Ad 83: Word Processing: IBM DisplayWrite 2
- Office Ad 84: Word Processing: Word Perfect 2
- Office Ad 86: Word Processing: WordStar 2

### Associate in Science Degree

The associate in science degree in administrative/clinical medical assisting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

#### NURSING-Registered

**Associate in Science Degree**

The associate in science degree in nursing will be awarded upon successful completion of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Phys. 2 A</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy &amp; Phys. 2 B</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Psychology 9</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 1</td>
<td></td>
</tr>
<tr>
<td>or Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>English 1 A</td>
<td>3</td>
</tr>
</tbody>
</table>
Communications and Analytical Thinking  Speech 1 (3 units) Elective (3 units) 6
American Studies 3
Humanities 3
Nursing 1 Intro. to Nursing Concepts & Practice 8
Nursing 2 Beg. Nursing Concepts in Health & Illness 7
Nursing 3 Intermediate Nursing Concepts in Health & Illness 9
Nursing 4 Adv. Nursing Concepts of Health & Illness 9
Nursing 15 Intro. to Nursing Roles & Relationships 2
Nursing 16 Dimensions of AD - Registered Nursing 2

NURSING-Vocational Certificate Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology 10</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 50</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 51</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 52</td>
<td>10</td>
</tr>
<tr>
<td>Nursing 61</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 62</td>
<td>6.5</td>
</tr>
<tr>
<td>Nursing 63</td>
<td>6.5</td>
</tr>
<tr>
<td>Nursing 70</td>
<td>1</td>
</tr>
<tr>
<td>Nursing 71</td>
<td>11</td>
</tr>
<tr>
<td>Nursing 72</td>
<td>4</td>
</tr>
</tbody>
</table>

A minimum grade of "C" is required in each course for the certificate.

Associate in Science Degree

Associate in science degree in vocational nursing will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

OFFICE ADMINISTRATION Certificate Programs

Office administration offers multiple certificates. A core curriculum forms the basis for each certificate. Additional requirements and electives are completed for each certificate desired.

INFORMATION PROCESSING CERTIFICATE

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Ad. 51 Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad. 30 Business English</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad. 62 Filing</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad. 66 Machine Dictation/Transcription</td>
<td>12</td>
</tr>
</tbody>
</table>

Additional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Ad. 61 Office Practice</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad. 82 Word Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad. 83 Word Processing: IBM DisplayWrite</td>
<td>2</td>
</tr>
<tr>
<td>Office Ad. 84 Word Processing: WordStar</td>
<td>2</td>
</tr>
<tr>
<td>Office Ad. 40 Administrative Office Management</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad. 93 Vocabulary &amp; Proofreading Skills for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ad. 10 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Management 44 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Supervision 51 Elements of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Science Degree

The associate in science degree in information processing will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

SECRETARIAL CERTIFICATE

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Ad 51 Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 30 Business English</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 62 Filing</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 66 Machine Dictation/Transcription</td>
<td>12</td>
</tr>
</tbody>
</table>

Additional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Ad 61 Office Practice</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 63 A Secretarial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 71 Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 82 Word Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 83 Word Processing: IBM DisplayWrite</td>
<td>2</td>
</tr>
<tr>
<td>Office Ad 84 Word Processing: WordStar</td>
<td>2</td>
</tr>
<tr>
<td>Office Ad 93 Vocabulary &amp; Proofreading Skills for Business</td>
<td>3</td>
</tr>
<tr>
<td>Office Ad 40 Administrative Office Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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Recommended Electives
Office Ad 210 ABCD  Secretarial Work Experience  1-4  ☐
Bus Ad 10  Introduction to Business  3  ☐
Bus Ad 20  Business Mathematics  3  ☐
Psych 53  Psychology of Personal Relations  3  ☐

Associate in Science Degree

The associate in science degree in secretarial will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

NOTE: For additional options in office administration see certificate/degree patterns and courses listed under medical assisting.

PHOTOGRAPHY
Certificate Program

Photography 8  Introduction to Photography  3  ☐
Photography 9  Intermediate Photography  3  ☐
Photography 10  Advanced Photography  3  ☐
Photography 12  Photojournalism  3  ☐
Photography 13  Advanced Darkroom Techniques  3  ☐
Photography 17  Intro. to Color Photography  3  ☐
Negatives and Transparencies  18  ☐

Associate in Science Degree

The associate in science degree in photography will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.

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. The assistance of trained real estate agents is essential in meeting growth needs. The real estate certificate is awarded to students who satisfactorily complete the required courses and six units from the list of recommended electives. Any three of the required real estate courses are accepted by the University of California toward its real estate certificates. The required real estate courses lead to a broker’s license. The Community Services Office should be consulted by those desiring 45 additional hours for license retention.

Core Curriculum

Bus. Ad. 10  Introduction to Business  3  ☐
Bus. Ad. 22  Administrative Communications  3  ☐
CIS 1  Introduction to Computer Information Systems  3  ☐

WELDING TECHNOLOGY
Certificate Program

Welding 15  Intro. to Basic Shielded Metal Arc Welding  3  ☐
Welding 16  Metal Arc Welding  3  ☐
Welding 25  Intro. to Oxyacetylene Welding  3  ☐
Welding 55  Intro. to Basic Gas Tungsten Arc Welding  3  ☐
Welding 60  Advanced Welding Laboratory  3  ☐
Welding 61 ABCD  Certification & Licensing for Welding  3  ☐
Engineering 21  Blueprint Reading  2  ☐
Engineering 50  Drafting  2  ☐
*Welding 210 ABCD  Work Experience  1-4  ☐
Mathematics 51T or equivalent  2  ☐
English 50 A or equivalent  2  ☐
Basic English Composition  2  ☐

*Recommended elective

Associate in Science Degree

The associate in science degree in welding technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog.
The following section includes a description of courses which the Board of Trustees has authorized the college to offer. Each course description is headed by title line stating the course number, title, units per semester. The second line contains 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 semester's work and is a prerequisite for enrollment in the second semester; ordinarily the "B" section is a prerequisite for "C", and the "C" prerequisite for "D". 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 Community 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 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.

Cooperative Work Experience Education

The purpose of the Cooperative Work Experience Education Program is to provide students with an opportunity to increase their overall knowledge of their jobs by relating classroom theory with the real world-of-work, while exposing them to the concepts of human relations in their business and personal lives. There are two work experience programs: general and occupational.
General Work Experience Education

This program provides career guidance, job information, human relations and other similar services for employed students. These jobs do not have to be related to the student's major. The job may be salaried or volunteer. The student earns 3 units per semester for 180-225 hours of volunteer or paid work experience, respectively, plus weekly attendance at a one hour lecture class. Students can take two (2) semesters of General Work Experience for a maximum of six (6) units. Veterans wishing to earn units and VA benefits must take Occupational Work Experience.

Occupational Work Experience Education

The program is designed to coordinate on-the-job training with classroom instruction. Supervised employment is related to the occupational goals of the student. Students are required to attend a one (1) hour class each week of the semester. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of sixteen (16) units of Work Experience including all units taken at this or any other college.

The following formula will be used to determine the number of units to be awarded:
1. Each 75 hours of paid work equals one semester credit.
2. Each 60 hours of non-paid work equals one semester credit.

Riverside Community College is authorized to offer the Alternate Plan under the Cooperative Work Experience Education program. Information is available in the Work Experience Office.

All students in Cooperative Work Experience Education, General and Occupational, must complete a minimum of seven (7) units each semester, including their work experience units.

Students using their full-time employment (paid work) as part of the on-the-job training program may claim a maximum of 20 hours per week as work experience.

The following occupational areas offer work experience courses:

ADMINISTRATION OF JUSTICE PROGRAM
Administration of Justice

ALLIED HEALTH PROGRAM
Medical Assisting
Nursing

APPLIED TECHNOLOGY PROGRAM
Agri-Business
Air Conditioning and Refrigeration
Automotive Technology
Construction Technology
Early Childhood Studies

BUSINESS AND OFFICE ADMINISTRATION PROGRAM
Computer Information Systems
Management
Marketing

Office Administration
Real Estate

ACCOUNTING

Workshop Courses

Each department of the college has the option to offer workshop courses of instruction which are specifically designated to be experimental courses developed by faculty members of that department prior to formal curriculum committee adoption of the experimental course outline. These courses can be offered for a maximum of one year. Workshop courses cannot be used to satisfy specific graduation requirements, however, they may be used as elective credit for the associate degree. Courses with this designation may be periodically found in the semester schedule of classes.

Prerequisite: Varies according to academic discipline.
Class Hours: Lecture/laboratory hours as required by unit formula.
Unit Credit: From .5-10 units. Workshops may be offered on a credit/no credit option.

Instructional Television

Instructional television can help you earn college credits by taking courses offered on television in your home or through facilities at the college's Instructional Media Center (IMC). Riverside Community College, as a member of the Southern California Consortium for Community College Television, will offer a limited number of telecourses each semester. Students are required to view the television programs, complete study assignments, attend on-campus seminars and to complete examinations held on the campus. Successful completion of a course earns transferable college credit.

An on-campus instructor for each course will serve as your personal contact, preparing the course, answering your questions, conducting the seminars and evaluating your materials and examinations.

For information about television channels and times, call (714) 684-3240, Ext. 328.

Course Transferability Code

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

ACCOUNTING

Principles of Accounting, I

UC, CSU

Prerequisite: None. Sophomore standing and Business Administration 20 and concurrent enrollment in Accounting 72 or Accounting 74 recommended.

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.

Total of 54 hours lecture.
1B Principles of Accounting, II 3 units
UC, CSU

Prerequisite: Accounting 1A. Concurrent enrollment in Accounting 64 recommended.

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. Total of 54 hours lecture.

60A Elementary Accounting, I 3 units

Prerequisite: None. Business Administration 20, and concurrent enrollment in Accounting 72 or Accounting 74 recommended.

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. Total of 54 hours lecture.

60B Elementary Accounting, II 3 units

Prerequisite: Accounting 1A or 60A. Concurrent enrollment in Accounting 64 recommended.

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. Total of 54 hours lecture.

61 Cost Accounting 3 units
CSU

Prerequisite: Accounting 1B or Accounting 60B.

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. Total of 54 hours lecture.

62 Payroll Accounting 2 units

Prerequisite: Accounting 60A or Office Administration 63A, 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. Total of 36 hours lecture.

63 Income Tax Accounting 3 units
CSU

Prerequisite: None.

Theory and method of preparation of income tax returns for individuals, partnerships and corporations. Actual forms are studied and returns are prepared. Total of 54 hours lecture.

64 Computer Applications of Accounting, Self-Paced 0.5 unit
(Same as Office Administration 64)

Prerequisite: None.

Self-paced, competency-based skill development in accounting on computers. This course is designed as a computer component for accounting course. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

72 Lotus 1-2-3, Self-paced 0.5 unit
(Same as Computer Information Systems 72/Office Administration 72)

Prerequisite: None. CIS 54 recommended.

Self-paced, competency-based skill development in electronic spreadsheets using Lotus 1-2-3. This course is also appropriate for business administration and accounting students. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

73 dBase 3, Self-Paced 0.5 unit
(Same as Computer Information Systems 73/Office Administration 73)

Prerequisite: None. CIS 54 recommended.

Self-paced, competency-based skill development in Microcomputer data base management system use. This course is also appropriate for business administration. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

74 Microcomputer Spreadsheets: SuperCalc3, Self-paced 0.5 unit
(Same as Computer Information Systems 74/Office Administration 74)

Prerequisite: None.

Self-paced, competency-based skill development in the use of spreadsheet programs to analyze and solve business and accounting problems. Instruction is given on an individualized basis using
ADAPTIVE STUDIES

multimedia equipment and personal consultation with the stu-
dent. This course is offered credit/no credit only. Competency
level required is completion of a hard-copy output final examina-
tion problem. Total of 27 hours laboratory.

ADAPTIVE STUDIES

Department of Adaptive Studies contains special courses, or special class
sections of regular courses, that are intended for students who need learning
environments different from that usually provided for college students. Stud-
ents with physical or communicative handicaps will find these courses of ex-
ceptional value:

- English 52 AB-Literature and Composition for the Deaf
- English 55 AB-Developmental Literature and
  Composition for the Deaf
- Lip Reading 50 AB-CD-Lip Reading
- PE C 70-Adaptive Physical Education for the
  Physically Handicapped

Special sections of regular courses:
- Math 35 AB
- Math 36
- Math 51
- Math 52/52 AB
- Guidance 50

ADMINISTRATION OF JUSTICE

1 Introduction to the Administration of Justice 3 units
   UC, *CSU
   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. Total of 54 hours lecture.

2 Principles and Procedures of the Justice System 3 units
   UC, *CSU
   Prerequisite: None.
   The role and responsibilities of each segment within the ad-
   ministration of justice system: law enforcement, judicial, correc-
   tions. An historical exposure to each of the sub-systems' proce-
   dures from initial entry to final disposition and the relation-
   ship each segment maintains with its system members. Total of 54
   hours lecture.

3 Concepts of Criminal Law 3 units
   UC, CSU
   Prerequisite: None.
   Historical development, philosophy of law and constitutional
   provisions; definitions, classification of crimes, and their applica-
   tion to the system of administration of justice; legal research, study
   of case law, methodology, and concepts of law as a social force.
   Total of 54 hours lecture.

4 Legal Aspects of Evidence 3 units
   CSU
   Prerequisite: None.
   Origin, development, philosophy and constitutional basis of
   evidence; constitutional and procedural considerations affecting
   arrest, search and seizure; kinds and degrees of evidence and rules
   governing admissibility, judicial decisions interpreting individual
   rights and case studies. Total of 54 hours lecture.

5 Community Relations 3 units
   UC, CSU
   Prerequisite: None.
   An in-depth exploration of the roles of administration of justice
   practitioners and agencies. The interrelationships and role expec-
   tations among the various agencies and the public. Principal em-
   phasis will be placed upon the professional image of the system of
   justice administration and the development of positive relation-
   ships between members of the system and the public. Total of 54
   hours lecture.

6 Patrol Procedures 3 units
   CSU
   Prerequisite: None.
   Responsibilities, techniques and methods of police patrol. Total
   of 54 hours lecture.

7 Juvenile Law and Procedures 3 units
   CSU
   Prerequisite: None.
   The organization, functions and jurisdiction of juvenile agencies;
   the processing and detention of juveniles; juvenile case disposi-
   tion; juvenile statutes and court procedures. Total of 54 hours lec-
   ture.

8 Law in American Society 3 units
   CU (Same as Political Science 9)
   CSU
   Prerequisite: None.
   A general survey of practical law intended as an introduction to
   the legal system and to acquaint the student with elements of the
law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for pre-law students and for others interested in the practical application of the law. Total of 54 hours lecture.

**13 Criminal Investigation 3 units**

CSU

Prerequisite: None.

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

**15 Narcotics**

CSU

Prerequisite: Completion of Administration of Justice 1 recommended.

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

**16 Interviewing and Counseling 3 units**

CSU

Prerequisite: None.

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

**18 Institutional and Field Services**

CSU

Prerequisite: None.

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. Total of 54 hours lecture.
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 prisoners, 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 program; laws pertaining to custody; principles of jail planning and program planning. Total of 40 hours lecture.

67
PC 832 Arrest and Firearms
2 units
Prerequisite: None.
Arrest and firearms for peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training. Includes basic laws of arrest and firearms, the use of firearms, methods of arrest and discretionary decisionmaking. Meets the curriculum standards of the Board of Corrections and Peace Officers Standards and Training required by Penal Code Section 832. Total of 56 hours lecture.

68
Arrest, Search and Seizure
0.5 unit
Prerequisite: None.
Powers of arrest, search and seizure for peace officers with limited peace officer status. Deals with discretionary decision making and techniques of arrest. Meets the curriculum standards of the Board of Corrections and Peace Officer Standards and Training as required by Penal Code Section 832. Total of 24 hours lecture.

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; violatile evidence; micro-evidence; fragile evidence; impression evidence; firearms evidence; crime scene search. Designed for law enforcement personnel assigned for evidence gathering functions. Total of 38 hours lecture and 42 hours laboratory.

70
Domestic Violence/Child Abuse
0.5 units
Prerequisite: None.
This course is designed to provide training as required by Section 13519, California Penal Code, in domestic violence for law enforcement personnel. The course will also focus on child abuse, legal update and recent case decisions. Total of 24 hours lecture.

71
Traffic Accident Investigation
1 unit
Prerequisite: None.
A course devoted to the basics of skid mark investigations and analysis. Content will include identification of the various types of skid marks; skid mark measurements; terms and definitions relating to skid mark investigations; courtroom preparation and admissibility of evidence; determination of coefficient of friction; and speed from skid marks using various formulas. Total of 40 hours lecture.

74
Field Training Officer
2 units
Prerequisite: Completion of AJ 60 or its equivalent.
Orientation to the training officer's role, decision making, and legal requirements; instructional strategy, training goals, performance objectives, and preparation for one-to-one presentations; performance evaluation, methods of gathering and recording data, subjective and objective appraisal methods; information regarding the Basic Course at Riverside Community College and use of a field training manual. Total of 40 hours lecture.

75
Traffic Accident Investigation
2 units
Prerequisite: Completion of AJ 60 or equivalent.
Techniques of traffic accident investigation; update on the Collision Investigation Manual; accident report writing; court presentation and speed determination from skid marks. Fulfills the state requirements as outlined by CVC 40600. Total of 40 hours lecture.

76
Physical Evidence for Field Officers
2 units
Prerequisite: AJ 60 or equivalent.
This course is specifically designed to provide the field patrol officer with updated techniques of physical evidence collection and preservation from crime scenes most frequently encountered. This course will also cover an update and review of photography, crime scene sketching, fingerprint processing and legal update concerning evidence gathering. Total of 40 hours lecture.

78
Level II Reserve Officer Training, Module B
2 units
Prerequisite: None.
This course is designed to meet the state mandated training requirements to be qualified as a police reserve officer. Basic instruction is the purpose and role of the back-up officer, weaponless defense, traffic control, crime scene procedures, use of shotgun, booking procedures and community relations is presented. Successful completion of this course and a PC 832 class qualifies a person to perform the duties of a Level II Reserve Police Officer. Total of 40 hours lecture.

81
Small Group Counseling
1 unit
Prerequisite: None.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative of Justice</strong></td>
<td></td>
<td></td>
<td>Lecture and demonstration; behavior and group theory; practical application and analysis of group process. Total of 24 lecture hours.</td>
</tr>
<tr>
<td><strong>School Crime and Violence</strong></td>
<td>1</td>
<td>None</td>
<td>This course explores the extent and dynamics of crime and violence in California public schools; reviews laws related to safe school management as well as the role of law enforcement and social service agencies in creating &quot;Inlands of Safety.&quot; Reviews the role of environment, communication and the teamwork in reducing crime and violence. Reviews effective programs currently in use in California schools. Students gain practice in assessing the degree and dynamics of the problem at their school and in developing and appropriate action plan. Total of 16 hours lecture.</td>
</tr>
<tr>
<td><strong>Juvenile Counselor Basic Training</strong></td>
<td>4</td>
<td>None</td>
<td>Responsibilities of the juvenile institutions counselor; handling emergencies; classification; dealing with assaultive clients; ethnic/cultural factors; indicators of medical/physical problems, drug abuse, suicidal tendencies, gang affiliation; understanding the juvenile justice system and process; physical conditioning, daily tasks. This course is required of all juvenile institutional counselors within their first year of employment to meet the requirements of the Standards and Training for Local Corrections and Probation Officer Program. Total of 120 hours lecture.</td>
</tr>
<tr>
<td><strong>Basic Probation Officer Course</strong></td>
<td>8</td>
<td>None</td>
<td>This course is designed to provide an orientation to the role, responsibilities and resources of the probation officer; to teach basic skills required in performances of the job; and to provide an orientation to the criminal justice system. This is an introductory course for entry level probation officers which meets the requirements of the Standards and Training for Local Corrections and Probation Officer Program. Total of 160 hours lecture.</td>
</tr>
<tr>
<td><strong>Corrections Supervisory Course</strong></td>
<td>3</td>
<td>None</td>
<td>A course in basic supervision designed for personnel in adult institutions, juvenile institutions and probation field services. The course covers the responsibilities of a supervisor regarding organization, duties, human relations, grievances, training, personnel counseling and evaluation, assignments and the supervisor's role in management. Follows the guidelines established by the Standards and Training in Corrections. Total of 80 hours lecture.</td>
</tr>
<tr>
<td><strong>Critical Tasks Update</strong></td>
<td>1</td>
<td>None</td>
<td>This course is designed to provide updated refresher training as required by Sec. 13518, California Penal Code, in first aid and cardiopulmonary resuscitation for law enforcement personnel. The course will also focus on civil liabilities, legal update and recent case decisions. Total of 24 hours lecture.</td>
</tr>
<tr>
<td><strong>Family Counseling</strong></td>
<td>0.5</td>
<td>None</td>
<td>Emphasis on practical knowledge of family dynamics and interaction. Approaches which deliver effective treatment in the shortest possible period of time. Goals of brief family therapy, client selection criteria, application of focused treatment techniques, termination strategies. Total of 16 hours lecture.</td>
</tr>
<tr>
<td><strong>Advanced Family Counseling</strong></td>
<td>1</td>
<td>AJ 94 or equivalent</td>
<td>Practical methods of dealing with intrafamily conflict; role playing and small group discussion; practice of counseling techniques; family and delinquent behavior will be examined. Total of 24 hours lecture.</td>
</tr>
<tr>
<td><strong>Advanced Small Group Counseling</strong></td>
<td>1</td>
<td>AJ 81 or equivalent</td>
<td>Instruction in reality therapy, psychodrama, behavior modification/assertion training, transactional analysis; practical application and analysis of theories in small group counseling medium. Total of 24 hours lecture.</td>
</tr>
<tr>
<td><strong>Drugs of Abuse: Their Effect, Terminology &amp; Identification</strong></td>
<td>1</td>
<td>None</td>
<td>Drug terminology; effects on human body; natural, semisynthetic and synthetic narcotics; narcotic antagonists, barbiturates; tranquilizers; stimulants, cannabis; hallucinogens; phencyclidine; effects of use and withdrawal; identifying and locating injection sites; testing methods; paraphernalia; measurements and cost; treatment methods. Total of 16 hours lecture.</td>
</tr>
<tr>
<td><strong>210 ABCD Work Experience</strong></td>
<td>1-2-3-4</td>
<td>CSU*</td>
<td></td>
</tr>
</tbody>
</table>
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AGRIBUSINESS</td>
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<tr>
<td>12</td>
<td>Plant Identification and Materials, I</td>
<td>4</td>
<td>UC*, CSU</td>
<td>Prerequisite: None. Identification, habits of growth, cultural requirements and landscape use of an additional 225 ornamental plants used in California. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>13</td>
<td>Plant Identification and Materials, II</td>
<td>4</td>
<td>UC*, CSU</td>
<td>Prerequisite: None. Identification, habits of growth, cultural requirements and landscape use of an additional 225 ornamental plants used in California. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>20</td>
<td>Agriculture Sales and Service</td>
<td>3</td>
<td>CSU</td>
<td>Prerequisite: None. Growth and opportunities in agricultural sales. Factors involved in developing sales programs for farm operations and farm-related business. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>23</td>
<td>General Animal Science</td>
<td>4</td>
<td>UC, CSU</td>
<td>Prerequisite: None. The livestock industry in the U.S. and California, its importance in agriculture and the national economy; needs, terminology, phases and cycles of production for beef and dairy cattle, sheep, swine, poultry and horses. The importance and use of the basic sciences in the livestock industry. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>33</td>
<td>Turf Grass Management</td>
<td>3</td>
<td>CSU</td>
<td>Prerequisite: None. 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. Total of 36 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>210</td>
<td>ABCD Work Experience</td>
<td>1-2-3-4</td>
<td>CSU*</td>
<td></td>
</tr>
</tbody>
</table>

AGRI-BUSINESS:

5 Horse Husbandry 4 units
   UC, CSU
   Prerequisite: None.
   The overall goal 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. Total of 54 hours lecture and 54 hours laboratory.

7 Agricultural Plant Science, I 3 units
   CSU
   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. Total of 54 hours lecture.

8 Agricultural Plant Science II 3 units
   CSU
   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. Total of 54 hours lecture.

10 Introduction to Agri-Business 2 units
   CSU
   Prerequisite: None.
   An overview of the occupational opportunities in the total agri-business complex. Scope and importance of related agricultural
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience units and 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

**AIR CONDITIONING AND REFRIGERATION**

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>50 A</td>
<td>Air Conditioning and Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>50 B</td>
<td>Advanced Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>51 A</td>
<td>Environmental Control</td>
<td>5</td>
</tr>
<tr>
<td>51 B</td>
<td>Industrial Commercial Refrigeration</td>
<td>5</td>
</tr>
</tbody>
</table>

**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. Total of 72 hours lecture and 54 hours laboratory.

**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. Total of 72 hours lecture and 54 hours laboratory.

**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. Total of 72 hours lecture and 54 hours laboratory.

**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. Total of 72 hours lecture and 54 hours laboratory.

**Solar Energy Applications**

Prerequisite: None.

A technical course on the applications of solar energy, specifically in building design. The course will provide knowledge into the construction and applications of solar energy devices, such as flat plate collectors, pool heaters, parabolic reflectors, and south facing windows. The path of the sun throughout the day and the year, the heating and cooling requirements of houses, the efficiency, application, installation and cost of various available solar energy devices will be taught. Total of 72 hours lecture and 54 hours laboratory.

**Electrical and Mechanical Diagnostic Lab Procedures**

Prerequisite: Air Conditioning and Refrigeration 50 A. Successful completion with grade C or better.

The principles of electrical circuits and mechanical with emphasis placed upon circuit design, diagnostic troubleshooting and repair and instrument operation. Total of 162 hours laboratory.

**Work Experience**

Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

**ANATOMY AND PHYSIOLOGY**

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>2 A</td>
<td>Anatomy and Physiology, I</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Physiological processes in humans relating to functions and structures in muscular, skeletal, circulatory, respiratory, digestive, nervous, excretory, reproductive and endocrine systems. Designed for art, pre-nursing, pre-medical, physical education and dietetic majors. Total of 36 hours lecture and 108 hours laboratory.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td><strong>ANTHROPOLOGY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 B Anatomy and Physiology, II</td>
<td>4</td>
<td>UC, CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: Anatomy and Physiology 2 A recommended.</td>
</tr>
<tr>
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<td>Continuation of Anatomy and Physiology 2 A. Total of 36 hours lecture and 108 hours laboratory.</td>
</tr>
<tr>
<td>10 Survey of Human Anatomy and Physiology</td>
<td>3</td>
<td>CSU</td>
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<td></td>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td></td>
<td>An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. Total of 54 hours lecture. See also Biology, Botany and Microbiology.</td>
</tr>
<tr>
<td>1 Physical Anthropology</td>
<td>3</td>
<td>UC, CSU</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: Recommended high school biology or a course in biological science.</td>
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<tr>
<td></td>
<td></td>
<td>The relation of man and woman to the animal world; human genetics; human evolution, with theories on the origin and antiquity of humans; fossil beings; racial classifications. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>2 Cultural Anthropology</td>
<td>3</td>
<td>UC, CSU</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td></td>
<td>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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>3 Prehistoric Cultures</td>
<td>3</td>
<td>UC, CSU</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: None. Anthropology 1 recommended.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>4 Native American Cultures</td>
<td>3</td>
<td>UC, CSU</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td></td>
<td>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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>5 Native Peoples of Mexico</td>
<td>3</td>
<td>UC, CSU</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td></td>
<td>This is a survey course of major Mexican Indian cultures, pre-Columbian and contemporary. The course is descriptive and comparative with emphasis on the three high cultures for which Meso-America is most noted: Aztec, Olmec and Maya. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>6 Introduction to Archaeology</td>
<td>3</td>
<td>UC, CSU</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td></td>
<td>An introductory lecture course that covers the basic techniques and accomplishments of modern prehistoric archaeology. The first half of the course will cover the objectives, history and methods of archaeology; the second half will explore significant discoveries and historical trends throughout the entire world as well as examine the nature of cultural evolution as revealed by archaeology. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>20 Introduction to the Primates</td>
<td>3</td>
<td>UC, CSU</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: None. Recommended Anthropology 1 or 3 or a recent life science course with lab or a recent high school biology course.</td>
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<td>An up-to-date survey of primate evolution presented in a relatively non-technical manner, covering basic paleontological principles, theories of primate evolution, the major primate fossils, their physical and social features. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>21 Native Peoples of Sub-Saharan Africa:</td>
<td>3</td>
<td>UC, CSU</td>
</tr>
<tr>
<td>An Introduction</td>
<td></td>
<td>Prerequisite: Qualifying reading test scores.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 and cultural adaptations made by the native people prior to European intervention. Total of 54 hours lecture.</td>
</tr>
</tbody>
</table>
In studio classes, students are expected to pay for their own materials.

1. **History of Art: Prehistoric, Ancient, and Medieval**
   - **3 units**
   - UC, CSU
   - Prerequisite: Qualifying reading test scores.
   - Survey of the history of painting, architecture, sculpture and the minor arts. Prehistoric, ancient, and medieval periods. Total of 54 hours lecture.

2. **History of Art: Renaissance through Modern**
   - **3 units**
   - UC, CSU
   - Prerequisite: Qualifying reading test scores.
   - Survey of the history of painting, architecture, sculpture and the minor arts. Renaissance through modern periods. Total of 54 hours lecture.

3. **Art for Teachers**
   - **3 units**
   - CSU
   - Prerequisite: None. (Recommendation: Concurrent enrollment in ECS 20 and/or ECS 28.)
   - Basic course in providing art experiences and teaching art skills to children up to age 12. Course designed to develop and understanding of the normal development of creative expression in elementary school age children and to impart specific techniques for engaging these children in age-appropriate art experiences. Course designed for Education, Early Childhood Studies and other non-art majors. Total of 36 hours lecture and 36 hours laboratory.

4 A. **Composition in Drawing and Painting, I**
   - **3 units**
   - UC*, CSU
   - Prerequisite: None.
   - Basic studies of form, space organization, color, and composition. Work in charcoal, ink, watercolor, pastel, crayon, and acrylic. Total of 36 hours lecture and 72 hours laboratory.

4 B. **Composition in Drawing and Painting, II**
   - **3 units**
   - UC*, CSU
   - Prerequisite: Art 4 A or Art 22.
   - Techniques of sketching in preparation for painting. Work in acrylic and oil. Total of 36 hours lecture and 72 hours laboratory.

6. **Art Appreciation**
   - **3 units**
   - UC, CSU
   - A basic course for the non-art major to understand the creative process, the diversity of styles, form and content found in painting, sculpture and architecture. Total of 54 hours lecture.

15. **Beginning Ceramics**
   - **3 units**
   - UC*, CSU
   - Prerequisite: None.
   - A fundamental course in pottery making. Hand built slab and wheel throwing, with emphasis on ceramic design in form and decoration. Students are expected to pay for their own clay. Total of 36 hours lecture and 72 hours laboratory.

16. **Intermediate Ceramics**
   - **3 units**
   - UC*, CSU
   - Prerequisite: Art 15
   - An expansion and refinement of the basic skills learned in beginning ceramics including projects of greater scope and challenge with an emphasis on the development of the individual's personal creative potential. Students are expected to pay for their own clay. Total of 36 hours lecture and 72 hours laboratory.

20. **Beginning Sculpture**
   - **3 units**
   - UC*, CSU
   - Prerequisite: None.
   - A basic course dealing with fundamental design in sculpture. Traditional and contemporary forms are explored using a variety of materials and methods. Students are expected to pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

21. **Intermediate Sculpture**
   - **3 units**
   - UC*, CSU
   - Prerequisite: Art 20.
   - For students with some experience in sculpture. The student solves problems involving more difficult sculptures. Emphasis in developing and understanding good design in sculpture. Traditional and contemporary methods may be explored. Students are expected to pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

22. **Basic Design**
   - **3 units**
   - UC*, CSU
   - Prerequisite: None.
   - Basic course in the study of applied art concepts utilizing materials appropriate to the production of two-dimensional art works. Course designed to promote understanding of and skill in the creative processes essential to fine and commercial art, graphic design
and photography through drawing, form, color, and texture experiments.

### Design and Color
**UC*, CSU**

Prerequisite: Art 22 or 4 A or 20.

An advanced course designed to develop skills in three-dimensional art concepts and studies using color, including continuous line-in-space, controlled volume, form and color studies, molded material studies and form rendering. Principles of art in three-dimensions applicable to ceramics, sculpture, interior design, metal smithing, architecture, stage design, industrial design and landscape design are explored. Total of 36 hours lecture and 72 hours laboratory.

**3 units**

### Watercolor Painting
**UC*, CSU**

Prerequisite: Art 4 A or 22.

Introduces basic techniques and materials of transparent and opaque watercolor. Techniques of line, flat and graduated wash, dry brush and wet-in-to-wet are studied in relationship to advanced painting problems. Still life, landscape, seascape, figure painting, abstract painting and composition are explored. Total of 36 hours lecture and 72 hours laboratory.

**3 units**

### Printmaking
**UC*, CSU**

Prerequisite: None. Art 22 and Art 4 A recommended.

Design and production of prints by traditional and contemporary techniques related to fine and commercial art. Work in woodcut, intaglio, silkscreen, collagraph and experimental methods. Total of 36 hours lecture and 72 hours laboratory.

**3 units**

### Advertising Illustration
**CSU**

Prerequisite: None. Art 22 or Art 4 A or Art 39 recommended.

Basic course in the concepts and preparations of illustrations for advertising purposes. Designed to equip the student with the fundamental disciplines imposed in creating art which sells products, services and ideas, and art which is suitable for advertising. Course includes use of various commercial art techniques such as markers, pen and ink, wash, opaque watercolor and air brush. Total of 36 hours lecture and 72 hours laboratory.

**3 units**

### Advertising Layout
**CSU**

Prerequisite: None. Art 22 or Art 4 A or Art 35 recommended.

Newspaper advertising paste-up of headings, text, and illustrations. 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. Total of 36 hours lecture and 72 hours laboratory.

**3 units**

### Figure Drawing
**UC*, CSU**

Prerequisite: Art 4 A or 22.

Introduces the fundamentals of drawing and the principles of line, mass, shape, value, texture, color and composition, as they apply to the study of the human figure. Students will draw from the live model, using a variety of drawing techniques and media. Total of 36 hours lecture and 72 hours laboratory.

**3 units**

### Figure Painting
**UC*, CSU**

Prerequisite: Art 4 A or 4 B or 40.

Painting from the live model. Emphasis will be placed on contemporary attitudes of painting illustrated by historical examples. Students will explore a variety of painting techniques and media. Total of 36 hours lecture and 72 hours laboratory.

**3 units**

### Problems in Sculpture
**UC**, **CSU**

Prerequisite: Art 21.

Designed for mature, disciplined students who have had one year of college sculpture who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Subsequent enrollment in Sections B, C, and D will provide the student with an opportunity for continued work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

**3-3-3-3 units**

### Problems in Ceramics
**UC**

Prerequisite: Art 16.

Designed for mature, disciplined students who have had one year of college ceramics who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Subsequent enrollment in Sections B, C, and D will provide the student with an opportunity for continued work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

**3-3-3-3 units**

### Problems in Painting
**UC*, CSU**

Prerequisite: Art 16.

Designed for mature, disciplined students who have had one year of college ceramics who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Subsequent enrollment in Sections B, C, and D will provide the student with an opportunity for continued work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

**3-3-3-3 units**

### Problems in Typography
**UC*, CSU**

Prerequisite: Art 16.

Designed for mature, disciplined students who have had one year of college typography who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Subsequent enrollment in Sections B, C, and D will provide the student with an opportunity for continued work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

**3-3-3-3 units**

### Problems in Printmaking
**UC*, CSU**

Prerequisite: Art 21.

Designed for mature, disciplined students who have had one year of college printmaking who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Subsequent enrollment in Sections B, C, and D will provide the student with an opportunity for continued work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

**3-3-3-3 units**

### Problems in Photography
**UC*, CSU**

Prerequisite: Art 21.

Designed for mature, disciplined students who have had one year of college photography who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Subsequent enrollment in Sections B, C, and D will provide the student with an opportunity for continued work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

**3-3-3-3 units**

### Problems in Graphic Design
**UC*, CSU**

Prerequisite: Art 21.

Designed for mature, disciplined students who have had one year of college graphic design who show exceptional promise. Emphasis on individual problems, lecture, discussion and independent studio work. Subsequent enrollment in Sections B, C, and D will provide the student with an opportunity for continued work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

**3-3-3-3 units**
ASTRONOMY

Prerequisite: Any one of the following: 4 A, or 4 B, 22, 25, 26, 40, 41.

Independent studio work with emphasis on individual problems, any media. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity to work on more advanced individual problems. Total of 36 hours lecture and 72 hours laboratory.

ASTRONOMY

1 A Introduction to Astronomy 3 units
UC, CSU
Prerequisite: None. Recommended: High school algebra and geometry.

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

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

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

AUTOMOTIVE BODY TECHNOLOGY

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

A survey course designed to provide a general introduction, review and orientation to the automotive repair industry, including safety procedures, tools, maintenance, supplies, and repair of damaged automotive vehicles. Total of 36 hours lecture and 108 hours laboratory.

50 Introduction to Automotive Body Technology 4 units
Prerequisite: None.

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

51 Intermediate Automotive Body Technology 4 units
Prerequisite: Automotive Body Technology 50 with a minimum of a "C" grade.

52 Automotive Body Refinishing 4 units
Prerequisite: None.

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

53 AB Automotive Body Special Projects 4-4 units
Prerequisite: Concurrent or previous enrollment in an automotive body class.

A special projects class for students who need in-depth experiences in a particular discipline, no more than 8 units may be earned toward graduation through special projects activities. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 36 hours lecture and 108 hours laboratory.

54 Advanced Automotive Body and Frame 4 units
Prerequisite: Automotive Body Technology 50 with a minimum grade of "C".

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

59 ABCD Auto Body Service & Repair 2-2-2-2 units
Prerequisite: Concurrent or previous enrollment in an automotive body class.

Principles of service and repair procedures relating to an auto body maintenance program with emphasis being placed upon laboratory experience. Total of 108 hours laboratory.

60 Automotive Trim and Upholstery, I 4 units
Prerequisite: None.

This course is designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and head lining repair and installation. Total of 36 hours lecture and 108 hours laboratory.
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. Total of 36 hours lecture and 108 hours laboratory.

Automotive Principles 4 units
Prerequisite: None.
General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis being placed upon component identification, basic functions, minor maintenance and service. Total of 72 hours lecture.

Internal Combustion Engines-Rebuilding, Gas and Diesel (Upper End) 4 units
Prerequisite: Automotive Technology 50 or concurrent enrollment.
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of upper end engine components for both gas and diesel engines. Total of 45 hours lecture and 81 hours laboratory.

Internal Combustion Engines-Rebuilding, Gas and Diesel (Lower End) 4 units
Prerequisite: Automotive Technology 50 or concurrent enrollment.
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of lower end engine components for both gas and diesel engines. Total of 45 hours lecture and 81 hours laboratory.

Automotive Tune-up and Electrical Systems 4 units
Prerequisite: Automotive Technology 50 or concurrent enrollment.
Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition, and electrical systems. Total of 45 hours lecture and 81 hours laboratory.

Automotive Tune-up and Emission Controls 4 units
Prerequisite: Automotive Technology 52 A or concurrent enrollment.
Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. Total of 45 hours lecture and 81 hours laboratory.

Automotive Chassis, Alignment and Brakes 4 units
Prerequisite: Automotive Technology 50 or concurrent enrollment.
Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Total of 45 hours lecture and 81 hours laboratory.

Automotive Computer Controls 3 units
Prerequisite: Automotive Technology 52 A or ASE Certification in engine performance or electrical systems.
Theory and principles of operation of the automobile computer controlled systems. This course will include the diagnosis of related systems and their repair with emphasis placed on the use of digital electronic test equipment. Total of 54 hours lecture.

Automotive Drive Train Systems 4 units
Prerequisite: Automotive Technology 50 or concurrent enrollment.
Theory and principles of operation of the automobile automatic and standard transmission with emphasis on trouble, diagnosis, complete disassembly, and repair. Total of 45 hours lecture and 81 hours laboratory.

Automotive Heating and Air Conditioning 4 units
Prerequisite: Automotive Technology 50 or concurrent enrollment.
Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. Total of 45 hours lecture and 81 hours laboratory.

Automotive Diesel Mechanics 4 units
Prerequisite: Automotive Technology 50 or concurrent enrollment.
This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is
BANKING & FINANCE
designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. Total of 45 hours lecture and 81 hours laboratory.

59 ABCD Automotive Service 1-1-1-1 units
Prerequisite: Concurrent enrollment in automotive technology program.
Principles of service procedures relating to an automotive maintenance program with emphasis being placed upon a laboratory experience to include a minimum of 54 hours per semester and a maximum of 216 hours per semester.

210 ABCD Work Experience 1-2-3-4 units
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

BANKING AND FINANCE

51 Principles of Bank Operations 3 units
Prerequisite: None.

Presents the fundamentals of bank functions in a descriptive fashion, enabling the beginning banker to view his or her chosen profession in a broad and operational perspective. Banking is increasingly dependent upon personnel who have the broad perspective necessary for career advancement. Total of 54 hours lecture.

52 Analyzing Financial Statements 3 units
Prerequisite: Accounting 60 A or equivalent.

Covers how to extend credit soundly and constructively; a banker must be able to understand and interpret financial statements. Total of 54 hours lecture.

53 Installment Credit 3 units
Prerequisite: None.

Designed to emphasize the establishment of credit, the obtaining and checking credit information, on servicing the loan, and on collecti-

BIOLOGY

General Biology 4 units
UC, CSU
Prerequisite: None.
A study of life as revealed in plants and animals using cellular, organismic and ecological approaches. The basic principles of cellular biology, morphology, biochemistry, physiology, taxonomy and the social implications of biology are included. Total of 54 hours lecture and 54 hours laboratory.

General Zoology I, Invertebrates 5 units
UC, CSU
Prerequisite: None. A high school biological science course is recommended.
A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, pre-veterinarian, pre-medical, pre-dental, and naturalist. Total of 54 hours lecture and 108 hours laboratory.

General Zoology II, Vertebrates 5 units
UC, CSU
Prerequisite: None. Biology 1, Biology 2 A, or a high school biological science course is recommended.
A study of higher animals emphasizing the classification, evolution, and comparative structure of vertebrates, human histology and systems and embryology and genetics. Designed for the biology major, pre-medical, pre-dental, pre-veterinarian, pre-pharmacy, physical therapy, dental hygienist and naturalist. Total of 54 hours lecture and 108 hours laboratory.

Field Botany 4 units
UC, CSU
Prerequisite: None.
Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. Total of 54 hours lecture and 54 hours laboratory.

Gardening 3 units
CSU
Prerequisite: None.
A lecture course on the principles of gardening, designed to acquaint the student with various techniques and principles related to growing plants. Consideration will be given to outdoor garden-
ing, growing house plants, propagation, soils, composting, irrigation, fertilization, pruning, pests, disease and plant selection. Total of 54 hours lecture.

5  General Botany  4 units
   UC, CSU
   Prerequisite: None.
   Introduction to the plant science with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. Total of 54 hours lecture and 54 hours laboratory.

7  Marine Biology  4 units
   UC, CSU
   Prerequisite: None.
   An ecological study of the marine environment. Additional emphasis will be placed on the local marine plants and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. Total of 54 hours lecture and 54 hours laboratory.

10 Principles of Life Science  3 units
   UC*, CSU
   Prerequisite: None.
   For nonlife 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. Total of 54 hours lecture.
   No credit at the University of California if taken following Biology 1.

11 Cell Biology  4 units
   UC, CSU
   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. Total of 54 hours lecture and 54 hours laboratory.

30 Human Reproduction and Sexual Behavior  3 units
   UC, CSU
   Prerequisite: None.
   Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. Total of 54 hours lecture.

34 Human Genetics  3 units
   UC, CSU
   Prerequisite: None. High school biology or any college life science class with laboratory recommended.
   A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. Total of 54 hours lecture.

36 Man and Environment  3 units
   UC, CSU
   Prerequisite: None.
   A study of humans in relation to the environment, emphasizing population ecology, energy cycles, pollution, food resources, and conservation of natural resources. Total of 54 hours lecture.

BLACK STUDIES

In cooperation with representatives of the Black community, Riverside Community 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

Anthropology 21-Native Peoples of Sub-Saharan African:
An Introduction
History 14-Black History-African
History 15-Black History-American
Humanities 45-Survey of Artistic Expression in Afro-American Culture
Philosophy 14-Survey of Black Thought
Sociology 10-Survey of Ethnic Group Interaction
Sociology 35-Sociology of the Black Community
BUSINESS ADMINISTRATION

10 Introduction to Business 3 units
CSU
Prerequisite: None.
Scope, function, and organization of modern business; fundamentals, concepts, principles, and current practices in the major areas of business activity. Total of 54 hours lecture.

18 A Business Law, I 3 units
UC*, CSU
Prerequisite: None.
The social and practical basis of the law. Covers the legal environment of business, contracts, agency and employment, and the law of sales. Total of 54 hours lecture.

18 B Business Law, II 3 units
UC*, CSU
Prerequisite: None.
Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, real and personal property and trusts and estates. Total of 54 hours lecture.

20 Business Mathematics 3 units
Prerequisite: None.
Application of fundamental problem solving concepts, techniques, and skill to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandising pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. Total of 54 hours lecture.

22 Administrative Communications 3 units
Prerequisite: None. Office Administration 30 recommended.
Examines the dynamics of interpersonal communication within the organization. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. A total of 54 hours lecture.

70 Small Business Organization Management 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. Total of 54 hours lecture.

CHEMISTRY

1 A General Chemistry, I 5 units
UC*, CSU
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. Computer assisted instruction in many concepts is also available. Laboratory: classical and modern techniques in the investigation of chemical systems. Total of 54 hours lecture and 108 hours laboratory.

1 B General Chemistry, II 5 units
UC*, CSU
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. Computer assisted instruction is also available. Total of 54 hours lecture and 108 hours laboratory.

2 A Introductory Chemistry, I 4 units
UC*, CSU
Prerequisite: Qualifying mathematics test scores, Math 51 or equivalent.
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. Total of 54 hours lecture and 54 hours laboratory.

2 B Introductory Chemistry, II 4 units
UC*, CSU
Prerequisite: High school chemistry or equivalent, or Chemistry 2 A.
An introductory course in organic and biochemistry including structure, nomenclature, and reactions of some organic compounds, drugs, structure and metabolism of carbohydrates, lipids, proteins and nucleic acids; enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education and home economic majors. Total of 54 hours lecture and 54 hours laboratory.

3 Fundamentals of Chemistry 4 units
UC*, CSU
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>UC, CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Math 35 (or equivalent) completed or taken concurrently.</td>
<td></td>
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</tr>
<tr>
<td>A systematic presentation of the chemical, mathematical and laboratory skills underlying chemistry. Topics will include the nature of matter, stoichiometry, thermochemistry, and solution equilibria. Computers are available to help explain several concepts. The course is designed primarily to prepare students who wish to advance to Chemistry 1A. Total of 54 hours lecture and 54 hours laboratory.</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>Quantitative Analysis</td>
<td>3 units</td>
<td>UC, CSU</td>
</tr>
<tr>
<td>Prerequisite: Chemistry 1 B, with grade of &quot;C&quot; or better.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The course presents principles and methods of volumetric and gravimetric analysis and introduces instrumental techniques illustrating ionic equilibria. Total of 36 hours lecture and 72 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Organic Chemistry</td>
<td>4 units</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td>Prerequisite: Chemistry 2 A or Chemistry 3 or Chemistry 1 A, each with a minimum grade of &quot;C&quot;.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to the structure, nomenclature, physical properties, reactions, preparation, occurrence, and the uses of the various classes of compounds including the chemistry of heredity. Laboratory work covers the physical properties and chemical reactions of the common classes of organic compounds. Both classical and modern laboratory techniques are introduced. Total of 54 hours lecture and 54 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Scientific</td>
<td>3 units</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td>Computer Programming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Same as Engineering/Mathematics 9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Mathematics 36 or three years high school mathematics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An introduction to computer programming (BASIC language) for science and engineering majors. Techniques of flow charting, solution of numerical and non-numerical problems, debugging, and graphics will be learned. Applications to problems across the full spectrum of the science and engineering disciplines will be examined. Total of 36 hours lecture and 54 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry for Everyone</td>
<td>3 units</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td>Prerequisite: None.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. Chemistry 10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. Total of 54 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic Chemistry, I</td>
<td>5 units</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td>Prerequisite: Chemistry 1 B or concurrent enrollment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A discussion principally of aliphatic and aromatic hydrocarbons focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used both to separate and purify substances. Total of 54 hours lecture and 108 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic Chemistry, II</td>
<td>5 units</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td>Prerequisite: Chemistry 12 A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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. Total of 54 hours lecture and 108 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Chemistry</td>
<td>2 units</td>
<td>UC, CSU</td>
</tr>
<tr>
<td>Prerequisite: None.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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. Total of 36 hours lecture.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College 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:

- Anthropology 5-Native Peoples of Mexico
- English 56 A-English as a Second Language
- English 57-English for Spanish Speaking People
- History 8 and 9-History of the Americas
- History 25-History of Mexico
- History 30 and 31-Introduction to Chicano Studies
- Sociology 10-Survey of Ethnic Group Interaction

### COMPUTER INFORMATION SYSTEMS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>UC*, CSU</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Fundamental Computer Programming</td>
<td>3</td>
<td>UC*, CSU</td>
<td>None</td>
<td>An introduction to practical computer use for liberal arts students. No language is specified although the prevailing beginners' language will be used whenever possible assuming its relative ease of use. Total of 36 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>11</td>
<td>Computer Programming: ASSEMBLER</td>
<td>3</td>
<td>UC*, CSU</td>
<td>C.I.S. 5 and C.I.S. 1 (C.I.S. 1 may be taken concurrently)</td>
<td>Programming digital computers for business data processing. Total of 36 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>12</td>
<td>Computer Programming: FORTRAN</td>
<td>3</td>
<td>UC*, CSU</td>
<td>C.I.S. 5 and C.I.S. 1 (C.I.S. 1 may be taken concurrently)</td>
<td>Programming digital computers for business data processing using FORTRAN IV language. Total of 36 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>13 A</td>
<td>Computer Programming: COBOL</td>
<td>3</td>
<td>UC*, CSU</td>
<td>C.I.S. 5 and C.I.S. 1 (C.I.S. 1 may be taken concurrently)</td>
<td>Programming digital computers for business data processing using COBOL language. Total of 36 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>13 B</td>
<td>Computer Programming: COBOL</td>
<td>3</td>
<td>UC*, CSU</td>
<td>C.I.S. 13 A with grade of &quot;C&quot; or better.</td>
<td>Advanced concepts of COBOL language programming. How fundamental procedural statements are executed efficiently. Total of 36 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>16</td>
<td>Computer Programming: PASCAL</td>
<td>3</td>
<td>UC*, CSU</td>
<td>C.I.S. 5 and C.I.S. 1 or equivalent. (C.I.S. 1 may be taken concurrently)</td>
<td>Chemistry/Engineering/Mathematics 9 will satisfy prerequisites for physical science students.</td>
</tr>
</tbody>
</table>
Computer programming using the PASCAL language for solving business, scientific and mathematical problems. Total of 54 hours lecture.

18
**Computer Programming: MUMPS**

Prerequisite: Completion of a course in programming or equivalent experience.

MUMPS (Massachusetts General Hospital Utility Multi-Programming System) is a general purpose, interpretive, high-level programming language designed for interactive data management applications. Its string-handling features and hierarchically structured data base suit it for medical, word processing, and business applications. Total of 54 hours lecture.

20
**Systems Analysis and Design**

Prerequisite: C.I.S. 2 or equivalent.

Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of new system, implementation considerations, data base design and development, file organization, and modular programming techniques. Total of 54 hours lecture.

30
**Problems in Computer Data Processing**

Prerequisite: C.I.S. 2 and C.I.S. 5 or equivalent.

Advanced application of the computer to commercial problems. Total of 54 hours lecture.

54
**Introduction to IBM PC, Self-paced**

Prerequisite: None.

Self-paced, competency based skill development in the use of the IBM PC operating system and an introduction to several application programs. This course is also appropriate for business management students. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Total of 27 hours laboratory.

72
**Lotus 1-2-3, Self-paced**

Prerequisite: None. C.I.S. 54 recommended.

Self-paced, competency based skill development in electronic spreadsheets using Lotus 1-2-3. This course is also appropriate for business administration and accounting students. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

73
**dBase 3, Self-Paced**

Prerequisite: None. C.I.S. 54 recommended.

Self-paced, competency based skill development in Microcomputer data base management system use. This course is also appropriate for business administration. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

74
**Microcomputer Spreadsheets: SuperCalc3, Self-paced**

Prerequisite: None. C.I.S. 54 recommended.

Self-paced, competency based skill development in the use of spreadsheet programs to analyze and solve business and accounting problems. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. This course is offered credit/no credit only. Competency level required is completion of a hard-copy output final examination problem. Total of twenty-seven hours laboratory.

95 ABCD
**Practicum in Computers: Victor 9000**

Prerequisite: None.

Self-paced, skill development in computer usage. Instruction is given on an individualized basis using personal consultation with the student. The course is offered credit/no credit only. Total of 27 hours laboratory.

96 ABCD
**Practicum in Computers: IBM**

Prerequisite: None.

Self-paced, competency based skill development in computer usage. Instruction is given on an individualized basis using personal consultation with the student. The course is offered credit/no credit only. Total of 27 hours laboratory.

210 ABCD
**Work Experience**

Prerequisite: None.

Self-paced, competency based skill development in computer usage. Instruction is given on an individualized basis using personal consultation with the student. The course is offered credit/no credit only. Total of 27 hours laboratory.
CONSTRUCTION TECHNOLOGY

Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours of volunteer work or 75 hours of paid service per unit, per semester.

CONSTRUCTION TECHNOLOGY

61 Materials of Construction 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. Total of 54 hours lecture.

62 Blueprint Reading and Cost Estimating 3 units
Prerequisite: Construction Technology 61 or equivalent.
Construction blueprint and specification reading; the relationship of drawings and specifications to the contract and responsibilities of inspector in 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. Total of 54 hours lecture.

63 Uniform Building Code and Ordinances 3 units
Prerequisite: Construction Technology 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. Total of 54 hours lecture.

64 Office Procedures and Field Inspection 3 units
Prerequisite: Construction Technology 61, 62, 63 or equivalent.
Office organization, procedures and necessary paperwork pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Several field trips. Total of 54 hours lecture.

65 Mechanical and Plumbing Inspection 3 units
Prerequisite: Previous Construction Technology courses.
Review of mechanical and plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. Total of 54 hours lecture.

66 National Electrical Code 3 units
Prerequisite: Construction Technology 61, 62, 63 or equivalent.
Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. Total of 54 hours lecture.

68 Simplified Engineering for Building Inspectors 3 units
Prerequisite: None.
Introduction to basic engineering. Fundamental static and stress formulae. Shear and moment diagrams and their applications. Properties of sections and their use. Design of wood joists, beams, posts and use of tables with practical composite design applications. Total of 54 hours lecture.

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 characteristics is covered. Methods of observation and foundation types are considered in detail. A survey of engineering and analysis is made. Total of 54 hours lecture.

210 ABCD Work Experience 1-2-3-4 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours of volunteer work or 75 hours of paid service per unit, per semester.

COSMETOLOGY

The cosmetology curriculum consists of 1600 hours of instruction and requires two semesters and one six-week 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, 31 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 Enrollment Services Office.
2. Send one copy of high school transcript to Enrollment Services Office.
3. Approximate cost to student:
   (If tenth grade has not been completed, make application for equivalency test.)
3. Approximate cost to student:
   (Prices for the kit and textbooks are subject to change, which is beyond our control.) Please call the Cosmetology Department for exact prices.
   a) Cosmetology Principles and Practices-$600 for the total program.
   b) Manicuring and Pedicuring-$300 for the total program.

60 ABCDE Cosmetology Principles and Practices 7-7-7-7-3 units

Prerequisite: None for 60 A and E. Courses will be taken in alphabetical sequence regardless of which semester enrollment begins, with the exception of 60 E.

An in-depth study of the field of cosmetology and related sciences for entry level job skill preparation. The course includes: theory, laboratory and salon experience; the Cosmetology Act and State Board Rules and Regulations; cosmetology chemistry and related electricity; anatomy and physiology; wet hairstyling; thermal hairstyling; hairdressing; hair coloring and bleaching; chemical waving and straightening; scalp and hair treatment; manual and electrical facials; makeup; eyebrow arching and hair removal; manicuring and pedicuring; artificial nails, tips, wraps, repairs; business practices and salon management; State Board of Cosmetology professional ethics and personality development; methods of maintaining currency with the changing needs of the cosmetology industry. Subsequent enrollment in Sections B, C, D and E will provide the student an opportunity for additional skill and competency development within the subject matter. 60 ABCD, 7 units per section (360 hours lecture/demonstration/laboratory each section); 60 E, 3 units (160 hours lecture/demonstration/laboratory) for a total of 1600 hours as required by the California State Board of Cosmetology.

61 AB Cosmetology Teacher Training 6-6 units

Prerequisite: Completion of 1600 hours of Cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

This course is offered for the experienced cosmetologist to become a qualified cosmetology instructor. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation; test construction; audio visual equipment operation. Emphasis is placed on preparation for the California State Board instructors’ examination. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 600 hours lecture/demonstration/laboratory.

Note: State Board of Cosmetology requires a cosmetology operator’s license to qualify for the state examination.

Esthetician 6-6 units

Prerequisite: None for 62 A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

The Esthetician course is designed to prepare the student for a career in skin care and makeup. It is a two semester course consisting of an in-depth study in the cosmetician field and related sciences which includes the State Board of Cosmetology Rules and Regulations and Cosmetology Act: related chemistry, bacteriology; sterilization; sanitation; safety precautions; anatomy and physiology; histology of the skin; facials, manual and electrical, including all modalities; eyebrow arching and hair removal, including wax, tweezers, and depilatories; makeup, complete and corrective; and the application of artificial eyelashes. They will be eligible for the California State Board of Cosmetology examination. Upon passing the examination, the student will be given a cosmetician license by the state. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 600 hours lecture/demonstration/laboratory.

Manicuring and Pedicuring 4-4 units

Prerequisite: None for 64 A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

The course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act: related chemistry; bacteriology; sanitation; sterilization; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 350 hours lecture/demonstration/laboratory.
67 ABCD  New Trends and Techniques in Hairdressing  2-2-2-2 units
Prerequisite: Completion of 1600 hours of cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Designed for 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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 27 hours lecture and 27 hours laboratory.

68 A  Principles and Practices of Competition Hairstyling  2 units
Prerequisite: Currently enrolled cosmetology students.

A specialized course to develop precision performance in hair design at an advanced level of competency. The student will learn to create hairstyles at a high level of perfection. Total of 18 hours lecture and 54 hours laboratory.

68 B  Special Artistic Effects Used in Competition Hairstyling  2 units
Prerequisite: Currently enrolled cosmetology students.

A specialized course to develop artistic effects in conjunction with competition hairstyling. The student will learn to adapt art principles to enhance original hair designs. Total of 18 hours lecture and 54 hours laboratory.

69 ABCD  Men's Hair Design  2-2-2-2 units
Prerequisite: Completion of 1500 hours of barber training. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 27 hours lecture and 27 hours laboratory.

Riverside Community College awards an associate in science degree in dental technology upon successful completion of a prescribed one-year program, plus meeting all other graduation requirements.

If a student wishes, he or she may receive a certificate upon completing the curriculum in dental technology, offered in 40 hour blocks. The student must have a “C” grade in each of the classes as outlined in the certificate program.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Denture Techniques</td>
<td>8</td>
<td>Admission to the program. This course is designed to teach the student techniques and procedures utilized in the construction/repair/refitting of complete dentures. To be familiar with advanced techniques used in the construction of complete dentures. Total of 54 hours lecture and 270 hours laboratory.</td>
</tr>
<tr>
<td>Dental Anatomy and Physiology</td>
<td>1</td>
<td>Acceptance into the Dental Technology Program. This course is designed to teach the student the anatomy of the head, face, and the oral cavity. The student will acquire an understanding of how the anatomical structures will influence the construction of a dental prosthetic restoration. Total of 18 hours lecture.</td>
</tr>
<tr>
<td>Crown and Bridge Techniques</td>
<td>6</td>
<td>Admission to the program. This course offers the techniques specific to the casting of inlays and crowns, the soldering of these units together, and the finishing and polishing of the completed bridge. Bridges of various designs are constructed. Advanced techniques are used which utilize porcelains, gold and acrylic pontics. Total of 36 hours lecture and 234 hours laboratory.</td>
</tr>
<tr>
<td>Removable Partial Denture Techniques</td>
<td>6</td>
<td>Dental Technology 73. This course is designed to teach the student the theoretical fundamentals of surveying and designing a removable partial denture. It will also cover the techniques and procedures in the construction and repair of a removable partial denture. It will also enable the student to become familiar with advanced techniques employed in removable partial dentures. Total of 36 hours lecture and 234 hours laboratory.</td>
</tr>
<tr>
<td>Elementary Ceramics</td>
<td>7</td>
<td>Dental Technology 76 B with a grade of &quot;C&quot; 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. Total of 54 hours lecture and 252 hours laboratory.</td>
</tr>
<tr>
<td>Business Management of the Dental Laboratory</td>
<td>1</td>
<td>Enrollment in Dental Technology Program.</td>
</tr>
</tbody>
</table>

### EARLY CHILDHOOD STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Occlusion</td>
<td>1</td>
<td>Dental Technology 71 with a grade of “C” or better. This course is designed to instruct the student in functional occlusal waxing techniques in such a manner as to provide meaning and purpose to redge and groove direction, cusp height, placement, and fossa depth. The interrelationships of tooth contraction areas of the opposing arches, and mandibular movements as related to occlusion of the teeth. Total of 18 hours lecture.</td>
</tr>
<tr>
<td>Orthodontic/Pedodontic Techniques</td>
<td>2</td>
<td>Completion of one semester of the Dental Laboratory Program with a grade of “C” or better in all dental technology subjects taken. 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. Total of 18 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>Child Development</td>
<td>3</td>
<td>None. A comprehensive overview of concepts, issues and theories of human development from conception through adolescence. Emphasis is on physical, cognitive and psychosocial development that occurs through stages of growth. Outside observations required. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>Early Childhood Programs</td>
<td>3</td>
<td>ECS 20 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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>Course Title</td>
<td>Units</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
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<td>------------------------------------</td>
</tr>
<tr>
<td>Creative Activities Through Curriculum (formerly Creative Activities for Young Children)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Child Health</td>
<td>3</td>
<td>ECS 20 with a grade of &quot;C&quot; or better</td>
</tr>
<tr>
<td>Principles and Practices of Early Childhood Education</td>
<td>3</td>
<td>ECS 22</td>
</tr>
<tr>
<td>Internship in Early Childhood Education (formerly Supervised Laboratory Teaching Experience in Early Childhood)</td>
<td>3</td>
<td>ECS 22 and ECS 28 or concurrent enrollment in ECS 28</td>
</tr>
<tr>
<td>Caring for Infants and Toddlers in Group Settings</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Curriculum Activities for Infants and Toddlers</td>
<td>3</td>
<td>ECS 33</td>
</tr>
<tr>
<td>Introduction to Exceptional Children</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Working with Special Needs Children</td>
<td>3</td>
<td>ECS 20</td>
</tr>
<tr>
<td>Adult-Child Interaction</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>
**EARLY CHILDHOOD STUDIES**

**44 Administration of Early Childhood Education I**  
3 units  
CSU  
Prerequisite: Nine units in nursery school courses.  
The study of organizational theory and management functions,  
principles, and techniques applied to early childhood education  
programs. This includes budgeting, personnel, curriculum  
development, regulatory agencies, record keeping and public  
relations. Total of 54 hours lecture.

**45 Administration of Early Childhood Education II**  
3 units  
CSU  
Prerequisite: Twelve units of early childhood studies including  
ECS 44.  
Examines the dynamics of management behavior and the  
communication process within the organization. Includes motivation,  
goal setting, personnel management, conflict management,  
problem solving, decision making and organizational change as  
they relate to early childhood education programs.  
Practical experience is attained in verbal and nonverbal  
communication and interpersonal communication. Includes proposal  
writing, report writing and letter writing appropriate to early  
childhood directors and program administrators. Total of 54  
hours lecture.

**48 Parent Participation and Involvement**  
2 units  
CSU  
Prerequisite: None. Recommended class for ECS parents, but not  
limited to ECS parents.  
Designed for parents and interested adults wishing to enhance  
their parenting skills, increase their understanding of the  
preschool child and increase their skills in aiding in the campus Child  
Development Center while actively participating in the functioning  
of the center. Total of 27 hours lecture and 27 hours laboratory.

**49 ABCD Work Experience**  
1-2-3-4 units  
CSU*  
Prerequisite: ECS 28 or concurrent enrollment. Students must be  
enrolled in a minimum of 7 units including the work experience  
units and in a major related to the course.  
This class is designed to coordinate the students' on-the-job training  
with the related occupational classroom instruction. Subsequent  
enrollment in Sections B, C, and D will provide the student  
an opportunity for additional skill and competency development  
in the subject matter. Total of 18 hours lecture/discussion is required  
in Section A and may be required in Sections B, C, and D.  
In addition students are required to complete 60 hours volunteer  
work or 75 hours of paid service per unit, per semester.

**51 Parenting: The Accelerated Child**  
1 unit  
Prerequisite: None.  
An overview of the intellectual, social and emotional characteristics  
of the high achiever. The nature of giftedness, pros and cons of  
early school entrance and activities to stimulate intellectual  
growth are explored. Total of 18 hours lecture.

**52 Parenting: Parents as Teachers**  
1 unit  
Prerequisite: None.  
Explores the parents' role in a child's process of learning. This  
course presents a variety of methods and techniques a parent can  
utilize to facilitate the development of a child's intellectual, social,  
emotional and physical skills. Total of 18 hours lecture.

**53 Parenting: Guiding Young Children-Approaches to Discipline**  
1 unit  
Prerequisite: None.  
A course designed to examine the various theoretical approaches  
to child guidance with an overview of social and emotional  
development in young children and the need for guidance. Each  
class will include discussion and an exploration about how values  
that people hold influence and shape the behavior of young  
children. Problem-solving techniques will be examined and practiced  
in role-play simulations. Total of 18 hours lecture.

**54 Parenting: Contemporary Parenting-Issues and Problems**  
1 unit  
Prerequisite: None.  
This course is designed to explore how the concept of childhood  
in society and children's position has changed, to examine historical  
antecedents of change in relation to the new position of women  
in society and the marriages of today. It will also attempt to relate  
how changes in society and forces impacting on this change influence  
child-rearing. Issues addressed will include divorce, the  
sexual acceleration of childhood and television. Total of 18 hours  
lecture.

**55 Parenting: Common Problems in Infancy and Childhood**  
1 unit  
Prerequisite: None.  
A course designed to study and examine some of the difficult behaviors  
that even normal and well adjusted children exhibit. It will  
present common problems like disruptive children, shyness, fear-

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133
Parenting: Protecting Your Child 1 unit

Prerequisite: None.

The responsibilities of parents and professionals in meeting the needs of children are explored. Topics will include the utilization of community organizations and services for family needs, contemporary issues in child care services, child advocacy, parents and children's rights in school settings. Total of 18 hours lecture.

Contemporary Economic Problems 3 units

UC, CSU

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. Total of 54 hours lecture.

Economics of Aging 3 units

CSU

Prerequisite: None.

Designed for those interested in the effects of the increasing aging population on society. The aging populations' present and projected future effects on the U.S. economy in their roles as consumers, savers, investors, employees, and retirees will be emphasized. Economic programs, alternatives, and current practices as they relate to aging will be analyzed. Total of 54 hours lecture.

Principles of Macroeconomics 3 units

UC, CSU

Prerequisite: Qualifying reading 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. Total of 54 hours lecture.

Principles of Microeconomics 3 units

UC, CSU

Prerequisite: Qualifying reading test scores or Economics 4.

Consumer Economics (Same as Home Economics 30) 3 units

CSU

Prerequisite: None.

Applied economics oriented toward rational decision making in budgeting, 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 goals. Total of 54 hours lecture.

Introduction to Education 3 units

CSU

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. Total of 54 hours lecture.

Survey of Electronics 4 units

CSU

Prerequisite: None.

Basic electronic theory including electron theory, Ohm's Law, DC, AC, vacuum tube and solid state devices, antenna principles, power supplies, amplifiers, RF oscillators, amplitude and frequency modulation, diode detection and super-heterodyne receivers, and test equipment operation (emphasis on voltmeter and oscilloscope operation). Total of 54 hours lecture and 54 hours laboratory.

DC Electronics 1.5 units

CSU

Prerequisite: None.

Basic electrical theory including current, voltage, resistance, Ohm's Law, magnetism, and electrical measurements; DC circuits
including bridge circuits, Kirchhoff’s Laws, Superposition, Thevenin’s and Norton’s Theorems; inductance, capacitance, and time constants. Total of 27 hours lecture.

21 B  DC Laboratory  0.5 units  
CSU  
Prerequisite: ELE 21 A (or concurrent), or equivalent. 
Experimental investigation of DC circuit parameters using analog and digital meters, circuit construction from schematic and wiring diagrams, designing and building circuits to specifications. Total of 27 hours laboratory.

21 C  AC Electronics  1.5 units  
CSU  
Prerequisite: ELE 21 A, or equivalent. 
AC theory including generation, measurement, and resistive circuits; inductance capacitance, reactance, and power; RLC circuits including impedance, resonance, power, filters; and transformers. Total of 27 hours laboratory.

21 D  AC Laboratory  0.5 units  
CSU  
Prerequisite: ELE 21 B and ELE 21 C (or concurrent), or equivalent. 
Experimental investigation of AC circuit parameters using analog and digital meters, oscilloscopes, and signal generators; circuit construction from schematics and wiring diagrams; designing and building circuits to specifications. Total of 27 hours laboratory.

22  Passive Circuit Analysis  3 units  
CSU  
Prerequisite: ELE 21 or equivalent. 
Mathematical analysis of electrical laws, circuits, and networks. Includes Ohm’s Law, DC and AC circuit analysis, network analysis, and applications of trigonometry and complex notation to phasor analysis of electrical circuits. Total of 54 hours lecture.

23 A  Semiconductor Devices  1.5 units  
CSU  
Prerequisite: ELE 21 C and ELE 21 D, or equivalent. 
Characteristics, construction, and application of semiconductor devices including diodes, zeners, junction transistors, field effect transistors, thyristors, integrated circuits, and optoelectronic devices. Total of 27 hours lecture.

23 B  Devices Laboratory  0.5 units  
CSU  
Prerequisite: ELE 23 A (or concurrent), or equivalent. 
Experimental investigation of semiconductor device characteristics and parameters using appropriate test equipment, and testing device quality using general and special testers. Total of 27 hours laboratory.

23 C  Electronic Circuits  1.5 units  
CSU  
Prerequisite: ELE 23 A, or equivalent. 
Amplifiers including DC, audio, video, radio, IF, and operational; power supplies including rectifiers, filters, multipliers, and regulators; oscillators including RC, LC, crystal, and non-sinusoidal; pulse and waveshaping circuits; and AM and FM modulation. Total of 27 hours lecture.

23 D  Circuits Laboratory  0.5 units  
CSU  
Prerequisite: ELE 23 B and ELE 23 C (or concurrent), or equivalent. 
Experimental investigation of electronic circuit characteristics and parameters using appropriate test equipment, and constructing electronic circuits from schematics and wiring diagrams. Total of 27 hours laboratory.

24  Active Circuit Analysis  3 units  
CSU  
Prerequisite: Electronics 23 or equivalent. 
Mathematical analysis of electronic devices and circuits including power supplies, amplifiers, oscillators, and control circuits. Total of 54 hours lecture.

25 A  Digital Techniques  3 units  
CSU  
Prerequisite: ELE 10, or ELE 23 C and ELE 23 D, or equivalent. 
Mathematics, number systems and logic circuits as they relate to modern electronic computers and digital systems. Boolean algebra, circuit simplifications and mapping are included. Basic gate and digital circuits (MSI-LSI) will be analyzed and integrated into complete systems. Digital counters, registers, encoders/decoders, converters and timing. Total of 54 hours lecture.

25 B  Digital Laboratory  1 unit  
CSU  
Prerequisite: ELE 25 A (or concurrent) or equivalent. 
Experimental investigation of digital circuit characteristics and parameters using discrete and integrated circuits, circuit construc-
tion from schematics and wiring diagrams, and analyzing and troubleshooting logic circuits. Total of 54 hours laboratory.

26 A  Microprocessors  3 units
CSU
Prerequisite: ELE 25 A and ELE 25 B, or equivalent.
Computer number systems, codes, and arithmetic; function, architecture, instruction set, addressing modes, internal operations, PIA interfacing, and I/O operations of the 6800 series microprocessors. Total of 54 hours lecture.

26 B  Microprocessor Laboratory  1 unit
CSU
Prerequisite: ELE 26 A (or concurrent), or equivalent.
Experimental investigation of the 6800 microprocessor family including use of instruction set to investigate operational characteristics, I/O operation, and interfacing; interfacing to common peripherals; and circuit construction from schematics and wiring diagrams. Total of 54 hours laboratory.

27  Technical Writing  3 units
CSU
Prerequisite: None.
Procedures for organizing and presenting data through informal reports. Includes practice in writing memorandums, letter reports, and formal technical reports. Also includes discussion of personal resume and job applications. Total of 54 hours lecture.

28  Electronics Drafting  2 units
CSU
Prerequisite: ELE 10, or ELE 21, or equivalent may be taken concurrently.
Basic drafting procedures, with emphasis on such procedures as apply directly to electronics. Lettering, schematic diagrams, rough layout, printed circuit board layout, and the use of aids such as templates will be emphasized. Total of 18 hours lecture and 54 hours laboratory.

30  BASIC for Technology  4 units
CSU
Prerequisite: ELE 10, or ELE 21, or equivalent.
Fundamental BASIC language programming applied to technological problems; basic concepts of computer operation; I/O and mathematical operations, branching, looping, arrays, functions, and subroutines; comparison of HP BASIC with IBM, Microsoft, GW, and small personal computer languages. Total of 54 hours lecture and 54 hours laboratory.

36 A  Advanced Microprocessors  3 units
CSU
Prerequisite: ELE 26 A and ELE 26 B, or equivalent.
The iAPX 88 microprocessor including function, architecture, instruction set, addressing modes, internal operations, interfacing and I/O operations. Total of 54 hours lecture.

36 B  Advanced Microprocessors Laboratory  1 unit
CSU
Prerequisite: ELE 36 A (or concurrent), or equivalent.
Experimental investigation of the iAPX 88 microprocessor family including use of the instruction set to investigate operational characteristics, I/O operations, and interfacing; interfacing to common peripherals; and circuit construction from schematics and wiring diagrams. Total of 54 hours laboratory.

37  Computer Operating Systems I  4 units
CSU
Prerequisite: ELE 30, or equivalent
Introduction to computer operating systems including CP/M, MS-DOS, and other BIOS/DOS systems for personal or mainframe computers. Total of 54 hours lecture and 54 hours laboratory.

38  Computer Systems Troubleshooting  4 units
CSU
Prerequisite: ELE 36 A and ELE 36 B, or equivalent.
Introductions to troubleshooting and repairing computer systems, both personal and mainframe; troubleshooting and repair of peripheral devices including disk drives, monitors, and printers; diagnostic analysis techniques; and preventive maintenance of computer systems. Total of 54 hours lecture and 54 hours laboratory.

50  Basic Electronics  1 unit
CSU
Prerequisite: None.
A general study of electronic theory, electronic devices, and simple circuits. Introduces the student to good laboratory procedures and equipment operation. Total of 18 hours lecture and 18 hours laboratory.

52  Video Display Systems Servicing  4 units
CSU
Prerequisite: Electronics 10 or 21 and 23 or equivalent.
Analysis of black and white and color television receivers and video display terminals. Trouble shooting and repair of television receivers and video display terminals. Total of 54 hours lecture and 54 hours laboratory.
### 56 Computer Mathematics 3 units
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Prerequisite: None.
Special mathematics essential to the understanding of modern electronic computers and cybernetic systems. Binary arithmetic, and Boolean algebra are included. Total of 54 hours lecture.

### 210 ABCD Work Experience 1-2-3-4 units
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Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

### 1 A Plane Surveying, I 3 units
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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. Total of 36 hours lecture and 54 hours field practice.

### 1 B Plane Surveying, II 3 units
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Prerequisite: Engineering 1 A.
Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. Total of 36 hours lecture and 54 hours field practice.

### 9 Introduction to Scientific Computer Programming 3 units
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(Same as Chemistry/Mathematics 9)
Prerequisite: Mathematics 36 or three years high school mathematics.
An introduction to computer programming (BASIC language) for science and engineering majors. Techniques of flow charting, solution of numerical and non-numerical problems, debugging, and graphics will be learned. Applications to problems across the full spectrum of the science and engineering disciplines will be examined. Total of 36 hours lecture and 54 hours laboratory.

### 17 Electric Circuits and Devices 3 units
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Prerequisite: Math 1 B and Physics 4 B.
Electrical principles, DC and AC circuit analysis, simple transients, three phase circuits industrial wiring practice, and electrical instruments and measurements. To satisfy the lower division engineering core requirement for electric circuits and devices. Total of 54 hours lecture.

### 18 Legal Aspects of Surveying 3 units
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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. Total of 54 hours lecture.

### 21 Drafting 3 units
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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. Total of 18 hours lecture and 108 hours laboratory.
Materials fee does not include substantial cost of equipment and text(s) required to be purchased by the student.

### 22 Engineering Drawing 3 units
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Prerequisite: Engineering 21.
Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and tolerances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. Total of 18 hours lecture and 108 hours laboratory.

23 Descriptive Geometry 2 units
UC, CSU
Prerequisite: Engineering 22 and Mathematics 36.
Graphical (drafting) techniques applied to the solutions of vector problems, the development of surfaces as in sheetmetal work, the determination of lines of intersection between surfaces, and the solution of miscellaneous engineering problems involving points, lines, and planes. Total of 108 hours laboratory.

24 Architectural Drafting 3 units
CSU
Prerequisite: Engineering 21.
A beginning course which provides an introduction to architectural drafting techniques with emphasis on line quality, lettering, dimensioning, scaling, notes, materials symbols, and drawing format. Drafting and a set of plans to include a plot plan, foundation plan, floor plan, sections, exterior and interior elevations, and structural details. Construction and sketching techniques will also be covered. Total of 18 hours lecture and 108 hours laboratory.

30 Computer Aided Drafting (CAD) 3 units
CSU
Prerequisite: Engineering 22, or Engineering 24, or Electronics 28, or by examination
A two-dimensional computer aided drafting class for mechanical drafters. Students will use a VERSACAD computer drafting system to develop "computer drawn" drawings which are typical to this field of drafting. Total of 18 hours lecture and 108 hours laboratory.

31 Computer Aided Drafting and Design 3 units
CSU
Prerequisite: Engineering 30.
This is the second course which presents an intensive study utilizing a two-dimensional Computer Assisted Drafting and Design (CADD) system to obtain graphic solutions, design refinements, modifications, and delineations of working technical drawings. Students will also continue development of symbol libraries. This course emphasizes basic high technology skills which are necessary to function as an entry level CADD operator. Total of 18 hours lecture and 108 hours laboratory.

32 Computer Aided Design-Advanced Systems 3 units
CSU
Prerequisite: Engineering 31.
This course is designed to provide students with in-depth study in 3-dimensional computer aided design, with maximum exposure to an engineering CAD workstation. Engineering 32 will enable students to extend their design capabilities through advanced geometric modeling and CAD engineering analysis. This course will also enable students to increase their level of proficiency with CAD in their particular field of specialization (mechanical or architectural drawing, electronics, and civil engineering). Particular emphasis will be placed on the management level of a CAD system. Total of 18 hours lecture and 108 hours laboratory.

35 Statics (Engineering Mechanics) 3 units
UC, CSU
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. Total of 54 hours lecture.

45 Properties of Materials 2 units
UC, CSU
Prerequisite: Chemistry 1 A and either Physics 2 A or Physics 4 A.
Structural properties and adaptability of various materials. Study of materials based on the atomic, molecular and crystalline structures with their relevance to engineering. The materials covered will include metals, polymers, ceramics, semiconductors and composites. Occasional field trips will be taken. Total of 36 hours lecture.
Basic Manufacturing Processes 3 units
Prerequisite: None.
A course in manufacturing processes that describes various types of manufacturing used by American industries to produce the broad spectrum of products used by the average consumer. This course will assist the engineering student in understanding how parts are produced in industry. Total of 54 hours lecture.

Blueprint Reading 2 units
Prerequisite: None.
A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. Total of 27 hours lecture and 27 hours laboratory.

Math for Engineering Technology 3 units
(Same as Math 60)
Prerequisite: None.
A course in mathematical problems frequently used by students enrolled in the Trade and Industrial and Engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. A total of 54 hours lecture.

Computer Aided Design 2 units
and Computer Aided Manufacturing 2 units
(Same as Machine Shop 61)
Prerequisite: Engineering 31 and Machine Shop 57.
A course in mathematical problems frequently used by students enrolled in the Trade and Industrial and Engineering programs. This course reviews basic arithmetic linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. A total of 54 hours lecture.

Basic Metallurgy 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 treating, production and fabrication processes, testing and inspection methods and techniques. Total of 54 hours lecture.

Work Experience 1-2-3-4 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student with an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

Most four year colleges and universities will require transfer students to have six units (two semesters) of composition. English 1A and 1B at Riverside Community College will meet this requirement.

English Composition 3 units
UC, CSU
Prerequisite: Qualifying test scores or a grade of A or B in English 50A or a grade of C or better in English 50A and 50B.
Emphasis on exposition. The course is designed to develop competence in rhetorical skills. Extensive reading assignments and writing in exposition, argument, and research totaling a minimum of 8,000 words are made. Total of 54 hours lecture.

Composition and Literature 3 units
UC, CSU
Prerequisite: English 1A.
Designed to develop skill in reading, interpreting, analyzing, and criticizing imaginative literature: the short story, novel, drama, and poetry. Composition totaling a minimum of 8,000 words serves to correlate writing with reading. Total of 54 hours lecture.

English Literature, I, Heroic Age, Renaissance, Neo-Classic Period 3 units
UC, CSU
Prerequisite: English 1 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 nonfictional prose. Total of 54 hours lecture.

English Literature, II, Romantic Period, Victorian Period, Modern Period 3 units
UC, CSU
Prerequisite: English 1 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 nonfictional prose. Total of 54 hours lecture.

9

Introduction to Shakespeare
3 units
UC, CSU
Prerequisite: English 1 B.
An intensive study of selected Shakespearean comedies, tragedies, and histories. Total of 54 hours lecture.

11AB

Creative Writing, I
3 units
CSU
Prerequisite: None for English 11 A. Courses will be taken in alphabetical sequence.
Studies in fundamental principles of writing fiction encompassing character development, plot structure, viewpoint manipulation, and scene. Stories by professional writers as well as those of students will be analyzed. Application of techniques to the writing of a novel. A study of current marketing problems of both slick and pulp material. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours lecture.

14

American Literature, I
3 units
UC, CSU
Prerequisite: Qualifying test scores.
A study of major American writers from the beginning to 1860. Total of 54 hours lecture.

15

American Literature, II
3 units
UC, CSU
Prerequisite: Qualifying test scores.
American literature from 1860 to the present. Total of 54 hours lecture.

26

The Literature of Mysticism, Meditation and Madness
3 units
UC, CSU
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. Total of 54 hours lecture.

30

Children's Literature
3 units
UC, CSU
Prerequisite: None.
Survey of children's literature from early times, with emphasis on contemporary material. Oral presentation is stressed, but some writing is required. Total of 54 hours lecture.

35

Women in Literature
3 units
UC, CSU
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. Total of 54 hours lecture.

37ABCD

Film Appreciation
1-1-1-1 unit
UC *, CSU
Prerequisite: None.
Courses will be taken in alphabetical sequence regardless of which semester enrollment begins. A study of films foreign and American, selected for merit and genre. Reading in film criticism, lectures on and discussions of directors, production details, and the elements of film criticism. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skill and competency development within the subject matter. Films generally run for two hours allowing one hour for lecture and discussion. Total of 9 hours lecture and 18 hours laboratory.

40

Masterpieces of World Literature, I (Alternate Years)
3 units
UC, CSU
Prerequisite: Qualification for English 1 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. Total of 54 hours lecture.

41

Masterpieces of World Literature, II (Alternate Years)
3 units
UC, CSU
Prerequisite: Qualification for English 1 A.
From the late Renaissance to the present, with major emphasis on the development of modern forms and movements culminating in the 20th century. Total of 54 hours lecture.

**42 Far and Near: The Literature of the East** 3 units
UC, CSU
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. Total of 54 hours lecture.

**44 Discovering Modern Poetry** 3 units
UC, CSU
Prerequisite: None.
A survey of modern poetry using techniques in critical analysis class discussion and poetic composition. Total of 54 hours lecture.

**45 Discovering Modern Drama** 3 units
UC, CSU
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. Total of 54 hours lecture.

**48 Modern Literature-Short Story and Novel** 3 units
UC, CSU
Prerequisite: None.
Representative literature of the 20th century with emphasis on the short story and novel. How major writers have treated contemporary man and woman in crisis with society. Total of 54 hours lecture.

**50 A Basic English Composition** 3 units
Prerequisite: Qualifying test scores. Not open to students enrolled in English 1 A.
Principles of effective written expression including the mechanics of English, offering practice and development in exposition and argumentation. Total of 54 hours lecture.

**50 B Basic Composition and Literature** 3 units
Prerequisite: English 50 A.
A general study of literature with emphasis on the reading of the short story, novel, drama and poetry. Assignments in writing correlate with reading and the study of composition techniques. Total of 54 hours lecture.

**52 A Literature and Composition for the Deaf** 3 units
Prerequisite: None.
A general study of literature with emphasis on the reading of the short story, drama and poetry. Principles of effective written expression, including the mechanics of English, are presented in great detail. Total of 90 hours lecture.

**52 B Literature and Composition for the Deaf** 3 units
Prerequisite: English 52 A.
A general study of literature with emphasis on the reading of the short story, drama and poetry. Principles of effective written expression, including the mechanics of English, are presented in great detail. Total of 90 hours lecture.

**55 AB Developmental English Literature and Composition for the Deaf** 3-3 units
Prerequisite: None.
A course of developmental work in reading and compositions with an emphasis on use of skills in practical situations related to school, employment, and home. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours lecture.

**56 A English as a Second Language** 3 units
UC, CSU
Prerequisite: Placement by examination. Intended for students whose native language is not English, but are proficient in basic English language survival skills.
Listening, speaking, reading and writing of English. Intensive work in grammar, composition, idiomatic usage, and vocabulary. Introduction to academic lectures and readings. Medium of instruction is English. Total of 54 hours lecture and 18 hours laboratory.

**56 B English as a Second Language** 3 units
UC, CSU
Prerequisite: Placement by examination, or "C" grade or better in English 56 A.
Intensive work in composition, related grammar, and idiomatic usage. Composition emphasis on the paragraph, the essay, and the essay examination. Development of reading and listening comprehension of college-level essays and lectures. Total of 54 hours lecture and 18 hours laboratory.

**57 English for Spanish Speaking People** 2 units
Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.
A beginning course for people whose native language is Spanish. It emphasizes vocabulary building, pronunciation, sentence structure, reading and writing. Total of 72 hours laboratory.

60 A  English Fundamentals  3 units
Prerequisite: None. Recommended for students not qualified for English 50 A.
This course is recommended for those students who need concentrated attention in basic written English. Grammar, usage, punctuation, sentence structure, vocabulary, spelling, and paragraph writing will be emphasized. Subsequent enrollment in sections B or C will provide the student an opportunity for additional skill and competency development. Total of 54 hours lecture.

60 B  English Fundamentals  3 units
Prerequisite: English 60 A.
This course is recommended for those students who need concentrated attention in basic written English. Grammar, usage, punctuation, sentence structure, vocabulary, spelling, and paragraph writing will be emphasized. Subsequent enrollment in section C will provide the student an opportunity for additional skill and competency development. Total of 54 hours lecture.

60 C  English Fundamentals  3 units
Prerequisite: English 60 B.
This course is recommended for those students who need concentrated attention in basic written English. Grammar, usage, punctuation, sentence structure, vocabulary, spelling, and paragraph writing will be emphasized. Total of 54 hours lecture.

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. Total of 54 hours lecture.

52  Fundamentals of Fire Prevention  3 units
Prerequisite: None.
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. Total of 54 hours lecture.

FIRE SCIENCE

53  Fire Tactics and Strategy  3 units
Prerequisite: None.
Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; preplanning fire problems. Total of 54 hours lecture.

57  Fire Hydraulics  3 units
Prerequisite: Mathematics 51, or high school math equivalent.
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. Total of 54 hours lecture.

64  Fire Command 1A  2 units
Prerequisite: None.
Designed to provide fire company officers with information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision making, the act of commanding, the authority, the personnel, organization structure and preplanning and training requirements. Total of 36 hours lecture.

65  Fire Command 1B  2 units
Prerequisite: None.
Designed to provide fire company officers with information and experience in hazardous materials, incident management skills. Emphasizes utilization of command principles, special techniques and emergency planning. Total of 36 hours lecture.

66  Fire Investigation I  2 units
Prerequisite: None.
Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence; scientific aids; laws relating to arson; case preparation and report writing. This course meets the requirements of the California Fire Academy System. Total of 40 hours lecture.

FRENCH

1  French, I  4 units
UC, CSU
Prerequisite: None.
Essentials of French grammar with initial emphasis on phonetics, pronunciation, dictation, reading, and writing. Constant emphasis on verbs. Evaluation based upon writing ability. Total of 72 hours lecture and 18 hours laboratory.
French, II
UC, CSU
4 units
Prerequisite: French I, or 2 years of high school French with at least a B average.
Further study of French grammar and idiomatic usage. Drill on pronunciation, reading, writing, and dictation. Evaluation based on writing ability. Begin study of subjunctive. Total of 72 hours lecture and 18 hours laboratory.

French, III
UC, CSU
4 units
Prerequisite: French II, or 3 years of high school French with at least a B average.
Further study of French grammar and syntax. Class discussions are based on material from the reader. Total of 72 hours lecture and 18 hours laboratory.

French, IV
UC, CSU
4 units
Prerequisite: French III, or 4 years of high school French with at least a B average.
Further study and review of French grammar and syntax. Reading of French culture, novels, short stories, and plays, with oral and written exercises based upon class work. Reports on collateral reading. Course is conducted in French. Total of 72 hours lecture and 18 hours laboratory.

Conversational French
UC, CSU
2-2 units
Prerequisite: None for French 50 A. Courses will be taken in alphabetical sequence.
An introductory course in French conversation emphasizing pronunciation, speaking, comprehension, and reading. The objective is communication with French speaking people, and a better understanding of their culture. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 72 hours laboratory.

Introductory Physical Geography
UC, CSU
3 units
Prerequisite: None.
Major components of the physical environment including weather, climate, vegetation, soils, landforms, and hydrography. Total of 54 hours lecture.

Introductory Cultural Geography
UC, CSU
3 units
Prerequisite: None.
Basic cultural elements, person-environment relationships, population distribution, settlement patterns, utilization of natural resources, economics, political units and their correlation with physical elements. Total of 54 hours lecture.

World Regional Geography
UC, CSU
3 units
Prerequisite: None.
An introduction to world geography with emphasis on the physical and political regions, location, population, economy, political status, land-use patterns, problems, resources and potentialities. This course should be of interest to students in anthropology, economics, history, sociology, and of particular value to primary and secondary teaching majors. Total of 54 hours lecture.

Geography of California
UC, CSU
3 units
Prerequisite: None.
A study of California as a unique region. The state without people-the physiographic provinces, climate, vegetation, natural resources. The state with people-population distribution, economic activities, problems and potentialities. Total of 54 hours lecture.

Weather and Climate
UC, CSU
3 units
(Same as Physical Science 5)
Prerequisite: None.
The composition, structure, and circulation of the atmosphere as it affects regional weather and climate; special emphasis on storm systems, including hurricanes and tornadoes. Observation of daily weather phenomena, recording of data, short-term forecasting. Total of 54 hours lecture.

Geography of the United States and Canada
UC, CSU
3 units
Prerequisite: None.
A survey of the physical and cultural regions of Anglo-America. Emphasis will include the characteristics that make each region unique, such as landscape, population distribution, economy, and current issues. A total of 54 hours lecture.

Introduction to Physical Geography Laboratory
UC, CSU
1 unit
Prerequisite: None.
A survey of the physical and cultural regions of Anglo-America. Emphasis will include the characteristics that make each region unique, such as landscape, population distribution, economy, and current issues. A total of 54 hours lecture.
Prerequisite: Geography 1 or concurrent enrollment.

Practical exercises and experience working with the physical environment including maps, weather, climate, soils, hydrography, vegetation, and landforms. Total of 54 hours laboratory.

GEOLOGY

1 A Physical Geology 4 units
UC, CSU
Prerequisite: None.
Examine the composition and structure of the earth, and the processes that shape its surface such as earthquakes, volcanoes, glaciers, and plate tectonics, laboratory study of minerals, rocks, and topographic maps. Has optional field trip class (Geology 30 A) to places of geologic interest in southern California. Total of 54 hours lecture and 54 hours laboratory.

1 B Historical Geology 4 units
UC, CSU
Prerequisite: None.
Geologic history of the earth and the fossil record, emphasizing principles and methods of interpretation. Special topics discussed are: continental drift, the San Andreas fault, evolution, extinction, and mountain building. Laboratory includes study of fossils, geologic maps, and methods of interpreting ancient environments. Field trips to local areas of geologic interest. Total of 54 hours lecture and 54 hours laboratory.

2 Geology of the National Parks and Monuments 3 units
CSU
Prerequisite: None.
A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis will be on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, films, slides and maps. Total of 54 hours lecture.

3 Geology of California 3 units
UC, CSU
Prerequisite: Geology 1 A, 1 B, or 2.
The geology of California: A study of its geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Some selected topics will include: examining present and ancient geological environments; major structural elements (faults) within the state; petroleum exploration, both on land and offshore; geological hazards; and relationship of California geology to the new global tectonics. Total of 54 hours lecture.

Field Trips: Geology 30 C will accompany the course-1 unit.

30 A Geology Field Trip 1 unit
UC*, CSU
Prerequisite: Concurrent or previous enrollment in Geology 1 A, 1 B, 2, or 3. Geology 1 A recommended.
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. Enrollment through instructor during second and third weeks of the semester. Minimum of 54 hours to be arranged per semester.

30 B Geology Field Trip 1 unit
UC*, CSU
Prerequisite: Concurrent or previous enrollment in Geology 1 A, 1 B, 2, or 3. Geology 1 B recommended.
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. Enrollment through instructor during second and third weeks of the semester. Minimum of 54 hours to be arranged per semester.

30 C Geology Field Trip 1 unit
UC*, CSU
Prerequisite: Concurrent or previous enrollment in Geology 1 A, 1 B, 2, or 3. Geology 2 recommended.
A week long field trip to Grand Canyon National Park and other regional points of interest. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in the geological history of the earth. Enrollment through instructor during second and third weeks of the semester. Minimum of 54 hours to be arranged per semester.

30 D Geology Field Trip 1 unit
UC*, CSU
Prerequisite: Concurrent or previous enrollment in Geology 1 A, 1 B, 2, or 3. Geology 3 recommended.
A week long field trip to Death Valley National Monument and other regional points of geologic interest. Designed to supplement other courses in geology and to increase interest in and understanding of the geologic features and history of Death Valley. Enrollment through instructor during the second and third weeks of the semester. Minimum of 54 hours to be arranged per semester.

See Also-OCEANOGRAPHY
GERMAN

1 German, I
4 units
UC, CSU
Prerequisite: None.
Essentials of German grammar with initial emphasis on phonetics, pronunciation, dictation, reading, and writing. Constant emphasis on verbs. Evaluation based upon writing ability. Total of 72 hours lecture and 18 hours laboratory.

2 German, II
4 units
UC, CSU
Prerequisite: German I, or 2 years of high school German with at least a "B" average.
Further study of German grammar and idiomatic usage. Drill on pronunciation, reading, writing, and dictation. Evaluation based on writing ability. Begin study of subjunctive. Total of 72 hours lecture and 18 hours laboratory.

3 German, III
4 units
UC, CSU
Prerequisite: German 2, or 3 years of high school German with at least a "B" average.
Further study of German grammar and syntax. Class discussions are based on material from the reader. Total of 72 hours lecture and 18 hours laboratory.

4 German, IV
4 units
UC, CSU
Prerequisite: German 3, or 4 years of high school German with at least a "B" average.
Further study and review of German grammar and syntax. Reading of German culture, novels, short stories, and plays, with oral and written exercises based upon class work. Reports on collateral reading. Course is conducted in German. Total of 72 hours lecture and 18 hours laboratory.

50 AB Conversational German
2-2 units
Prerequisite: None for German 50 A. Courses will be taken in alphabetical sequence.
An introductory course in German conversation emphasizing pronunciation, speaking, comprehension, and reading. The objective is communication with German speaking people, and a better understanding of their culture. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 72 hours laboratory.

GRAPHICS TECHNOLOGY

1 Introduction to Graphics Technology
4 units
CSU
Prerequisite: None.
An introductory course for industrial arts majors covering the basic printing processes: offset lithography, screen printing, letterpress, gravure and photography as applied to graphic reproduction. This includes composition, typographic design, lithographic photography, operation of presses and bindery equipment. Total of 36 hours lecture and 108 hours laboratory.

3 A Introduction to Screen Process Printing
3 units
CSU
Prerequisite: Graphics Technology 1 or concurrent enrollment.
Introduction to screen process printing with emphasis on industrial applications. Includes copy preparation procedures, process camera photography, hand-cut and photo-stencil preparation, and basic set-up and production procedure. Theory and terminology will provide foundation information for advanced coursework. Total of 27 hours lecture and 81 hours laboratory.

30 Contemporary Topics in Printing Technology
1 unit
Prerequisite: Graphics Technology 1 or concurrent enrollment; or by examination.
A series of presentations of current topics and/or trends occurring in the printing industry. Discussion, guest speakers, demonstrations and samples will provide the student with a wider base of knowledge for succeeding in the job market. Topics concerning papers used in printing, imaging technology and career directions are examples. Total of 18 hours lecture.

51 Introduction to Microcomputer Usage in Industry
3 units
Prerequisite: None.
An introductory course offering fundamental information on operation and use of microcomputers for use within industrial management and educational training. This general course is intended to assist the student by easing reluctance of computer usage in preparation for other computer courses and to show general usefulness in industrial and daily home usage. Total of 27 hours lecture and 81 hours laboratory.
52 Camera Techniques, Stripping, Proofing and Platemaking Problems 2 units
Prerequisite: Completion of or concurrent enrollment in Graphics Technology 80.
Introduction to single and multicolor camera and stripping, proofing, blue-line, brownline, Dylux, and color key proofs. Subtractive and additive plates operation of stripping, proofing and platemaking equipment. Total of 36 hours lecture.

53 AB Color Theory and Scanning Technology 4 units
Prerequisite: Graphics Technology 80 and Graphics Technology 81; or by examination.
Instruction in color theory, scanning operations, proofing and quality control devices. Total of 54 hours lecture and 54 hours laboratory.

55 A Printing Cost Estimating, Production Management and Sales 3 units
Prerequisite: Graphics Technology 1.
Formulas used in estimating printing costs and processes of production management and printing sales. Total of 54 hours lecture.

55 B Computerized Cost Estimating 2 units
Prerequisite: Graphics Technology 1, 51 and 55 A; or by examination.
Through the technology of the microcomputer and developments made in software, this course presents the application of manual estimating techniques through this powerful tool. Development and maintenance of basic cost factors to the final job costing process, and various software systems will be presented. Total of 18 hours lecture and 54 hours laboratory.

56 A Offset Duplicator Troubleshooting and Maintenance 2 units
Prerequisite: Graphics Technology 1 or concurrent enrollment in Graphics Technology 85.
Theory, principles and use of basic hand and measuring tools. The maintenance and repair of duplicators in the shop, to enable the operator to troubleshoot and repair problems that occur with a duplicator. Total of 18 hours lecture and 54 hours laboratory.

56 B Printing Equipment Maintenance, Troubleshooting and Repair 2 units
Prerequisite: Graphics Technology 56 A.
Theory, principles and use of hand and measuring tools. Using power tools and test equipment. The maintenance and repair of all types of printing equipment in addition to presses. Total of 18 hours lecture and 54 hours laboratory.

57 Advanced Bindery Techniques and Press Chemistry 2 units
Prerequisite: Graphics Technology 1, or concurrent enrollment in Graphics Technology 85.
Theory and principles of advanced bindery techniques and press chemistry, and their relationship to the offset printing industry. Total of 36 hours lecture.

58 Papers and Inks for Offset Printing 2 units
Prerequisite: Graphics Technology 1, concurrent enrollment, or by examination.
An in-depth study of the composition and characteristics of the common papers and inks used in the printing industry. The considerations for determining the appropriate material to use and how it may affect aesthetics and quality control will also be presented. Total of 36 hours lecture.

60 Typesetting, Paste-up and Design 4 units
CSU
Prerequisite: Graphics Technology 1 and a basic typing skill, or by examination.
Emphasis is on developing skills, knowledge and attitudes for a career in computerized composition (cold type). Instruction includes typographic design, printer's measurements, use of composition keyboards and computer unit, display typography and copy preparation. Lectures, laboratory experiences and field trips provide an understanding of practices employed in the printing industry. Total of 36 hours lecture and 108 hours laboratory.

62 Typographic Layout and Design 3 units
Prerequisite: Graphics Technology 1 and Graphics Technology 60, or by examination.
A study of design and layout for printed material, with emphasis on typefaces and the typographic rules which foster effective and aesthetically pleasing communication. The use of white space and margins, appropriate type style and size, border usage and application of these to practical simulations are presented. Total of 27 hours lecture and 81 hours laboratory.

64 AB Advanced Typesetting 3-3 units
Prerequisite: Graphics Technology 1, Graphics Technology 60.
An advanced course offering designed to expand the basic information taught in the Graphics Technology 60 course. Advanced laboratory work includes Compugraphic MCS training with a
major emphasis on typographic quality and minimizing the need for paste-up through special features in the system and careful planning. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 36 hours lecture and 54 hours laboratory.

70 A Production Printing Procedures 2 units
Prerequisite: Graphics Technology 1 and at least one of the following classes: Graphics Technology 60, 80, or 85, or by examination.
A study of production printing problems and techniques through actual work on college production printing. Class experience will include working with the production printer and customers of services with emphasis on quality control and deadlines. The student will be required to keep a record of attendance through an industrial "time card," as arranged with instructor. Total of 108 hours laboratory.

70 B Production Printing Procedures 2 units
Prerequisite: Graphics Technology 70 A.
Continued study of production problems with emphasis on material and labor costs, inventory control and work scheduling. Total of 108 hours laboratory.

80 Camera, Stripping & Platemaking 4 units
CSU
Prerequisite: Graphics Technology 1, or Graphics Technology 30.
Instruction in camera, darkroom techniques and procedures, stripping and platemaking. Total of 36 hours lecture and 108 hours laboratory.

81 AB Advanced Camera, Stripping, and Platemaking 3-3 units
CSU
Prerequisite: Graphics Technology 1 and Graphics Technology 80, or by examination.
Advanced coursework in offset camera, stripping and platemaking techniques. Concentration on process color work and techniques for maintaining high quality and register will be an emphasis. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 27 hours lecture and 81 hours laboratory.

85 Beginning Offset Presswork 4 units
Prerequisite: Graphics Technology 1 or high school or trade experience.

86 AB Advanced Offset Presswork and Bindery 4-4 units
CSU (85 A only)
Prerequisite: Graphics Technology 1 and Graphics Technology 85, or by examination.
This class offers advanced, practical experience in offset press and bindery techniques. It prepares basic students in production oriented practices such as large press operation, multiple color and close registration presswork, and quality control techniques. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 36 hours lecture and 108 hours laboratory.

87 Quick Printing Operations and Management 3 units
Prerequisite: Graphics Technology 1 or by examination.
This course offers in-depth practical training in the following areas of quick printing technology: counter sales, camera/platemaking, presswork, quick printing management, marketing/selling (retailing), and bindery/finishing operations skills. Course is designed to meet the needs of this specialized segment of the printing industry and in-plant operations. Total of 36 hours lecture and 108 hours laboratory.

210 ABCD Work Experience 1-2-3-4 units
CSU
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In additiona students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.
GUIDANCE

48 College and Career Planning 2 units
Prerequisite: None.
This course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach educational and career objectives. Topics include time management, test-taking, study techniques, and listening and questioning skills. Hands-on experience with computerized career guidance system of SIGI PLUS is offered. Standardized tests of interests, values, personality and aptitudes are used along with non-test data in appraising educational and vocational fitness. The world of work is surveyed through selected occupational information and projects. Students are encouraged to develop tentative educational and career plans. Total of 36 hours lecture.

50 Career Planning/Job Search 1 unit
Prerequisite: None.
To enable students to develop the skills and self-understanding they will need to begin making occupational choices that are right for them and assist students in conducting a successful job search. Total of 18 hours lecture.

51 The Dynamics of Helping Others 3 units
Prerequisite: None. Concurrent enrollment in Guidance 52 is recommended.
A course designed to identify and to deal with the needs of students through the preparation of student peer paraprofessional counselors. Total of 54 hours lecture.

52 ABCD Peer Advising Lab 1 unit
Prerequisite: Completion of or concurrent enrollment in Guidance 51. Subsequent enrollment in sections B, C, and D will provide the student an opportunity for additional skill and competency development within the subject matter.
A course designed for application of the basic communication and relationship skills as presented in the lecture course. It is designed for students wishing to develop or refine helping (advising) skills which can be applied in a variety of situations (e.g., school, work, church, and home.) Skills to be demonstrated will include the technique of active listening, effective feedback, problem solving and conflict resolution. Class hours are to be arranged. May be repeated for a maximum of 4 units. Total of 54 hours laboratory.

60 ABCD Principles of Leadership 2 units
Prerequisite: None. Recommended for student government, club officers, and committee members.

HEALTH SCIENCE

1 Health Science 3 units
UC, CSU
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, alcohol, tobacco and nutrition education for teacher certification. Total of 54 hours lecture.

4 Nutrition (Same as Home Economics 4) 3 units
UC, CSU
Prerequisite: None. Not open to students with credit for or concurrent enrollment in Home Economics 4.
The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. A total of 54 hours lecture.

HISTORY

4 A History of Western Civilization 3 units
UC, CSU
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 Reformations. Total of 54 hours lecture/discussion.

5 A History of Western Civilization 3 units
UC, CSU
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. Total of 54 hours lecture/discussion.

6 Political and Social History of the United States 3 units
UC, CSU
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. Total of 54 hours lecture/discussion.

7 Political and Social History of the United States 3 units
UC, CSU
Prerequisite: Qualifying reading test scores.
The period 1877 to the present. Total of 54 hours lecture/discussion.

8 History of the Americas 3 units
UC, CSU
Prerequisite: None. 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. Total of 54 hours lecture.

9 History of the Americas 3 units
UC, CSU
Prerequisite: None. 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. Total of 54 hours lecture.

11 Military History of the United States to 1900 3 units
(Same as Military Science 1)
UC, CSU
Prerequisite: None. Qualifying reading test scores recommended.
Not open to students with credit for, or current enrollment in Military Science 1.
An examination of the evolution of American military and naval practices and doctrines as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. Total of 54 hours lecture.

12 Military History of the United States since 1900 3 units
(Same as Military Science 2)
UC, CSU
Prerequisite: None. Qualifying reading test scores recommended.
Not open to students with credit for, or current enrollment in Military Science 2.
An examination of the evolution of military and naval practices and doctrines as they have developed through major wars of the 20th century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. Total of 54 hours lecture.

14 Black History: African 3 units
UC, CSU
Prerequisite: None. Qualifying reading test scores recommended.
A study of the complex continent from which Black Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations. Total of 54 hours lecture.

15 Black History: American 3 units
UC, CSU
Prerequisite: None. 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. Total of 54 hours lecture.

19 Modern Russia: An Introduction 3 units
UC, CSU
Prerequisite: None. 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. Total of 54 hours lecture/discussion.

23 History of the Middle East 3 units
UC, CSU
Prerequisite: None. Qualifying reading test scores recommended.
The basic social and political development of the Middle East since A.D. 622, with emphasis on the vital issues: European interests in the area, cultural and political impact of the West, Arab nationalism, Zionism, social structures, ethnic and religious minorities, and cultural and intellectual trends. Total of 54 hours lecture.

25 History of Mexico 3 units
UC, CSU
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of California</td>
<td>3</td>
<td>None, Qualifying reading test scores recommended.</td>
</tr>
<tr>
<td>Native American History: Early Contact Period</td>
<td>3</td>
<td>None, Qualifying reading test scores recommended.</td>
</tr>
<tr>
<td>Native American History: Contemporary Society</td>
<td>3</td>
<td>None, Qualifying reading test scores recommended.</td>
</tr>
<tr>
<td>Introduction to Chicano Studies</td>
<td>3</td>
<td>None, Sociology 31 or concurrent enrollment recommended.</td>
</tr>
<tr>
<td>History of Women in America</td>
<td>3</td>
<td>None. Qualifying reading test scores recommended. 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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>History of England</td>
<td>3</td>
<td>None. Qualifying reading test scores recommended. 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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>Oral History</td>
<td>3</td>
<td>Three units in college level history. Oral history is the process through which tape recorded interviews are used to document and preserve significant personal events in history. Students will learn to research documents, interview, transcribe, and edit individual human experiences. Students will be required to complete a minimum of 18 hours conducting interviews. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>History of Modern American Society</td>
<td>3</td>
<td>None. Not open to students enrolled in or who have taken History 6, 7 or History 8, 9. A general introduction to modern American history. Examples of topics which may be covered include: state and national institutions, economic developments, feminism, literature, social structure, race relations, technological change, nationalism, foreign policy, urban/rural affairs. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>Beginning Culinary Arts</td>
<td>3</td>
<td>None. The study of basic principles of food use and preparation. Laboratory time will emphasize the development of techniques and the application of theories to the science of foods. Total of 36 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>Intermediate Culinary Arts</td>
<td>3</td>
<td>None. Home Economics 1 is recommended. Home Economics 1 is recommended.</td>
</tr>
</tbody>
</table>
### HOME ECONOMICS

A continuation of Home Economics 1. Principles and practices of food preparation through the use of advanced techniques and specialized modern equipment. Methods of recipe adaption, conversion and development. Total of 36 hours lecture and 54 hours laboratory.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nutrition</strong> (Same as Health Science 4)</td>
<td>3</td>
<td>UC, CSU</td>
</tr>
<tr>
<td>Prerequisite: None. Not open to students with credit for or concurrent enrollment in Health Science 4. The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. A total of 54 hours lecture.</td>
<td></td>
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</tr>
<tr>
<td><strong>Cultural Foods</strong></td>
<td>2</td>
<td>None. This course is designed to cover the study and the preparation of foreign and cultural foods. Actual laboratory experiences in cooking international recipes will be provided. The contributions that international cuisine can make to the American table will be emphasized. Total of 27 hours lecture and 27 hours laboratory.</td>
</tr>
<tr>
<td><strong>Child Development</strong> (Same as Early Childhood Studies 20)</td>
<td>3</td>
<td>UC, CSU</td>
</tr>
<tr>
<td>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. Total of 54 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Home Economics</strong></td>
<td>1</td>
<td>CSU</td>
</tr>
<tr>
<td>Prerequisite: None. 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. Total of 18 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fashion Selection and Analysis</strong></td>
<td>2</td>
<td>CSU</td>
</tr>
<tr>
<td>Prerequisite: None. Principles of color and design as applied to clothing selection. The sociological, psychological, historical and economic factors affecting the selection of clothing. Wardrobe and accessory evaluation. Total of 36 hours lecture.</td>
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</tr>
</tbody>
</table>

### Additional Courses

- **Nutrition** 3 units (Same as Health Science 4)
- **Cultural Foods** 2 units
- **Child Development** 3 units (Same as Early Childhood Studies 20)
- **Introduction to Home Economics** 1 unit
- **Fashion Selection and Analysis** 2 units
- **Textiles** 3 units
- **Creative Pattern Drafting, I** 2 units
### HOME ECONOMICS

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. Total of 18 hours lecture and 36 hours laboratory.

**21 B Creative Pattern Drafting, II**  
2 units  
UC, CSU  
Prerequisite: Home Economics 21 A or by examination.  
The basic pattern will be used in developing more advanced pattern drafting techniques and solving more advanced design problems. Total of 18 hours lecture and 36 hours laboratory.

**30 Consumer Economics**  
3 units  
(Same as Economics 30)  
CSU  
Prerequisite: None.  
Applied economics oriented toward rational decision making in budgeting, 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 goals. Total of 54 hours lecture.

**35 Resource Management**  
2 units  
CSU  
Prerequisite: None.  
Introduction to the economic, social and political forces that influence management of the home. Special management issues related to community and family resources. Total of 36 hours lecture.

**40 Introduction to Food Service**  
3 units  
CSU  
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. Total of 54 hours lecture.

**41 Sanitation and Safety**  
2 units  
CSU  
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. A total of 36 hours lecture.

### HUMANITIES

**72 Institutional Baking: Principles and Techniques**  
2 units  
Prerequisite: None.  
Study of the effects of the essential ingredients and techniques of baked products: pour and drop batters; soft and stiff doughs; baking times, temperatures and handling techniques. A total of 27 hours lecture and 27 hours laboratory.

**80 Interior Design**  
2 units  
CSU  
Prerequisite: None.  
The study of basic design and art principles of furnishings for interior decoration. Historical style and development of furniture and textiles in relation to changing cultural patterns. Total of 36 hours lecture.

**85 Consumer and Homemaking Education**  
3 units  
Prerequisite: None.  
The management of finances, use of credit and availability of community resources and services. Issues relating to food and nutrition, child development and family relations, clothing and textiles, wills, trusts and estate planning, housing and legal situations. The problems encountered and the laws protecting the consumer in the community. Total of 54 hours lecture.

**5 Arts and Ideas**  
3 units  
CSU  
Prerequisite: Qualifying reading test scores.  
An inter-disciplinary study of the cultural movements in art, music, literature, and philosophy of western civilization. The cultural achievements of the Classical World, Middle Ages, Renaissance, Enlightenment, Romantic, and Modern Eras are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contribution to modern thought. Total of 54 hours lecture.

**10 World Religions**  
3 units  
UC, CSU  
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. Total of 54 hours lecture.

**45 A Survey of Artistic Expression in Afro-American Culture**  
3 units  
UC, CSU
JOURNALISM

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. Total of 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

- Art 1, 2, History and Appreciation of Art
- English 6, 7, English Literature
- English 14, 15, American Literature
- English 40, 41, Masterpieces of World Literature
- English 42, Far and Near: The Literature of the East
- Foreign Languages
- Music 19, 20, 21, Music History and Literature
- Any Philosophy course
- Theater Arts 13, History of the Theater
See also Humanities A.A. degree requirements

JOURNALISM

1
Introduction to Journalism 3 units
UC*, CSU
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. Total of 54 hours lecture.

2
News Writing 3 units
UC*, CSU
Prerequisite: Journalism 1.
Continued theory and practice in general news writing and reporting, with emphasis on news-features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. Total of 54 hours lecture.

7
Mass Communications 3 units
UC, CSU
Prerequisite: None.
Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. Total of 54 hours lecture.

12 Photojournalism
(Same as Photography 12) 3 units
CSU
Prerequisite: Photography 8 or equivalent experience.
Theory and practice of newspaper and magazine photography. Designed to show the student how to make a precise statement by means of a photograph, thus communicating his or her views to others. Students will be expected to furnish their own film and paper. College darkroom facilities are available. Total of 27 hours lecture and 81 hours laboratory.

15 The New Journalism 3 units
CSU
Prerequisite: None.
A survey of the New Journalism as defined by Tom Wolfe. The student will read and write articles in this modern genre. Total of 54 hours lecture.

20 ABCD Newspaper 3-3-3-3 units
CSU
Prerequisite: Journalism 1 or Photography 8 or equivalent experience.
Courses will be taken in alphabetical sequence, beginning with the A semester, no matter in which semester enrollment begins. Emphasis is on both theory and practice in producing the college newspaper, Viewpoints. Qualified students may serve in various capacities, ranging from editorial work to photography, to advertising. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours lecture and 90 hours laboratory.

50 ABCD Yearbook Production 2-2-2-2 units
CSU
Prerequisite: Previous experience in written communication, photography, advertising layout and design is recommended.
A course intended to develop the skills necessary to produce a college yearbook and other similar publications. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. A total of 18 hours lecture 54 hours laboratory.

52 ABCD Newspaper Editing 2-2-2-2 units
CSU
Prerequisite: Journalism 20 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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours lecture and 36 hours laboratory.

210 ABCD Work Experience 1-2-3-4 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

Also See—Photography

LEARNING SKILLS

2 AB Rapid Reading 2-2 units
CSU
Prerequisite: None.
Recommended for readers with good vocabulary skills, interested in doubling their reading speeds. A score of 33 or above on the reading portion of the ASSET assessment test is recommended.
Practice in reading for students interested in building speed and comprehension skills. Reading with pacers, reading of films, reading problems and exercises. Subsequent enrollment in section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 36 hours lecture.

66 AB Specialized Training for Reading Skills Development Aides 2-2 units
Prerequisite: None. However, intended for students with high reading and spelling skills who enjoy tutoring.
A view of reading as a language process with emphasis on its auditory-vocal base, and an explanation of the difficulties persons with learning disabilities have when learning to read. Participants learn specific techniques to help teach such persons to read, write and spell, and gain practical experience in tutoring students of the reading skills development classes. Subsequent enrollment in Section B will provide the student with an opportunity for additional skill and competency development within the subject matter. Total of 18 hours lecture and 54 hours laboratory.

71 AB Reading Skills Laboratory 1-2 units
Prerequisite: Concurrent enrollment in Learning Skills 83 AB, 85 ABCD or 2 AB.
Practice on individually prescribed learning plans for improvement in reading skills. May be repeated once. Total of 54 to 108 hours laboratory.

81 ABCD Reading Skills, Level I 3-3-3-3 units
Prerequisite: None.
Intended for students in need of basic remediation and/or who score between 0 and 16 on the reading portion of the ASSET assessment test.
Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of materials will be utilized. Subsequent enrollment in sections B, C and D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 36 hours lecture and 54 hours laboratory.

82 AB Reading Skills, Level II 3-3 units
Prerequisite: None.
Intended for students who score between 17 and 25 on the reading portion of the ASSET assessment test, or who have successfully completed Learning Skills 81ABC or D (Reading Skills, Level I), and/or who experience extreme difficulty in reading college-level materials.
Instruction in reading skills at a less basic level than that required in Learning Skills 81ABC or D (Reading Skills, Level I), along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 36 hours lecture and 54 hours laboratory.

83 AB Reading Skills, Level III 3-3 units
Prerequisite: None.
Intended for students who score between 26 and 32 on the reading portion of the ASSET assessment test, or who have successfully completed Learning Skills 82AB (Reading Skills, Level II), and/or who experience moderate difficulty in reading college-level materials.
Instruction in reading skills at a more advanced level than those covered in Learning Skills 82AB (Reading Skills, Level II). Students are afforded the opportunity to enroll in Learning Skills 71AB, Reading Skills Laboratory, in order to practice applications of skills learned in the class and to enhance these skills. Subsequent enrollment in section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours lecture.
LEARNING SKILLS

84 Learning Skills Assessment 0.5 units
Prerequisite: None.
A specialized guidance and counseling class for students with basic skills deficiencies. Assessment of reading, writing, and spelling problems and their underlying visual, auditory, articulatory, and motor skills causations will be made to screen for learning disability. Test results and rationale are explained to the student, and advice given as to appropriate placement. This class is intended primarily for dyslexic and other learning disability students. Total of 9 hours lecture.

85 ABCD Reading Skills, Special 3-3-3-3 units
Prerequisite: Learning Skills 84.
Intended primarily for students with dyslexia or other learning disabilities.
A multi-sensory developmental program to correct severe problems in reading and spelling. Special attention is given to the auditory, visual and fine motor processes which underlie reading, writing, and spelling. Sequential teaching of the phonetic symbolic coding system enables students to build underlying skills while improving reading and spelling. Elementary grammar, vocabulary, reading fluency, and comprehension are included. Students receive both class work and one-to-one tutoring with aides. Intended primarily for students with dyslexia or other learning disabilities. Total of 36 hours lecture and 54 hours laboratory.

86 A Corrective Spelling I 3 units
Prerequisite: None.
Recommended for students whose assessment scores indicate need for improvement in college-level word usage and reading.
Designed to teach spelling by morphographic analysis of words, so that students learn the meaning and spelling of 80 affixes and 180 roots, and the rules for combining them to spell over 3,000 words. Total of 54 hours lecture.

86 B Corrective Spelling II 3 units
Prerequisite: Learning Skills 86A.
Recommended for students whose assessment scores indicated need for improvement in college-level word usage and reading.
Designed to teach spelling by morphographic analysis of words, so that students learn the meaning and spelling of 70 affixes and 170 roots, and the rules for combining them to spell over 3,000 words. Total of 54 hours lecture.

89 Learning Skills Laboratory 1 unit
Prerequisite: Learning Skills 84.
Basic skills remediation, based on student's individual needs as identified in Learning Skills 84. Total of 54 hours laboratory.

LIBRARY

1 Basic Library Research 1 unit
UC, CSU
Prerequisite: None.
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. Total of 18 hours lecture.

LIPREADING

50 ABCD Lipreading for the Hearing Impaired 2-2-2-2 units
Prerequisite: None. Intended for hearing impaired students.
A class designed to improve the lip-reading skills of the hearing impaired student. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skill and competency development with the subject matter. Total of 54 hours lecture.

MACHINE SHOP TECHNOLOGY

51 Machine Shop, I 4 units
CSU
Prerequisite: None.
Basic machine tools, industrial safety, part routing, layout, metrology, and common industrial metals-their alloys, heat treatment and machinability. The theory and practices of drill press and lathe operations are emphasized. An overview of numerical control machining is given. Total of 36 hours lecture and 108 hours laboratory.

52 Machine Shop, II 4 units
CSU
Prerequisite: Machine Shop Technology 51 or equivalent experience.
Basic machine tool theory, materials, processes, and practices in the manufacturing industry. Milling, sawing, grinding, honing, shaping, and planing. Fluid power and physical principles and methods needed for modern production techniques. Total of 36 hours lecture and 108 hours laboratory.

53 Machine Tool Technology, III 4 units
Prerequisite: Machine Shop Technology 52.
An intermediate course in machine set-up, operation and theory. Review shop and industrial safety as applied to the machine shop. Solve mathematical problems relating to set-up and operation of machine tools. Perform cylindrical, and form grinding, operations,
including set-up and inspection of finished work. Perform precision measuring and gauging processes, use tolerance and allowance system, introduction to heat treatment required for machined parts, obtain basic knowledge of metallurgy. Perform precision machine operations using various machines and their attachments. Total of 36 hours lecture and 108 hours laboratory.

54 Machine Tool Technology, IV 4 units
Prerequisite: Machine Shop Technology 53.
An advanced machine shop course designed to familiarize the student with advanced machining operations on the lathe, milling machine and tool and cutter grinder. The student will also acquire knowledge about occupational health and safety, jig and fixture design, quality control, heat treatment of metals and fitting, and assembly procedures. Total of 36 hours lecture and 108 hours laboratory.

55 ABC Machine Repair 2-2-2 units
Prerequisite: Machine Shop Technology 52.
Utilizes machine shop skills in the fabrication, repair and maintenance of all types of operational equipment found on college campuses. The student will learn to repair, maintain, and rebuild metal working machinery. While working with the instructor, the student will perform inspections of equipment in an effort to determine problems and offer solutions to solve these problems. Subsequent enrollment in Sections B and/or C will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory.

56 Fundamentals of Numerical Control 3 units
Prerequisite: Machine Shop 52 or equivalent.
A course in numerical control machining and the various machines used in the metal working field. The areas covered are history of numerical control equipment, their capabilities and applications in the industrial sector. Total of 36 hours lecture and 54 hours laboratory.

57 Numerical Control Parts Programming 3 units
Prerequisite: Machine Shop Technology 56.
A course in manual programming techniques for 2-3 axis numerically controlled machine tools. This course continues the study of the concept and application of numerical control with special emphasis on the preparation of punch tape from parts drawing and verification of the tape by actual machining of the part of an N/C machine tool. Total of 36 hours lecture and 54 hours laboratory.

58 Quality Control and Parts Inspection 3 units
Prerequisite: Machine Shop 51 or equivalent.
A course in inspection procedures and their application in the metal working field. It will also help students understand precision measurement, the tools, instruments, and methods employed in a manufacturing situation. The course shall also explain the operation and function of the quality control department within a typical manufacturing company. Total of 36 hours lecture and 54 hours laboratory.

61 Computer Aided Design and Computer Aided Manufacturing (Same as Engineering 61) 2 units
Prerequisite: Engineering 31 and Machine Shop 57.
A course in computerized design and manufacture of parts and assemblies which will increase the student’s ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. Total of 108 hours of laboratory.

210 ABCD Work Experience 1-2-3-4 units
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This class is designed to coordinate student’s on-the-job training with the related occupational classroom instruction. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition, students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

MANAGEMENT

44 Principles of Management 3 units
CSU
Prerequisite: None.
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. Total of 54 hours lecture.

51 Elements of Supervision 3 units
Prerequisite: None.
Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. Total of 54 hours lecture.

53 Human Relations 3 units
Prerequisite: None.
A practical application of basic psychology in building better employer-employee relationships. Examines effective human relation techniques. Total of 54 hours lecture.

**Personnel Management**

<table>
<thead>
<tr>
<th>56</th>
<th>Personnel Management</th>
<th>3 units</th>
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<tbody>
<tr>
<td></td>
<td>Prerequisite: None. Management 53 recommended. Examines the manager's responsibility for implementing personnel techniques involving the selection, training, evaluation, motivation and promotion of subordinates. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current personnel problems. Total of 54 hours lecture.</td>
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**Oral Communications**

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<tr>
<th>57</th>
<th>Oral Communications</th>
<th>3 units</th>
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<tbody>
<tr>
<td></td>
<td>Prerequisite: None. Presents persuasive, expository, and extemporaneous expression applied to the business environment. Includes a practical demonstration of acquired skills in oral communication. Explores obstacles to the communication process in interpersonal and group communications. Total of 54 hours lecture.</td>
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**Economics for Managers**

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<thead>
<tr>
<th>62</th>
<th>Economics for Managers</th>
<th>3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prerequisite: None. Examines the development of economics; effort of the enterprises to secure profits; nature of demand for its products; costs and production; public control of competition; private enterprise economy; international trade and associated economic factors affecting industry. Total of 54 hours lecture.</td>
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**Industrial Law**

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<tr>
<th>67</th>
<th>Industrial Law</th>
<th>3 units</th>
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<tbody>
<tr>
<td></td>
<td>Prerequisite: None. Examines 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. Total of 54 hours lecture.</td>
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</table>

**Work Experience**

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<tr>
<th>210</th>
<th>ABCD Work Experience</th>
<th>1-2-3-4 units</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.</td>
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**Manual Communications**

- **Manually Coded English I**
  - 3 units
  - CSU
  - Prerequisite: None. Intended for students who expect to use sign language in casual contexts rather than for professional training. Fingerspelling and basis sign language vocabulary development with some discussion of deaf culture. Total of 54 hours lecture.

- **Manually Coded English II**
  - 3 units
  - CSU
  - Prerequisite: Manual Communications I. Not open to students who have successfully completed Manual Communications I or II.
  - Continuation of Manual Communications I. Additional vocabulary building plus expressive and receptive manual communication skills improvement. A total of 54 hours lecture.

- **American Sign Language I**
  - 3 units
  - CSU
  - Prerequisite: None. Intended for students to pursue a professional career in ASL or whose family needs require a knowledge of ASL. A study of the basic principles of American Sign Language through non-verbal techniques. Visual training, sign vocabulary development, receptive and expressive skills development and basic sentence patterns of American Sign Language (Ameslan) will be covered. The student should attain a vocabulary of approximately 500 basic signs and simple grammatical structures. Total of 54 hours lecture.

- **American Sign Language II**
  - 3 units
  - CSU
  - Prerequisite: Satisfactory completion of Manual Communications I and/or demonstration of proficiency at this level.
  - An expansion of American Sign Language I with emphasis on additional sign vocabulary, its acquisition in more complex grammatical structures, the improvement of basic receptive and expressive skills, and fingerspelling. Non-verbal techniques. Total of 54 hours lecture.

- **American Sign Language III**
  - 3 units
  - CSU
  - Prerequisite: Satisfactory completion of Manual Communications II and/or demonstration of proficiency at this level.
  - Utilizing the skills acquired in prior courses, students will be asked to place emphasis on developing a fluent mode of communicating in sign language and interpreting the signed communication of others. Total of 54 hours lecture.
20 Fundamentals of Interpreting 3 units
CSU
Prerequisite: Satisfactory completion of Manual Communications 12 and/or demonstration of proficiency at this level.
An advanced course in manual communication designed to develop skills necessary for interpreting for the deaf in a variety of settings, i.e., medical, legal, education. Total of 36 hours lecture and 54 hours laboratory.

60 American Sign Language for the Deaf 3 units
Prerequisite: None.
This course is designed for hearing-impaired students to prepare them to use American Sign Language. The course covers the basic linguistic structures of American Sign Language and provides a study of the various signing systems used in teaching the deaf. Emphasis will be placed on the linguistic structures of American Sign Language. A total of 54 hours lecture.

MARKETING
20 Principles of Marketing 3 units
CSU
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. Total of 54 hours lecture.

30 Fashion Merchandising 3 units
CSU
Prerequisite: None.
An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising. Retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. Total of 54 hours lecture.

40 Advertising 3 units
CSU
Prerequisite: None.
Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, media of communication. Analysis and discussion of situation problems, mass motivation, consumer action, legal restraints. Total of 54 hours lecture.

MATHMATICS

41 Techniques of Selling 3 units
CSU
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. Total of 54 hours lecture.

42 Retail Management 3 units
CSU
Prerequisite: None.
Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. Total of 54 hours lecture.

210 ABCD Work Experience 1-2-3-4 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

MATHMATICS

1A Analytic Geometry and Calculus, I 4 units
UC*, CSU
Prerequisite: Mathematics 52 AB, 53, 35 AB, 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. Total of 72 hours lecture and 18 hours computer laboratory.

1B Analytic Geometry and Calculus, II 4 units
UC, CSU
Prerequisite: Mathematics 1 A.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limits, continuity, transcendental functions, parametric equations, polar coordinates, methods of integration and further application of the integral. Total of 72 hours lecture and 18 hours computer laboratory.</td>
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<tr>
<td><strong>2A</strong></td>
<td><strong>4</strong></td>
<td><strong>Solid Analytical Geometry and Calculus and Ordinary Differential Equations, I</strong></td>
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<tr>
<td>UC, CSU</td>
<td></td>
<td>Prerequisite: Mathematics 1 B.</td>
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<tr>
<td>Limits, indeterminant forms, infinite series, solid analytic geometry, vector in a plane and in space, partial derivatives, multiple integrals and time and surface integrals. Total of 72 hours lecture.</td>
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<tr>
<td><strong>2B</strong></td>
<td><strong>4</strong></td>
<td><strong>Solid Analytical Geometry and Calculus and Ordinary Differential Equations, II</strong></td>
</tr>
<tr>
<td>UC, CSU</td>
<td></td>
<td>Prerequisite: Mathematics 2 A</td>
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<tr>
<td><strong>4</strong></td>
<td><strong>3</strong></td>
<td><strong>Finite Mathematics</strong></td>
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<tr>
<td>UC, CSU</td>
<td></td>
<td>Prerequisite: Mathematics 35 AB or three years of high school mathematics, including two years of algebra.</td>
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<tr>
<td>An introduction to the concepts of finite mathematics. Includes a study of linear functions, linear programming, matrices, sets, logic, probabilities, permutations and combinations, and statistics. For business administration, economics, biological science and social science majors. Total of 54 hours lecture.</td>
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<tr>
<td><strong>5</strong></td>
<td><strong>4</strong></td>
<td><strong>Calculus, A Short Course</strong></td>
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<tr>
<td>UC*, CSU</td>
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<td>Prerequisite: Mathematics 4 or 36 or two years of high school algebra and trigonometry or equivalent.</td>
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<tr>
<td>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, trig and exponential functions and calculus of higher dimensions. Total of 72 hours lecture.</td>
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<tr>
<td><strong>9</strong></td>
<td><strong>3</strong></td>
<td><strong>Introduction to Scientific Computer Programming</strong></td>
</tr>
<tr>
<td>(Same as Chemistry/Engineering 9)</td>
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<td>UC*, CSU</td>
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<td></td>
<td><strong>Prerequisite:</strong> Mathematics 36 or three years high school mathematics.</td>
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<tr>
<td>An introduction to computer programming (BASIC language) for science and engineering majors. Techniques of flow charting, solution of numerical and non-numerical problems across the full spectrum of the science and engineering disciplines will be examined. Total of 36 hours lecture and 54 hours laboratory.</td>
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<tr>
<td><strong>10</strong></td>
<td><strong>4</strong></td>
<td><strong>College Algebra (Precalculus Mathematics)</strong></td>
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<tr>
<td>UC, CSU</td>
<td></td>
<td>Prerequisite: Mathematics 36 or high school equivalent.</td>
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<tr>
<td>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. Total of 72 hours lecture.</td>
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<tr>
<td><strong>12</strong></td>
<td><strong>3</strong></td>
<td><strong>Statistics</strong></td>
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<tr>
<td>UC, CSU</td>
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<td>Prerequisite: Mathematics 35 AB or equivalent.</td>
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<tr>
<td>A comprehensive study of measures of central tendency, variation, the normal distribution, the t-distribution, the chi squared distribution, linear correlation, testing of hypotheses, probability, and estimation. Total of 54 hours lecture.</td>
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<tr>
<td><strong>25</strong></td>
<td><strong>3</strong></td>
<td><strong>A Survey of Mathematics</strong></td>
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<tr>
<td>UC, CSU</td>
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<td>Prerequisite: Mathematics 52 AB and 53 or equivalent.</td>
</tr>
<tr>
<td>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. Total of 54 hours lecture.</td>
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<tr>
<td><strong>32</strong></td>
<td><strong>3</strong></td>
<td><strong>Introduction to Symbolic Logic</strong></td>
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<tr>
<td>(Same as Philosophy 32)</td>
<td></td>
<td>UC, CSU</td>
</tr>
<tr>
<td>Prerequisite: None. May not be taken if credit for Philosophy 32 has been granted.</td>
<td></td>
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</tr>
<tr>
<td>An introduction to the principles of deductive reasoning, including the practical application of modern symbolic techniques aiding the clarification of thought and disclosure. Total of 54 hours lecture.</td>
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</tr>
<tr>
<td><strong>35/35 AB</strong></td>
<td><strong>5</strong></td>
<td><strong>Intermediate Algebra</strong></td>
</tr>
<tr>
<td>(Same as Philosophy 32)</td>
<td></td>
<td>UC*</td>
</tr>
<tr>
<td>Prerequisite: One year of high school algebra or Mathematics 52 AB with a &quot;C&quot; grade or better.</td>
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</tbody>
</table>
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. Total of 90 hours lecture.

This course can also be offered on a modular basis. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. There will be a maximum of 45 hours of instruction for each module.

36 Trigonometry 3 units
Prerequisite: Plane geometry, one and one-half years of high school algebra, or Mathematics 35 AB.
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. Total of 54 hours lecture.

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. Total of 54 hours lecture.

52/52 AB Elementary Algebra 4 units/2-2 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 equations, quadratic equations, simultaneous equations, inequalities, exponential and radical expressions, and absolute values. Factoring expressions, graphing equations, and solving word problems are included. Total of 72 hours lecture.
This course can also be offered on a modular basis. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. There will be a maximum of 36 hours of instruction for each module.

53 Plane Geometry 3 units
Prerequisite: Math 52 or equivalent.
administration of medications including subdermal, subcutaneous, intramuscular and venipuncture for purposes of withdrawing blood for laboratory examination test procedures.

Students who complete this class with a grade of "C" or better and who have completed the 10 hours of laboratory time are awarded a Phlebotomy Certificate. Total of 54 hours lecture and 54 hours laboratory.

55 Medical Transcription I 1 unit
Prerequisite: Medical Assisting 1 A, Medical Assisting 1 B and previous or concurrent enrollment in Office Administration 53 and Office Administration 83 or Office Administration 86.
Self-paced, competency-based skill development in medical transcription. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is transcription at 45 words per minute. Total of 54 hours laboratory.

56 Medical Transcription II 1 unit
Prerequisite: Medical Assisting 55.
Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Total of 9 hours lecture and 27 hours laboratory.

57 Medical Law and Ethics 3 units
Prerequisite: None.
Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Total of 54 hours lecture.

58 Medical Transcription 4 units
Prerequisite: Medical Assisting 1 A, 1 B, and completion of Office Administration 83, 84, and 86.
Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Total of 54 hours lecture and 54 hours laboratory.

210 ABCD Work Experience 1-2-3-4 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C and D.

In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

MEDICAL TECHNICIAN

65 Emergency Medical Technician I 3 units
(Ambulance)
Prerequisite: Completion of a Standard First Aid and Personal Safety course.
Covers techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician I (Ambulance) as well as all operational aspects of the job which he or she will be expected to perform. It emphasizes the development of skill in the recognition of symptoms of illnesses and injuries and proper procedures for emergency care. (36 hours lecture, 8 hours ambulance module, 8 hours testing, 8 hours observation in a hospital emergency room, 8 hours observation on an operational emergency ambulance, and 49 hours laboratory.) Total of 117 hours.

66 Emergency Medical Technician I A 1 unit
(Ambulance Refresher Course)
Prerequisite: Medical Technician 65 or Equivalent.
This course is designed as a refresher for Emergency Medical Technician I's. The course will start with a comprehensive pre test based on the learning objectives of the EMT I course. The course content will then be tailored so that emphasis will be placed on bringing up the knowledge level in the weak area of the individual students. The course will also include lectures and demonstrations of new emergency medical services, materials and techniques and each person will be recertified on CPR according to the American Heart Association standards. Block course of 6 hours of lecture, 18 hours demonstration/laboratory, plus 3 hours for theory and skills testing, for a total of 27 hours.

MICROBIOLOGY

1 Microbiology 4 units
UC, CSU
Prerequisite: None. High school chemistry or Chemistry 2, or a course in biological science recommended.
General characteristics of microorganisms with emphasis on morphology, growth, reproduction and chemical activities; their control role in disease; and application of their role to mankind. Total of 54 hours lecture and 54 hours laboratory.
**MILITARY SCIENCE**

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College. Credit towards an A.A. degree will be granted by RCC for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from Claremont College: (714) 624-7965.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisite/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military History of the United States to 1900 (Same as History 11)</td>
<td>3</td>
<td>UC, CSU Qualifying reading test scores recommended. Not open to students with credit for, or current enrollment History 11. An examination of the evolution of American military and naval practices and doctrines as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>Military History of the United States since 1900 (Same as History 12)</td>
<td>3</td>
<td>UC, CSU Qualifying reading test scores recommended. Not open to students with credit for, or current enrollment History 12. An examination of the evolution of military and naval practices and doctrines as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>The Military Profession in Society</td>
<td>2</td>
<td>UC*, CSU Prerequisite: None. This course provides basic theory, background and practical concepts which the military profession espouses and which are fundamental components in the development of a professional officer. Total of 36 hours lecture.</td>
</tr>
<tr>
<td>Leadership in the Military</td>
<td>2</td>
<td>UC*, CSU Prerequisite: None. This course examines theories, models, and behavioral science information related to leadership in the military environment. Total of 36 hours lecture.</td>
</tr>
</tbody>
</table>

**MUSIC**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisite/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Skills for Teachers</td>
<td>3</td>
<td>CSU 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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>Fundamentals of Music</td>
<td>4</td>
<td>UC, CSU 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 keyboard, musical dictation. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>Harmony, I</td>
<td>4</td>
<td>UC, CSU 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 harmonic technique. Chords, inversions, voice leading, progressions, cadences, modulation, nonharmonic tones, analysis, dominant 7th. Sightsinging and music reading, use of keyboard, musical dictation. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>Harmony, II</td>
<td>4</td>
<td>UC, CSU Prerequisite: Music 4. Continuation of the study of the harmonization of given melodies and basses in four-part settings, dominant 9th, 11th, 13th, diminished 7ths, 7th chords, and nondominant harmony. Further application of the principles introduced in Music 4. Sightsinging and music reading, use of keyboard, musical dictation. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>Counterpoint</td>
<td>3</td>
<td>UC, CSU 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. Total of 54 hours lecture.</td>
</tr>
</tbody>
</table>
### 10 Introduction to Conducting

**UC*, CSU**

Prerequisite: Music 3 or equivalent.

Basic skills and knowledge needed by the conductor including beat patterns, rehearsal procedures, stylistic interpretation and performance practices. Total of 36 hours lecture.

### 19 Music Appreciation

**UC, CSU**

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. Total of 54 hours lecture.

### 20 Music History and Literature, I

**UC, CSU**

Prerequisite: None.

The history and music of the Medieval, Renaissance, and Baroque periods. Topics include the origins of music, the development of instrumental music, vocal music, and the beginnings of opera. Total of 54 hours lecture.

### 21 Music History and Literature, II

**UC, CSU**

Prerequisite: None.

The history and music of the Classic, Romantic, and Twentieth Century periods. This course continues the study of the development of instrumental and vocal music, including symphony, chamber music, piano music, art song, opera and choral works. Total of 54 hours lecture.

### 25 Jazz Appreciation

**UC, CSU**

Prerequisite: None.

A study of history of jazz from its origins to the present day. Influential composers, instrumentalists, singers and arrangers. Survey of the birth of rock and roll and its effect on jazz. Total of 36 hours lecture.

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### Musical Performance

Music majors are required to participate in performance classes each semester (chamber singers, jazz ensemble, wind ensemble or marching band). Performance courses will be taken in alphabetical sequence, beginning with A semester, no matter in which semester enrollment begins.

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### 30 ABCD Class Voice

**UC*, CSU**

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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

Students may earn a maximum of four units in Class Voice, including transferred units.

### 32 ABCD Class Piano

**UC*, CSU**

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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

Students may earn a maximum of four units in Class Piano, including transferred units.

### 36 ABCD Instrumental Chamber Ensembles

**UC*, CSU**

Prerequisite: The ability to sight-read and perform music on a wind or percussion instrument.

Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development. Total of 54 hours laboratory.

### 37 ABCD Class Guitar

**UC*, CSU**

Prerequisite: None.

Fundamentals of classical guitar and related musicianship. Introduction to staff notation, development of basic technique and acquisition of first year repertoire. Choral accompaniment to folk singing will be included. Students furnish own instrument. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Designed for the beginner.
but also useful to players with 1 or 2 years experience but little formal training. Total of 54 hours laboratory.

38 ABCD Applied Music Training 1-1-1-1 unit
UC*, CSU
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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

40 A-H Music Theater Orchestra 1 unit per section
UC*, CSU
Prerequisite: Ability to sight-read and perform standard musical theater literature. Enrollment subject to audition.
Performance of standard musical theater literature. Appearances accompany RCC Civic Light Opera productions. Subsequent enrollment in sections B through H will provide the student an opportunity for additional skill and competency development. Total of 54 hours laboratory.

41 ABCD Chamber Singers 2-2-2-2 units
UC*, CSU
Prerequisite: Retention based on successful audition. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.
A select chamber vocal group dedicated to the rehearsal, study, and public performance of smaller vocal repertoire from Renaissance to Contemporary. Activities include festivals, concerts, radio and TV broadcasts and tours. Subsequent enrollment in sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory.

42 ABCD Wind Ensemble 2-2-2-2 units
UC*, CSU
Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.
Performance of standard concert band literature. Appearances at college functions are made throughout the year. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory.

43 ABCD Improvisation Workshop 1-1-1-1 unit
UC*, CSU
Prerequisite: None. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.
Practical experience in the art of jazz improvisation. Jazz combo format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

44 ABCD College Jazz Ensemble 2-2-2-2 units
UC*, CSU
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 jazz ensemble. Opportunities provided for students to arrange and compose for the band as well as to direct. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory.

45 ABCD Woodwind Instruments 1-1-1-1 unit
UC*, CSU
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. Subsequent enrollment in sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

46 ABCD Brass Instruments 1-1-1-1 unit
UC*, CSU
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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

47 ABCD Percussion Instruments 1-1-1-1 unit
UC*, CSU
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.

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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

48 ABCD Marching Band 2-2-2-2 units
UC*, CSU
Prerequisite: Basic instrumental skills on band instrument.

Rehearsal and performance of music suitable for marching band. Marching skills will be emphasized. Participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory.

49 ABCD Percussion Ensemble 1-1-1-1 unit
UC*, CSU
Prerequisite: Concurrent enrollment in Music 42 ABCD or Music 48 ABCD is recommended.

This course is designed to give students practical experience in performing music written and arranged for percussion ensemble. Opportunity is provided for the student to play snare drum, bass drum, all accessories and mallet keyboard instruments. Emphasis is on group participation and public performances. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

50 ABCD Riverside Master Chorale 1-1-1-1 unit
Prerequisite: Retention based on successful audition.

An opportunity for singers in the community to learn and perform accompanied and unaccompanied secular and sacred choral music with emphasis on the major choral works of the masters. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

51 ABCD Chamber Choir 1-1-1-1 unit
Prerequisite: None. Retention based on successful audition.

A select chamber choir dedicated to the study, rehearsal, and performance of chamber choral literature. Selections will be a cappella, accompanied by piano, or small chamber orchestra; they will encompass all musical periods and styles. Activities will include public concerts, radio and TV, tours, and possible festivals, clinics, and workshops. Enrollment will be limited. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

52 AB Recital Performance 0.5-0.5 unit
Prerequisite: High competence in performance medium.

A course designed to provide an opportunity for preparation and presentation of public performances. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 27 hours laboratory.

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 jazz ensemble. Opportunities provided for students to arrange and compose for the band as well as to direct. Subsequent enrollment in sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

55 ABCD Community Concert Band 1-1-1-1 unit
Prerequisite: Previous experience on a wind or percussion instrument and the ability to read music at sight. Enrollment subject to audition.

The study and performance of wind band literature of all styles and periods. Emphasis on group participation and public performances. Attendance at all scheduled rehearsals and performances is required. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

60 ABCD Summer Marching Band Clinic 1-1-1-1 unit
Prerequisite: Basic instrumental skills on band instrument.

Developmental program in fundamental marching band techniques. This course will emphasize the coordination of the physical and mental requirements of field performance. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory.

61 ABCD Auxilliary Marching Units 2-2-2-2 units
Prerequisite: Retention based on successful audition.

Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Subsequent enrollment in Sections B, C,
and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory.

NATIVE AMERICAN STUDIES

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

Among these courses are:
- Anthropology 4-Native American Cultures
- English 18-Native American Literature
- History 28-Native American History: Early Contact Period
- History 29-Native American History: Contemporary Society
- Philosophy 19-Native American Thought

NURSING

Two curricula are offered in nursing: The Associate Degree Nursing Program leading to licensure as an R.N. and the Vocational Nursing Program leading to licensure as an L.V.N. The Associate Degree Program is accredited by the California Board of Registered Nursing and the National League for Nursing. The Vocational Nursing Program is accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

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 in the first and third semesters. 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. (Required immunizations must be current, including demonstrated Rubella immunity.)

- Associate in Science Degree in Nursing Program-

The two-year program fulfills all the requirements for the Associate Degree at Riverside Community College and qualifies the graduate to take the state examination to become licensed as a registered nurse. Its primary purpose is to produce graduate nurses well qualified to render direct care to patients/clients. The curriculum combines general education and nursing courses in a complete program enabling the student to obtain employment as a registered nurse in a variety of community settings.

The college has affiliations with local acute care hospitals, extended care facilities, clinics, doctors' offices and other community health agencies.
A student who at any time has been admitted to the Associate Degree Program in Nursing and subsequently withdraws or earns a "D" or "F" grade in the nursing course(s) must file a petition to be readmitted to the program. Petitions are obtainable from the counseling center secretary. A student who withdraws, due to unsatisfactory performance, or receives a grade of less than "C" in the Nursing Program will be allowed to be readmitted one time only. Refer to RCC Nursing Students Handbook for additional readmission policies.

### Transfer/Challenge Policies

Students with previous nursing education or experience are eligible to petition for advanced placement in the Nursing Program. A 30 unit option is offered to the Licensed Vocational Nurse; however, it is important to note that students opting to take this route can never be qualified as graduates of Riverside Community College or of the Riverside Community College Associate Degree Nursing Program. Information regarding transfer/challenge policies and the 30 unit option for LVNs may be obtained from the Allied Health Office (Ext. 335).

### Diploma Nursing Education Credit

Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 12 units at Riverside Community College. Information regarding this policy may be obtained from the Allied Health Office (Ext. 335).

### Conceptual Framework Model

The Conceptual Framework Model used in the Associate in Science Degree program is based on five (5) unifying concepts which are educational strands that remain constant in all of the nursing courses. They provide a logical method for systematically studying health-illness needs of individuals, families, groups and communities. The five concepts are (1) Life Cycle, (2) Basic Human Needs, (3) Health-Illness Continuum, (4) Nursing Process, and (5) Roles of the Nurse.

1. **Introduction to Nursing Concepts and Practice** 8 units

   - **Prerequisite:** Acceptance to Registered Nursing program. Concurrent enrollment or prior completion of Nursing 15.
   - An introduction to the Associate Degree Nursing Program including explanation of the Life Cycle curriculum framework, Erikson's eight stages of psychosocial development and Maslow's hierarchy of human needs.
   - Discussion of mental and physical health concepts, cultural diversity and ethnicity, the nurse's caring, therapeutic and socializing roles and the application of these concepts to the middle aged and older adult. College and clinical laboratory practice of basic nursing skills; the steps in the nursing process, communication skills, safety precautions, assisting the client with comfort and hygiene measures, administration of medications, assisting with medical therapies. Preclinical conferences will prepare the student for experience in the clinical area and the college nursing laboratory. Nursing process seminar will assist the student in developing nursing practice skills. Total of 72 hours lecture and 216 hours laboratory. (Laboratory: 54 hours nursing practice laboratory; 18 hours nursing process seminar; 126 hours clinical laboratory; 18 hours preclinical seminar.)

2. **Beginning Nursing Concepts of Health and Illness** 9 units

   - **CSU**
   - **Prerequisite:** Completion of Nursing 1 and 15 with a grade of "C" or better.
   - Concepts from previous courses are applied to clients who are identified as being young adults and/or members of childbearing families. Examines the beginning nursing concepts of health and illness and utilizes the concepts to develop individualized nursing care plans. The student learns to identify alternative methods to meet the individual client needs, and modifies plans of action as necessary. A continued emphasis is placed on application of the nursing process to meet needs of clients and families using Maslow's hierarchy. Total of 54 hours lecture and 216 hours laboratory. (Laboratory: 144 hours of clinical lab, 36 hours of preplanning, 36 hours of college lab.)

3. **Intermediate Nursing Concepts of Health and Illness** 7 units

   - **CSU**
   - **Prerequisite:** Completion of all core courses and Nursing 2 with a grade of "C" or better in each course.
   - Concepts from previous courses are applied to caring for clients with additional health and illness problems requiring intermediate nursing skills and concepts of health assessment. The needs of the developing child, middle-aged adult and clients with psychiatric problems will be identified. Emphasis on health promotion utilizing the nursing process to care for assigned clients with common, recurrent problems will be presented. The health care and information needs of children, middle-aged adults and clients with psychiatric problems in the community will be discussed. Clinical laboratory experience will be directed toward correlation and application of nursing concepts discussed in lecture. Total of 72 hours lecture and 270 hours laboratory.
4 Advanced Nursing Concepts of Health and Illness 9 units

Prerequisite: Completion of Nursing 3 with a grade of "C" or better. Concurrent enrollment in Nursing 16. Integrates total care concepts in Nursing. Emphasizes the nursing care of clients and their families throughout the life cycle who are experiencing complex or multiple health-illness problems. Students apply previously learned nursing concepts to clients with complex and critical health and illness problems using the nursing process. Develops the Associate Degree Nursing role in management care for groups of clients. Total of 72 hours lecture and 270 hours laboratory.

7 ABCD Auto Tutorial Nursing Skills Laboratory 1-1-1-1 unit

Prerequisite: Concurrent enrollment in the nursing program. Provides opportunity for the practice and mastery of nursing skills necessary for providing safe patient care throughout the program. Availability of multimedia and computer assisted instructional materials which support the content of the instructional programs. Provides instructional supervision to assist the student to practice and perfect newly acquired skills. A total of 54 hours of attendance is required. Subsequent enrollment in Sections B, C, and/or D, will provide the student an opportunity for additional skill and competency development within the subject matter. This course is offered on a credit/no credit basis only. Total of 54 hours laboratory.

15 Introduction to Nursing Roles and Relationships 2 units

Prerequisite: Acceptance into the Registered Nursing program. Concurrent enrollment in Nursing 1. Recommended to all students admitted to the program with advanced standing. Assists in the role transition to registered nursing student at Riverside Community College. Examines the uniqueness of the conceptual framework and curricular structure of the program at Riverside Community College. Presents the five basic steps of the nursing process and roles of the associate degree nurse. Considers the nature of the teaching-learning process. Overviews the philosophy of registered nursing past, present, and future. Introduces the ethical/legal aspects of the student nurse's role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Two hours lecture per week. Total of 36 hours lecture.

16 Dimensions of AD-Registered Nursing 2 units

Prerequisite: Concurrent enrollment in Nursing 4. Assists in the transition from student role to that of graduate of Registered Nursing program and an employee. Correlates with lab experiences in Nursing 4 to develop beginning management skills. Consideration of ethical/legal philosophical factors of nursing practice relevant to a beginning practitioner. A study of the Nursing Practice Act authored by the California Board of Registered Nursing. Visitations, reports, speakers related to employment opportunities and responsibilities of the new graduate in process of receiving licensure to practice nursing in California. Consideration of opportunities for further education in nursing. Opportunity for student expression and discussion of self projection in the nurse practice role. Total of 36 hours lecture.

17 Transition Course for Advanced Placement/Transfer Students 0.5 units

Prerequisite: Concurrent enrollment in an associate degree nursing course as an advanced placement or transfer student. An introduction to basic concepts of the Associate Degree Nursing Program: philosophy and objectives; conceptual framework; nursing process. Assists in role adjustment. Total of 9 hours lecture.

20 State Board Review for Registered Nurse Examination 0.5 units

Prerequisite: Eligible to take the California State Board of Registered Nursing Examinations. This twelve-hour workshop is offered to help students in Associate in Science Degree programs study for the State Board NCLEX-RN Examination for Registered Nurse licensure. The course presents a review of topics and problems in medical, surgical, obstetrical, psychiatric and pediatric nursing. These topics and problems encompass basic concepts and recent advances that are components of safe and effective nursing practice. Block course of twelve hours lecture.

210 ABCD Nursing Work Experience 1-2-3-4 Units

Prerequisite: Students must be enrolled in a minimum of 7 units, including the work experience units, and in a major related to the course. This course is designed to correlate nursing classroom instruction with related occupational work experience. Classroom instruction and special assignments related to the general employment experience are required in Section A and may be required in Sections B, C, and D. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture and 60 hours volunteer work or 75 hours paid service per unit, per semester.
Vocational Nursing

The Vocational Nursing Program is a certificate program that prepares students to become Licensed Vocational Nurses. This three-semester curriculum provides for client-centered teaching and conforms to regulations of the California Board of Vocational Nurse and Psychiatric Technician 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 NCLEX-PN/VN examination, successful completion of which leads to licensure as a vocational nurse. To receive a certificate a minimum grade of "C" must be attained in each nursing course. New classes are admitted every summer. The program is 50 semester units. Information on vocational nursing admission/selection policies and procedures may be obtained by contacting the Counseling Office or the Allied Health Office.

Requirements for Admissions

1. Eligible for admission to Riverside Community College.
2. Graduation from an accredited high school or equivalent.
3. On the RCC ASSET test, qualifying scores are: Language Usage-30; Reading-16; Math-12.
4. Have an overall 2.0 (C) grade point average in all college work attempted.

Expenses/General Information

1. The student furnishes his/her own uniform, costing about $200.
2. The cost of books and supplies approximates $450.
3. Physical examination/lab work costs are approximately $150.
4. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
5. Each semester, students are required to pay a health fee and a parking fee.
6. Students must have a current CPR certificate valid for two semesters. Recertification prior to the third semester is required.
7. Students selected for the program must have a physical exam, and be cleared for hospital nursing activities. Selected laboratory work and immunizations must be repeated one year later.
8. Students wishing a decreased study load may take Anatomy & Physiology 10, Psychology 9, Microbiology 1 and/or Health Science 1 before entering the program.

Attendance Requirements

The attendance policy of the Vocational Nursing Program is in conformity with the attendance policy of Riverside Community College and the Board of Vocational Nurse and Psychiatric Technician Examiners; Rules and Regulations. In accordance with the attendance policy of Riverside Community College, "All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate serious lack of 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 success in college".

In accordance with the objectives of the Vocational Nursing Program, a student is expected to develop and practice attendance habits appropriate to the role of the Vocational Nurse as a participating member of the health team.

Transfer/Challenge Policies

Students with previous nursing education or experience may petition for advanced placement credit. Information regarding this policy may be obtained from the Allied Health Office and/or Counseling.

50 Introductory Vocational Foundations 2 units
Prerequisite: Admission to the program. Concurrent enrollment in Anatomy and Physiology 10, Nursing 51 and 52.
Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Total of 36 hours lecture.

51 Introductory Concepts of Vocational Nursing-Health/Illness 3 units
Prerequisite: Admission to the program. Concurrent enrollment in Anatomy and Physiology 10, Nursing 51 and 52.
Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology are applied. The response of the human body to the disease process is discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immunity processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. Total of 54 hours lecture.

52 Introductory Concepts of Vocational Nursing-Nursing Fundamentals 10 units
Prerequisite: Admission to the program. Concurrent enrollment in Anatomy and Physiology 10, Nursing 50 and 51.
The art of assisting persons to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales and procedures for each. The focus is on basic human needs as a reason for performing nursing care.

The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. Total of 72 hours lecture (includes 18 hours of pharmacology) and 324 hours of clinical/laboratory.

### 60 Intermediate Vocational Foundations-Nursing Process/Communication 1 unit

**Prerequisite:** Completion of Anatomy and Physiology 10, Nursing 50, 51, and 52, with a minimum grade of "C" in each course. Concurrent enrollment in Nursing 61, 62, and 63.

Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process in the practice of nursing. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied with beginning application to the nurse-client relationship. Identify aspects of self esteem and assertiveness as an important adjunct in delivering health care. Total of 18 hours lecture.

### 61 Biopsychosocial Processes Throughout the Life Cycle 2 units

**Prerequisite:** Completion of Anatomy and Physiology 10, Nursing 50, 51, and 52 with a minimum grade of "C" in each course. Concurrent enrollment in Nursing 60, 62 and 63.

Examines the 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. Total of 36 hours lecture.

### 62 Intermediate Concepts of Vocational Nursing-Medical/Surgical 6.5 units

**Prerequisite:** Completion of Anatomy and Physiology 10, Nursing 50, 51 and 52, with a minimum grade of "C" in each course. Concurrent enrollment in Nursing 60, 61 and 63.

Application of the nursing process to the care of clients with common nursing problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity provided for care or clients in a variety of groups, from various ethnic and social backgrounds, and with common medical/surgical conditions. Observational experiences in selected ancillary health departments which impact on nursing care. Total of 63 hours lecture (including 8 hours of pharmacology) and 162 hours clinical/laboratory.

### 63 Intermediate Concepts of Vocational Nursing-Care of the Family 6.5 units

**Prerequisite:** Completion of Anatomy and Physiology 10, Nursing 50, 51 and 52, with a minimum grade of "C" in each course. Concurrent enrollment in Nursing 60, 61 and 62.

Application of the nursing process in common health/illness situations experienced by families requiring special assistance and medical care. Includes care of mothers and infants, children and adolescents with health problems associated with their age groups. Emphasis is on the role of the family in meeting these situations. Laboratory experiences in maternity and pediatric units. Total of 63 hours lecture (including 8 hours pharmacology) and 162 hours clinical/laboratory.

### 70 Advanced Vocational Foundations-Role Transition 1 unit

**Prerequisite:** Completion of Anatomy and Physiology 10, Nursing 50, 51, 52, 60, 61, 62, and 63, with a minimum grade of "C" in each course. Concurrent enrollment in Nursing 71 and 72.

Emphasis is on guidance of vocational opportunities and on responsibilities in making the transition from the role of the student to licensed vocational nurse. The dynamics of group process and its application to the management of groups of clients and health team members. In-depth review of the Vocational Nurse Practice Act, and legal and ethical issues in vocational nursing practice. Total of 18 hours lecture.

### 71 Advanced Concepts of Vocational Nursing-Medical-Surgical 11 units

**Prerequisite:** Completion of Anatomy and Physiology 10, Nursing 50, 51, 52, 60, 61, 62 and 63, with a minimum grade of "C" in each course. Concurrent enrollment in Nursing 70 and 72.

Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common nursing problems/needs. The assisting role of the vocational nurse in caring for a client with an acute illness problem with responsibilities and life saving measures in emergency situations being emphasized. Includes major focus on rehabilitation and adaptation to chronic illness problems. Continued development of understanding and utilization of nursing principles in the determination of nursing actions through the roles of the vocational nurse with emphasis on basic human needs. Total of 126 hours lecture (including 18 hours of pharmacology) and 216 hours clinical/laboratory.

### 72 Advanced Concepts of Vocational Nursing-Mental Health 4 units

**Prerequisite:** Completion of Anatomy and Physiology 10, Nursing 50, 51, 52, 60, 61, 62 and 63, with a minimum grade of "C" in each course. Concurrent enrollment in Nursing 70 and 71.
Application of the nursing process in the care of clients with personality changes, functional disorders, and organic conditions of the nervous system which interfere with normal intellectual, social, and/or emotional behavior and result in disturbed interpersonal relationships. Basic principles of psychiatric nursing with emphasis on basic human needs, communications and interpersonal relationship skills.

The clinical/laboratory experience in mental health will be directed toward roles of the vocational nurse in the application of theoretical knowledge through supervised interaction with psychiatric clients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills. Total of 36 hours lecture (including 2 hours pharmacology) and 108 hours clinical/laboratory.

--- 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.

Meets the Department of Health Services regulations for nursing assistant and home health aid program approval and/or certification.

--- Continuing Education in Nursing ---

The following Continuing Education courses are approved by the California Board of Registered Nursing for the units/contact hours designated as specified for each course. Provider number 00100.

The Board of Vocational Nurse and Psychiatric Technician Examiners will accept courses for Continuing Education credit that have been approved by the BVNPTE and the California Board of Registered Nursing.

75 Nursing and the Law 2 units
Prerequisite: Eligible to enroll in college.
A course designed primarily for the Licensed Nurse but one which would be of value to other licensed health personnel; will present the basic facts of law as it relates to health occupations. These facts prepare the licensee to understand his/her status in a changing world. Total of 36 hours lecture.

Approved by the California Board of Registered Nursing for 36 contact hours.

76 Basic Pharmacology 2 units
Prerequisite: Completion of or concurrent enrollment in a registered nursing or vocational nursing program or completion of prior training in pharmacology and physiology.

A review of the principles of pharmacology for each therapeutic class of drugs. It includes actions, indications, adverse reactions, interactions, dosing and any precautions to be taken before or after the drug is administered. A review of the preparation of these medications will include the mathematics of dosing, the drugs' absorption, distribution, metabolism and excretion. Total of 36 hours lecture.

Approved by the Board of Registered Nursing for 36 contact hours.

--- Pharmacology ---

77 Pharmacology of Fluids and Electrolytes 0.5 units
Prerequisite: Completion of or concurrent enrollment in a vocational nursing or registered nursing program or prior training in pharmacology and physiology.
This course is designed to introduce the student to the specific problems involved in deciding which solution to use as well as how much to give and when to stop. The course will provide information to increase the nurse's confidence in giving critical intravenous fluids such as blood and hyperalimentation. Block course of 9 hours lecture.

Approved by the California Board of Registered Nursing for 9 contact hours.

78 Pharmacology-Disease and Treatment 3 units
Prerequisite: Completion of a vocational or registered nursing program.
Relates treatment to the basics of disease. Considers the major diseases of today and reviews them according to: 1) essentials of diagnosis, b) clinical findings, c) complications, d) prevention, 3) prognosis. Correlation is made between the disease and the treatment with emphasis on the pharmacology of the drugs involved.

Three hours lecture weekly.

Approved by the California Board of Registered Nursing for occupational education units. Provider number 00100. Total of 54 contact hours.

79 Introduction to Physical Assessment Skills 3 units
Prerequisite: Designed for registered nurses having completed anatomy and physiology and having had recent professional work experience.
A course designed to introduce the nurse to basic skills in history taking, health assessment, physical examination and problem oriented recording. Total of 54 hours lecture.

Approved by the California Board of Registered Nursing for 54 contact hours.

80 Basic Coronary Care Nursing 2 units
Prerequisite: Completion of a registered nursing or vocational nursing program or equivalent academic education.
A basic coronary care course designed to give an RN or VN the background knowledge and skills necessary to provide quality care in a coronary care unit. It covers anatomy and physiology of the cardiac system, arrhythmia identification, drug management, nursing management and specialized procedures used in a coronary care unit. Total of 36 hours lecture. Approved by the California Board of Registered Nursing for 36 contact hours.

**82 Arterial Blood Gas Interpretation**

1 unit

Prerequisite: Completion of a registered nursing program.

Designed for the Registered Nurse caring for patients with respiratory problems. Covers anatomy and physiology and acid base balance normals and abnormalities necessary to understand blood gas analysis. Includes symptoms, treatment and oxygen therapy. Total of 18 hours lecture.

Approved by the California Board of Registered Nursing for 18 contact hours.

**85 Introduction to Operating Room Nursing**

3 units

Prerequisite: College level anatomy and physiology course. Completion of a registered nursing program or equivalent.

Introduces the student to the responsibilities of the Circulating Nurse (RN) position in the operating room. Includes the pre-operative, intra-operative, and post-operative phases of operating room nursing. Total of 54 hours lecture including simulated practice sessions of operating room skills.

Approved by the California Board of Registered Nursing for 54 contact hours.

**86 Operating Room Procedures and Skills Practicum**

5.5 units

Prerequisites: Completion of college level anatomy and physiology course. Completion of a Registered Nursing program or equivalent. Completion of Nursing 85 or equivalent.

Provides the opportunity for the student to practice basic skills in the operating room setting. Includes introduction to various operating room specialties and associated equipment. Block course of 9 hours lecture and 288 hours practical experience.

Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. Total of 297 contact hours.

**92 Manual Communication for Health Personnel**

1 unit

Prerequisite: None.

Finger spelling and sign language vocabulary development. Utilizes vocabulary pertinent to patient needs. Designed specifically for health care workers who must communicate with the deaf.

Total of 18 hours lecture.
OFFICE ADMINISTRATION
(formerly Office Education)

30 Business English 3 units
CSU
Prerequisite: None. Typing skills recommended.
Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. Total of 54 hours lecture.

40 Administrative Office Management 3 units
Prerequisite: None. Office Administration 30 and Office Administration 61 recommended.
A study of management philosophies and principles related to the office manager or administrative secretary. Practical experience is attained in planning and organizing office operations including space management and the psychological environment. Includes leadership and human relations, job analysis, salary administration and supervision of accounting and information processing systems. Total of 54 hours lecture.

50 Beginning Typewriting 3 units
CSU
Prerequisite: None.
Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard and introduction to personal and business typing. Total of 36 hours lecture and 54 hours laboratory.

51 Intermediate Typewriting 3 units
CSU
Prerequisite: Office Administration 50 or one year of high school typing.
Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. Total of 36 hours lecture and 54 hours laboratory.

53 Computer Keyboarding, Self-Paced 0.5 unit
Prerequisite: None.
Self-paced skill development in computer keyboarding. Students attain skill in "touch" keyboarding. Instruction is given on an individualized basis through multimedia and personal consultation. The course is offered credit/no credit only. Competency level required for credit is 22 words per minute. Total of 27 hours laboratory.

54 Introduction to IBM PC, Self-paced 0.5 unit
(Same as Computer Information Systems 54)
Prerequisite: None.

55 Legal Office Procedures I 3 units
Prerequisite: Office Administration 51 or concurrent enrollment and Office Administration 30 or concurrent enrollment.
Orientation to the legal office, including legal terminology; legal reference materials, completing basic legal forms, and responsibilities of a legal secretary to the legal profession. Total of 54 hours lecture.

56 Legal Office Procedures II 3 units
Prerequisite: Office Administration 55.
Continues development of skills required for a law office. Includes further training in legal terminology, preparation of legal documents, legal office procedures in court filing, calendaring, and responsibilities of a legal secretary. Total of 54 hours lecture.

57 ABC Typewriting I, Self-Paced 0.5 units per section
Prerequisite: None.
Self-paced, competency-based skill development in touch typewriting for beginning students. This course is also appropriate as a review for reentry into the job market. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. Subsequent enrollment in Sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

58 ABC Typewriting II, Self-Paced 0.5 units per section
Prerequisite: Office Administration 57A or equivalent skills as demonstrated through testing.
Self-paced, competency-based skill development in touch typewriting designed to enhance basic typing skills. This course is appropriate for a student with basic typing skills or as a review for reentry into the job market. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. Subsequent enrollment in Sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

59 ABC Typewriting III, Self-Paced 0.5 units per section
Prerequisite: Office Administration 58A or equivalent skill as demonstrated through testing.
Self-paced, competency-based skill development in touch typewriting designed to develop production typing skills. This course is appropriate for a student with intermediate typing skills or as a review for reentry into the job market. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. Subsequent enrollment in Sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

Office Procedures
Prerequisite: Office Administration 51 or two years high school typing.
Examines office procedures, including such topics as job application, human relations, public image, and trends in the changing business world. Practice is provided working with office forms and supplies; postal procedures; machine transcription; and telephone techniques. Total of 54 hours lecture.

Filing/Records Management
Prerequisite: Office Administration 50 or one year of high school typing.
Examines basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Total of 54 hours lecture.

Secretarial Accounting, I
Prerequisite: None.
Activities of the general clerical employee—journalizing, posting, trial balance, worksheet, and financial reports. Total of 54 hours lecture.

Secretarial Accounting, II
Prerequisite: Office Administration 63 A.
Further activities of the general clerical employee. Contents include special journals, payroll, property records, and depreciation. Total of 54 hours lecture.

Computer Applications of Accounting, Self-Paced
(Same as Office Administration 64)
Prerequisite: None.
Self-paced, competency-based skill development in accounting on computers. This course is designed as a computer component for accounting course. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

Machine Dictation/Transcription
3 units
Prerequisite: Office Administration 84 or Office Administration 86 or Office Administration 51.
A course designed to provide instruction in the use of modern language dictating/transcribing equipment. Emphasis will be placed on using effective dictation and transcription techniques; composing original documents employing acceptable formats and transcribing business correspondence and reports in final form. Total of 36 hours lecture and 54 hours laboratory.

Machine Transcription, Self-Paced
0.5 unit
Prerequisite: Office Administration 58 A or equivalent skills as demonstrated through testing.
Self-paced skill development in machine transcription. Students attain skill in operating and transcribing from machines. Instruction is given on an individualized basis through multimedia and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is completion of twelve tapes and two production tests at 20 words per minute. Total of 27 hours laboratory.

Electronic Calculator, Self-Paced
0.5 unit
Prerequisite: None.
Self-paced skill development covering the fundamental operative skills of 10-key adding machines and printing calculators. This course is offered credit/no credit only. Competency is based on successful completion of practical applications and a timed production exam. Total of 27 hours laboratory.

Beginning Shorthand
3 units
Prerequisite: None.
A basic course in theory and practice of Gregg Series shorthand. Concentration on word-building principles and mastery of shorthand theory. Transcription of business letters is introduced. Total of 36 hours lecture and 54 hours laboratory.

Intermediate Shorthand & Transcription
3 units
Prerequisite: Office Administration 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. Total of 90 hours laboratory.
72 Lotus 1-2-3, Self-paced 0.5 unit
(Same as Accounting 72 and Computer Information Systems 72)
Prerequisite: None. OFC 54 recommended.
Self-paced, competency-based skill development in electronic spreadsheets using Lotus 1-2-3. This course is also appropriate for business administration and accounting students. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

73 dBase 3, Self-Paced 0.5 unit
(Same as Accounting 73 and Computer Information Systems 73)
Prerequisite: None. OFC 54 recommended.
Self-paced, competency-based skill development in Microcomputer data base management system use. This course is also appropriate for Business Administration. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. The course is offered credit/no credit only. Competency level required for credit is by examination. Total of 27 hours laboratory.

74 Microcomputer Spreadsheets:
SuperCalc 3, Self-paced 0.5 unit
(Same as Computer Information Systems 74 and Accounting 74)
Prerequisite: None.
Self-paced, competency-based skill development in the use of spreadsheet programs to analyze and solve business and accounting problems. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. This course is offered credit/no credit only. Competency level required is completion of a hard-copy output final examination problem. Total of 27 hours laboratory.

77 ABC Shorthand I, Self-Paced 0.5 units per section
Prerequisite: None.
Self-paced skill development in shorthand for beginning students. This course is also appropriate as a review for reentry into the job market. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. Subsequent enrollment in Sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

78 ABC Shorthand II, Self-Paced 0.5 units per section
Prerequisite: Office Administration 70, 77A, or equivalent skill as demonstrated through testing.
Self-paced skill development in shorthand for beginning students. This course is also appropriate as a review for reentry into the job market. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. Subsequent enrollment in sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

79 ABC Shorthand III, Self-Paced 0.5 units per section
Prerequisite: Office Administration 71, 78 A or equivalent skill as demonstrated through testing.
Self-paced, competency-based skill development in shorthand designed to enhance basic shorthand skills and build speed and accuracy. This course is appropriate for a student with intermediate shorthand skills or as a review for reentry into the job market. Instruction is given on an individualized basis using multimedia equipment and personal consultation with the student. Subsequent enrollment in Sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

82 Word Processing Concepts 3 units
Prerequisite: None.
Examines resulting effects of changing technology on the office environment. Provides an introduction to word processing including literacy, history, applications, and career opportunities. Total of 54 hours lecture.

83 Word Processing: IBM DisplayWrite 2 units
Prerequisite: Office Administration 51 or equivalent skill as demonstrated through testing.
This course provides both a beginning and an intermediate level of skill. Students will develop job competency in machine operation. Total of 18 hours lecture and 54 hours laboratory.

86 Word Processing: WordStar 2 units
Prerequisite: Forty-five words a minute or Office Administration 51 or its equivalent.
This course provides both an introductory and advanced level of learning on the capabilities of text visual display editing systems. Students will develop competency in operating a visual display word processor, utilizing a CRT (Cathode Ray Tube) screen, flop-
87 ABC  Word Processing: WordStar, Self-Paced  0.5 units per section
Prerequisite: None. Office Administration 57 A or equivalent skill as demonstrated through testing recommended.
Self-paced skill development in word processing. Students attain skills in operating an integrated system. Subsequent enrollment in Sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

88 ABC  Word Processing: IBM DisplayWrite, Self-Paced  0.5 units per section
Prerequisite: Office Administration 57 A or equivalent skill as demonstrated through testing recommended.
Self-paced competency-based skill development in word processing. Students attain skills in operating an integrated system. Instruction is given on an individualized basis. Subsequent enrollment in Sections B and C will provide the student an opportunity for additional skills and competency development within the subject matter. The course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

89 ABCD Word Processing: IBM Displaywriter, Self-Paced  0.5 units per section
Prerequisite: Office Administration 57A or equivalent skill of 45 words per minute as demonstrated through testing.
Self-paced competency-based skill development in word processing. Students attain skills in operating the IBM Displaywriter. Instruction is given on an individualized basis. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skills and competency development within the subject matter. This course is offered credit/no credit only. Total of 27 hours laboratory is required in each section.

90  Word Processing: Lanier, Self-Paced  0.5 unit
Prerequisite: Office Administration 57 A or equivalent skill of 45 words per minute as demonstrated through testing.
Self-paced, competency-based skill development in word processing. Students attain skills in operating the Lanier. Instruction is given on an individualized basis. This course is offered credit/no credit only. Competency level required for credit is 70 percent accuracy on final examination. Total of 27 hours laboratory.

91  Word Processing: Wang, Self-Paced  0.5 unit
Prerequisite: Office Administration 57 A or equivalent skill of 45 words per minute as demonstrated through testing.
Self-paced, competency-based skill development in word processing. Students attain skills in operating the Wang. Instruction is given on an individualized basis. This course is offered credit/no credit only. Competency level required for credit is 70 percent accuracy on final examination. Total of 27 hours laboratory.
additional skill and competency development within the subject matter. Total of 27 hours laboratory is required in each section.

97 ABCD Office Administration: 
Practicum in Word Processing 0.5 units per section 
Prerequisite: None. 
Self-paced skill development in word processing in a supervised laboratory. Subsequent enrollment in sections B, C, and D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 27 hours laboratory is required in each section.

210 ABCD Work Experience 1-2-3-4 units 
Prerequisite: Student must be enrolled in a minimum of 7 units including work experience 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. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C, and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

PHILOSOPHY

10 Introduction to Philosophy 3 units 
UC, CSU 
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. Total of 54 hours lecture.

11 Introduction to Critical Thinking 3 units 
UC, CSU 
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. Total of 54 hours lecture.

12 Ethics in Contemporary Life 3 units 
UC*, CSU 
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 set and family life, civil rights, race relations, law and order, protest and civil disobedience, pacifism and productivity and leisure. Total of 54 hours lecture.

Aesthetics 3 units 
UC, CSU 
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. Total of 54 hours lecture.

Survey of Black Thought UC, CSU 
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. Total of 54 hours lecture.

Native American Thought 3 units 
UC, CSU 
Prerequisite: None. 
Philosophical and religious beliefs and practices of Native Americans. Their history, views of man and nature. Emphasis placed on Native American thought as conveyed by Indian people, and its relevance to contemporary problems and conflicts between the two societies. Total of 54 hours lecture.

History of Greek Philosophy 3 units 
UC, CSU 
Prerequisite: Qualifying reading 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. Total of 54 hours lecture.

History of European Philosophy 3 units 
UC, CSU 
Prerequisite: Qualifying reading test scores. 
Continuation of Philosophy 20 but may be taken independently. A survey of the Rennaissance and the rise of humanism and of modern science; rationalism, empiricism, and the rise of the modern mind. Total of 54 hours lecture.
### PHOTOGRAPHY

**30 Critical and Speculative Philosophy**  
3 units  
UC, CSU  
Prerequisite: None. Philosophy 10 recommended.  
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. Total of 54 hours lecture.

**31 Value Disciplines**  
3 units  
UC*, CSU  
Prerequisite: None. Philosophy 30 recommended.  
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. Total of 54 hours lecture.

**32 Introduction to Symbolic Logic**  
3 units  
(Same as Mathematics 32)  
UC, CSU  
Prerequisite: None. May not be taken if credit for Mathematics 32 has been granted.  
Principles of deductive reasoning, including the practical application of modern symbolic techniques aiding the clarification of thought and discourse. Total of 54 hours lecture.

### PHOTOGRAPHY

**8 Introduction to Photography**  
3 units  
UC*, CSU  
Prerequisite: None.  
Theory and practice in the basic techniques of producing black and white photographs with technical and artistic value, including the use of cameras, materials and processes in darkroom procedures. Students will be expected to supply their own film and photographic paper. Total of 27 hours lecture and 81 hours laboratory.

**9 Intermediate Photography**  
3 units  
CSU  
Prerequisite: Photography 8.  
Emphasis on the use of professional equipment: view, press reflex and 35mm cameras. Application of art principles and photographic techniques to produce pictures of high quality. Introduction to studio management. Total 27 hours lecture and 81 hours laboratory.

**10 Advanced Photography**  
3 units  
CSU  
Prerequisite: Photography 8 and 9.

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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. Total of 27 hours lecture and 81 hours laboratory.

**Photojournalism**  
(Same as Journalism 12)  
3 units  
CSU  
Prerequisite: Photography 8 or equivalent experience.  
Theory and practice of newspaper and magazine photography. Designed to show the student how to make a precise statement by means of a photograph, thus communicating his or her views to others. Students will be expected to furnish their own film and paper. College darkroom facilities are available. Total of 27 hours lecture and 81 hours laboratory.

**13 Advanced Darkroom Techniques**  
3 units  
CSU  
Prerequisite: Photography 8 and 9.  
Designed to introduce the advanced student to photographic systems of measurement and their practical application. Total of 27 hours lecture and 81 hours laboratory.

**16 Multimedia Production**  
3 units  
CSU  
Prerequisite: Photography 8.  
A course in the production of slides, film strips, script writing, storyboards, sound recording, use of multiple projection systems, and in the preparation of transparencies for overhead projectors. Processing of films will be accomplished through local laboratories. Total of 27 hours lecture and 81 hours laboratory.

**17 Introduction to Color Photography: Negatives & Transparencies**  
3 units  
CSU  
Prerequisite: Photography 8.  
An introductory course in color photography covering theory and practice in the use of materials for producing color prints from color negative and color transparency films. Total of 27 hours lecture and 81 hours laboratory.

**210 ABCD Work Experience**  
1-2-3-4 units  
CSU*  
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C, and D will provide the student...
an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C, and D. In addition, students are required to complete 60 hours of volunteer work or 75 hours of paid service per unit, per semester.

Also see: JOURNALISM

PHYSICAL EDUCATION

Students are required to enroll in Physical Education activity courses during their first two semesters of full-time enrollment until the two unit requirement is completed. Exemption from this requirement shall be made for students in the following categories:

- A) Students providing a medical excuse to the Enrollment Services Office by the end of the first week of the semester.
- B) Students enrolled in less than twelve (12) units.
- C) Students enrolled in Cosmetology, Vocational, Registered Nursing, or Dental Technology Programs.
- D) Students enrolled in Music 48 ABCD or Music 61 ABCD.

Students should consult their instructor or Dean of Physical Education 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 and locker for which the student is responsible, will be issued to each student. A $3.00 charge will be assessed for a lost lock.

Intramural Sports

The intramural program for men and women is sponsored by the Department 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, flag football, basketball, bowling, softball, tennis, volleyball, weight training, golf, and racquet ball. As student interest warrants, additional activities will be provided. The Department 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.

### Academic Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Movement</td>
<td>2</td>
</tr>
<tr>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Water Safety Instructors Certification Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Athletic Training**

UC, CSU

Prerequisite: None.

This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. Total of 36 hours lecture and 54 hours laboratory.

**Cardiopulmonary Resuscitation**

CSU

Prerequisite: None.

The Red Cross certification course is designed to train students in the theory and practice of cardiopulmonary resuscitation, which is a combination of artificial respiration and circulation. Topics covered include the physiology of the breathing processes, the circulation, and the various causes of cardiac arrest. Life support techniques will be discussed, demonstrated, and practiced until students are practically equipped to sustain the respiration. Total of 18 hours lecture.

**Introduction to Movement**

Education for Elementary Children

CSU

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. Total of 18 hours lecture and 54 hours laboratory.

**First Aid**

UC, CSU

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. Total of 36 hours lecture.

**Water Safety Instructors Certification Course**

UC, CSU

Prerequisite: None. Advanced Life Saving Certificate desired.

This course is designed to drill the competent swimmer in life saving and water safety. Upon successful completion of this course, a Water Safety Instructors's Certificate is awarded. This
course meets the general physical education requirement. Total of 36 hours lecture and 54 hours laboratory.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Corequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Physical Education</td>
<td>2</td>
<td>UC, CSU</td>
<td>An orientation course on the nature of physical education and the qualifications demanded of physical education teachers. Total of 36 hours lecture.</td>
</tr>
<tr>
<td>Sports Officiating-Fall Sports</td>
<td>2</td>
<td>UC, CSU</td>
<td>The mechanics, techniques, and rules of officiating football, basketball, and volleyball. Total of 36 hours lecture plus required field work.</td>
</tr>
<tr>
<td>Sports Officiating-Spring Sports</td>
<td>2</td>
<td>UC, CSU</td>
<td>The mechanics, techniques, and rules of officiating softball, baseball, and track. Total of 36 hours lecture plus required field work.</td>
</tr>
<tr>
<td>Introduction to Recreation</td>
<td>2</td>
<td>UC, CSU</td>
<td>Introduces to the student the historical and philosophical foundations of leisure and recreation. Total of 36 hours lecture plus required field work.</td>
</tr>
<tr>
<td>Recreational Leadership</td>
<td>2</td>
<td>CSU</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. Total of 36 hours lecture plus required field work.</td>
</tr>
<tr>
<td>Beginning Choreography</td>
<td>2</td>
<td>UC, CSU</td>
<td>Theory and practice in the basic elements of dance composition and production. Total of 18 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>Intermediate Choreography</td>
<td>2</td>
<td>UC, CSU</td>
<td>Prerequisite: Physical Education 37 or equivalent experience.</td>
</tr>
<tr>
<td>Soccer Theory and Practice</td>
<td>2</td>
<td>CSU</td>
<td>This course will teach the theoretical and practical aspects of the sport of soccer. Students will learn rules, how to coach, referee, set up tournaments, recruit players, techniques and strategies for playing soccer. Teamwork and methods for developing positive and effective behaviors will also be taught. Total of 18 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>Applied Theory of Aquatics</td>
<td>2</td>
<td>CSU</td>
<td>This course is designed to give the student a comprehensive overview of aquatics emphasizing movements and skills of the body. Swimming strokes, conditioning techniques, positive motivating and behavioral methods will be studied to encourage quality performance and lifetime participation. Total of 27 hours lecture and 27 hours laboratory.</td>
</tr>
<tr>
<td>C 70ABCD Adaptive Physical Education for the Physically Handicapped</td>
<td>1-1-1-1</td>
<td>UC, CSU</td>
<td>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. Total of 54 hours laboratory.</td>
</tr>
</tbody>
</table>

Activities Courses

The majority of physical education activity classes meet for a full semester, while some are offered for nine-week modules. All are scheduled three times a week for one hour or twice a week for one and one-half hours. One unit of credit in physical education normally is assigned for a full semester offering, while half a unit of credit is earned in a nine-week module. One activity course (Dance Performance, C 34) and all varsity sports carry two units of credit.

Enrollment in an activity course is required for those semesters a student is enrolled in 12 or more units until a two course requirement is completed. Courses will be taken in alphabetical sequence regardless which semester enrollment begins. Re-enrollment in a physical education activity course will
provide the student an opportunity for additional skill and competency development.

A maximum of four semester units of activity courses may be counted toward an associate in arts degree. All activity classes meet physical education requirements at four year colleges.

**Prerequisite: Beginning course or equivalent.

C-08 ABCD – Badminton
C-09 ABCD – Badminton, Advanced
C-10 ABCD – Baseball Fundamentals, Defense
C-11 ABCD – Baseball Fundamentals, Offensive
C-12 ABCD – Basketball
C-19 ABCD – Cardiovascular Fitness
C-20 ABCD – Bowling, Beginning
C-21 ABCD – Bowling, Intermediate (130-plus av.)
C-22 ABCD – Bowling, Advanced (150-plus av.)
C-23 ABCD – Ballet, Dance, Beginning
C-24 ABCD – Ballet, Dance, Intermediate
C-27 ABCD – Concert, Dance Techniques I
C-28 ABCD – Concert, Dance Techniques II
C-29 ABCD – Jazz, Dance, Beginning
C-30 ABCD – Jazz, Dance, Intermediate
C-31 ABCD – Modern, Dance, Beginning
C-32 ABCD – Modern, Dance, Intermediate
C-33 ABCD – Modern, Dance, Advanced
C-34 ABCD – Dance, Performance (2 unit course)
C-35 ABCD – Conditioning for Dance
C-36 ABCD – Jazz, Dance, Advanced
C-41 ABCD – Golf
C-42 ABCD – Golf, Intermediate
C-43 ABCD – Football Fundamentals, Defensive
C-44 ABCD – Football Fundamentals, Offensive
C-45 ABCD – Gymnastics
C-46 ABCD – Gymnastics, Intermediate
C-48 ABCD – Handball
C-57 ABCD – Parcourse Fitness
C-58 ABCD – Physical Fitness
C-59 ABCD – Physical Conditioning for Public Safety Officers
C-61 ABCD – Racquetball
C-62 ABCD – Soccer
C-63 ABCD – Songleading and Cheerleading
C-67 ABCD – Swimming, Basic Skills and Aquatic Exercises
C-68 ABCD – Swimming, Intermediate Skills
C-69 ABCD – Swimming, Advanced Skills and Conditioning
C-70 ABCD – Adaptive Physical Ed for Physical Handicapped
C-71 ABCD – Team Sports
C-72 ABCD – Tennis, Beginning
C-73 ABCD – Tennis, Intermediate
C-74 ABCD – Tennis, Advanced
C-77 ABCD – Volleyball, Beginning
C-78 ABCD – Volleyball, Advanced
C-81 ABCD – In Season Varsity Sport Conditioning
C-82 ABCD – Out of Season Varsity Sport Conditioning

PHYSICAL SCIENCE

C-83 ABCD – Weight Training
C-84 ABCD – Weight Training, Advanced
C-87 ABCD – Swimming, Basic Skills and Aquatic Exercises/Physical Fitness
C-88 ABCD – Swimming, Intermediate/Physical Fitness

**Varsity Sports (All courses are 2 units each)**

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

**Women:**
- V-01 AB – Cross Country
- V-02 AB – Football
- V-09 AB – Swimming and Diving
- V-11 AB – Pep Squad
- V-18 AB – Tennis
- V-20 AB – Basketball
- V-21 AB – Volleyball
- V-22 AB – Softball
- V-23 AB – Soccer
- V-11 AB – Pep Squad

**Men:**
- V-01 AB – Cross Country
- V-02 AB – Football
- V-04 AB – Basketball
- V-05 AB – Baseball
- V-06 AB – Track
- V-20 AB – Basketball
- V-07 AB – Golf
- V-08 AB – Tennis
- V-09 AB – Swimming and Diving
- V-10 AB – Soccer
- V-11 AB – Pep Squad

Students participating in an intercollegiate sport may substitute it for the regular physical education course during the time they participate. Athletes who leave the squad from varsity sports and need to fulfill a requirement must enroll in a physical education class immediately. This can be done through the Physical Education Department office.

PHYSICAL SCIENCE

1. **Introduction to Physical Science**
   3 units
   UC*, CSU
   Prerequisite: None.
   Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. Total of 54 hours lecture.

5. **Weather and Climate**
   (Same as Geography 5)
   3 units
   UC, CSU
   Prerequisite: None.
   The composition, structure, and circulation of the atmosphere as it affects regional weather and climate. Special emphasis on storm...
systems, including hurricanes and tornadoes. Observation of daily weather phenomena, recording of data, short-term forecasting. Total of 54 hours lecture.

**PHYSICS**

**2 A**

**General Physics, I**

**UC*, CSU**

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. Total of 54 hours lecture and 54 hours laboratory. Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

**2 B**

**General Physics, II**

**UC*, CSU**

Prerequisite: Physics 2 A.

Light, electricity and magnetism; introductory nuclear physics are covered. Total of 54 hours lecture and 54 hours laboratory. Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

**4 A**

**Mechanics and Waves**

**UC*, CSU**

Prerequisite: Mathematics 1 A or concurrent enrollment.

Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, wave motion, and acoustical phenomena. Total of 54 hours lecture and 54 hours laboratory.

**4 B**

**Electricity and Magnetism**

**UC*, CSU**

Prerequisite: Physics 4 A and Mathematics 1 B, or concurrent enrollment.

Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell’s equations, and waves and oscillations. Total of 54 hours lecture and 54 hours laboratory.

**4 C**

**Heat, Light and Fluids**

**UC*, CSU**

Prerequisite: Physics 4 A and Mathematics 1 B, or concurrent enrollment.

Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, reflection, refraction, lenses, interference and diffraction, and fluid statics and dynamics. Total of 54 hours lecture and 54 hours laboratory.

**POLITICAL SCIENCE**

**1**

**American Government**

**UC, CSU**

Prerequisite: Qualifying reading test scores.

The principles, problems, and politics of government, with emphasis on national government in the United States. In considering state and local government, attention is given to organization and practice in California. Total of 54 hours lecture.

**2**

**Comparative Government**

**UC, CSU**

Prerequisite: Qualifying reading test scores.

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. Total of 54 hours lecture/discussion.

**3**

**Introduction to Political Science**

**UC, CSU**

Prerequisite: None.
An inquiry into political action in various cultural contexts stressing a more knowledgeable citizenry while utilizing national and cross-national experiences. Total of 54 hours lecture/discussion.

4  Introduction to International Relations  3 units  
UC, CSU  
Prerequisite: Qualifying reading test scores. 
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. Total of 54 hours lecture/discussion.

5  The Law and Politics  3 units  
UC, CSU  
Prerequisite: Qualifying reading test scores recommended. 
The principles and problems of the constitution are examined, with emphasis of how the constitution impacts public policy. Also, the course looks at the constitutional considerations of the bureaucracy, political parties and elections. A total of 54 hours of lecture.

9  Law in American Society  3 units  
(Same as Administration of Justice 9)  
UC, CSU  
Prerequisite: None. 
A general survey of practical law intended as an introduction to the legal system and to acquaint the student with elements of the law that affect everyday legal relationships: Criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for pre-law students and for others interested in the practical application of the law. Total of 54 hours lecture.

10 AB  International Organizations  3-3 units  
UC, CSU  
Prerequisite: None. Qualifying reading test scores recommended. 
The course will examine the development and impact of international organizations. Particular emphasis will be placed upon an understanding of the United Nations. The concept of diplomacy will be examined through lecture and simulation. Students will prepare for participation in the Model United Nations of the Far West. Participation in the Model United Nations is voluntary. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours lecture.

PSYCHOLOGY

1  General Psychology  3 units  
UC, CSU  
Prerequisite: None. 
Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior in learning, motivation, emotion, personality, intelligence, and thought. Total of 54 hours lecture.

2  Physiological Psychology  3 units  
UC, CSU  
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. Total of 54 hours lecture.

4  Introduction to Experimental Design  3 units  
UC, CSU  
Prerequisite: Psychology 1 or 2. 
Experimental designs, the analysis of variables that influence experimental results, and the various methods of data treatment. Total of 36 hours lecture and 36 hours laboratory.

9  Developmental Psychology  3 units  
UC, CSU  
Prerequisite: None. 
The psychological foundations and behavioral determinants of human development from prenatal life to seniority, including: genetics, cognition, ethics, emotion, and physiological development. Normative and anomalous behavior is noted. Total of 54 hours lecture.

33  Personal and Social Behavior  3 units  
UC, CSU  
Prerequisite: Psychology I 
Dynamics of personality. Application of psychological principles to problems and circumstances of life. Analysis of the factors involved in social living and self-realization. Basis and forms of personality deviation and the psychotherapeutic methods employed. Total of 54 hours lecture.

53  Psychology of Personal Relations  3 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 mechanism, traits and character structure. Emphasis will
be placed on acquiring skills in identifying these during group sessions. Total of 54 hours lecture.

REAL ESTATE

80 Real Estate Principles 3 units
Prerequisites: None.
The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. Total of 54 hours lecture.

81 Real Estate Practices 3 units
Prerequisite: None.
Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the broker's examination. Total of 54 hours lecture.

82 Legal Aspects of Real Estate 3 units
Prerequisite: None.
California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of broker's examination. Total of 54 hours lecture.

83 Real Estate Finance 3 units
Prerequisite: None.
Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. Total of 54 hours lecture.

84 Real Estate Appraisal 3 units
Prerequisite: None.
Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. Total of 54 hours lecture.

85 Real Estate Economics 3 units
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. Total of 54 hours lecture.

210 ABCD Real Estate Work Experience 1-2-3-4 units
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours of lecture/discussion is required in Section A and may be required in Sections B, C, and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

SOCIOLOGY

1 Introduction to Sociology 3 units
Prerequisite: None.
Basic concepts and theories relating to the study of man and woman 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. Total of 54 hours lecture.

2 American Social Problems 3 units
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. Total of 54 hours lecture.

10 Survey of Ethnic Group Interaction 3 units
Prerequisite: None. Qualifying reading test scores recommended. Major "unassimilated" American ethnic, racial and religious groups from the pre-Columbian Period to the present. Chronologic survey of selected groups, traces their origin and explores their cultures, history and group experience in this country. Total of 54 hours lecture.
SOCIOLOGY

12 **Marriage and Family Relations** 3 units
UC, CSU
Prerequisite: None.
PATTERNS IN MARRIAGE AND FAMILY RELATIONS focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intra-family conflict, and sexual adjustment. Total of 54 hours lecture.

15 **Women in American Society** 3 units
UC, CSU
Prerequisite: None.
The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. Total of 54 hours lecture.

35 **Sociology of the Black Community** 3 units
UC, CSU
Prerequisite: None.
Identification and analysis of the sociology of Black people in today's society. Total of 54 hours lecture.

45 **Childhood and Culture** 3 units
CSU
Prerequisite: None.
How the culture in which a child is reared affects his or her growth, behavior, and personality; motivations, goals, chances in life, problems and methods of attacking them, and probabilities of success. Recommended for parents and child-service workers, but especially designed for those who plan to seek employment as instructional assistants, or to volunteer in the elementary schools. Total of 54 hours lecture.

60 **Cultural and Psychological Aspects of Deafness** 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. Total of 54 hours lecture plus required field trips.

210 ABCD Community Services Work Experience 1-2-3-4 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C, and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

SPANISH

1 **Spanish, I**
UC, CSU
4 units
Prerequisite: None.
Essentials of Spanish grammar with initial emphasis on phonetics, pronunciation, dictation, reading and writing. Constant emphasis on verbs. Evaluation based upon writing ability. Total of 72 hours lecture and 18 hours laboratory.

2 **Spanish, II**
UC, CSU
4 units
Prerequisite: Spanish I, or 2 years of high school Spanish with an average B'. Further study of Spanish grammar and idiomatic usage. Drill on pronunciation, reading, writing, and dictation. Evaluation based upon writing ability. Begin study of subjunctive. Total of 72 hours lecture and 18 hours laboratory.

3 **Spanish, III**
UC, CSU
4 units
Prerequisite: Spanish II, or 2 years of high school Spanish with at least a "B" average.
Further study of Spanish grammar and syntax. Class discussions are based on material from the reader. Total of 72 hours lecture and 18 hours laboratory.

4 **Spanish, IV**
UC, CSU
4 units
Prerequisite: Spanish III, or 4 years of high school Spanish with at least a "B" average.
Further study and review of Spanish grammar and syntax. Reading of Spanish culture, novels, short stories, and plays, with oral and written exercises based upon class work. Reports on collateral reading. Course is conducted in Spanish. Total of 72 hours lecture and 18 hours laboratory.

50 ABCD Conversational Spanish 2-2-2-2 units
Prerequisite: None for Spanish 50 A. Courses will be taken in alphabetical sequence.
An introductory course in Spanish conversation emphasizing pronunciation, speaking, comprehension, and reading. The objective is communication with Spanish speaking people, and a better understanding of their culture. Subsequent enrollment in Sections
**B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 72 hours laboratory.**

### SPEECH COMMUNICATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Public Speaking</td>
<td>3</td>
<td>UC, CSU</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Persuasion in Rhetorical Perspective</td>
<td>3</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td><strong>3 AB</strong></td>
<td>Argumentation and Debate</td>
<td>3-3</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td><strong>4 AB</strong></td>
<td>The Psychology of Argumentation</td>
<td>3-3</td>
<td>UC*, CSU</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>The Deliberative Process</td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Small Group Problem Solving</td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Oral Interpretation, I</td>
<td>3</td>
<td>(Same as Theater Arts 7)</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Oral Interpretation, II</td>
<td>3</td>
<td>(Same as Theater Arts 8)</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>Interpersonal Communication</td>
<td>3</td>
<td>UC, CSU</td>
</tr>
<tr>
<td><strong>10 ABCD</strong></td>
<td>Forensics</td>
<td>4-4-4-4</td>
<td>CSU</td>
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The nature and function of deliberative speaking the public meetings and parliamentary bodies. Rule of parliamentary speaking. Critical analysis of speaking and parliamentary discussion on contemporary public issues. Total of 54 hours lecture.

Small Group Problem-Solving is designed to offer the student productive communication experiences. Persuasion in the small group situation, resolving conflicts, process in problem solving, social relations, decision making, and organizational and leadership roles in small groups are some of the areas covered in this course. Various methods of small group discussions will be explored. Total of 54 hours lecture.

Oral Interpretation, I
(\textit{Same as Theater Arts 7})

Oral Interpretation, II
(\textit{Same as Theater Arts 8})

Interpersonal Communication

Interpersonal communication examines the dynamics of the two-person communication process. Students will study development of self-concept, self-disclosure, self-actualization, perception, listening and feedback as they impact the interpersonal communication process. Other variables in the communication process such as non-verbal communication, attitudes, beliefs, and values will also be explored as they affect communication. Total of 54 hours lecture.

Forensics

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. Subsequent enrollment in Sections B, C and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 36 hours lecture and 108 hours laboratory.

11 Storytelling 3 units
CSU
Prerequisite: None.
Storytelling selection, preparation, oral presentation and listening experiences in both prose and poetry. Creativity and visual techniques will be stressed for presenting stories in folk, fantasy, and realistic literature, highlighting children’s problems. Especially valuable for students who are parents and/or those who are, or expect to become, nursery school, elementary and secondary teachers or aides, or playground supervisors. Total of 54 hours lecture.

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. Consideration of various types of practical speech situations. Total of 54 hours lecture.

SUPERVISION

(See Management)

TELECOMMUNICATIONS

41 Introduction to Telecommunications 3 units
CSU
Prerequisite: None.
A survey of television as a medium of mass communications. Emphasis on historical, commercial and creative techniques and technical growth. Home video, cable and basic studio operations will also be covered. Total of 54 hours lecture.

42 Writing and Production Planning for Television 3 units
CSU
Prerequisite: Completion of or concurrent enrollment in Telecommunications 41.

43 Television Studio and Equipment 3 units
CSU
Prerequisite: Completion of or concurrent enrollment in Telecommunications 41.
Introduction to use of cameras, recorders, editors and control room and related areas. Work will include theories and practices, terminology and operation of all television production job categories. Total of 36 hours lecture and 54 hours laboratory.

44 Television Production 3 units
CSU
Prerequisite: None.
Basic principles of television production including operation of equipment and process of developing a television program from idea to final production. Students will produce, direct, and crew a variety of projects, such as news, interviews, commercials, dramas, and instructional programs. Total of 18 hours lecture and 108 hours laboratory.

50 ABCD Telecommunications Laboratory 1-3 units
Prerequisite: Completion of or concurrent enrollment in Telecommunications 41, 42, 43, or 44.
Supervised laboratory work on television production projects. Each semester requires completion of new and more advanced assignments. Each section may be taken for 1 to 3 units depending upon the laboratory hour commitment. Total of 54 to 162 hours laboratory.

THEATER ARTS

3 Introduction to the Theater 3 units
UC, CSU
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. Total of 54 hours lecture.

5 A-H Theater Practicum 3 units per section
UC*, CSU
Prerequisite: None. Acting and production skills desirable.
A course in play production from casting to performance. Emphasis is on individual instruction, small group lecture and learn-
ing by doing. The course contains units in acting, set construction, lighting, costuming, house management, props, and make-up. Subsequent enrollment in sections B, C, D, E, F, G and H will provide the student an opportunity for additional skill and competency development within the subject matter. A total of 162 hours laboratory.

6 ABCD Workshop in Conservatory Theater 6-6-6-6 units
Prerequisite: None. Theater acting and production skill desirable. Any section of Theater Arts 6ABC6 may be taken without a prerequisite.
A comprehensive course in theater arts that includes all aspects of history, practices, styles, acting, singing, dancing, voice, movement and production. Emphasis is on non-musical instruction, but will include dancing and singing units. Course is designed to provide student with background, training and performance skills. The course will contain units in all phases of theater as a means of preparing the student for transfer or professional opportunities. Each section deals with a different period and can be taken without a prerequisite. Total of 324 hours laboratory.

7 Oral Interpretation, I 3 units
(Same as Speech Communication 7)
UC, CSU
Prerequisite: None.
Trains the student to understand different types of literature for presentation to an audience; the course emphasizes oral reading of literature, voice production, and audience analysis. A total of 54 hours lecture.

8 Oral Interpretation, II 3 units
(Same as Speech Communication 8)
UC, CSU
Prerequisite: Theater Arts 7 (Speech 7).
Performance training in oral reading of prose, poetry and drama. Practice in analysis for communication with training in principles for effective delivery. A total of 54 hours lecture.

WELDING

15 Introduction to Basic Shielded Metal Arc Welding 3 units
CSU
Prerequisite: None.
An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. Total of 27 hours lecture and 81 hours laboratory.

16 Advanced Shielded Metal Arc Welding 3 units
CSU
Prerequisite: Welding 15
An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. Total of 27 hours lecture and 81 hours laboratory.

25 Introduction to Oxyacetylene Welding 3 units
CSU
Prerequisite: None.
An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. Total of 27 hours lecture and 81 hours laboratory.

34 Metals Joining Processes 2 units
CSU
Prerequisite: None.
This course is designed to provide the pre-engineering and the industrial technology student with a comprehensive knowledge of modern metal joining processes. Total of 18 hours lecture and 54 hours laboratory.

55 Introduction to Basic Gas Tungsten Arc Welding 3 units
Prerequisite: Welding 25 or trade experience.
An introductory course in basic gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW), shop and industrial safety and common materials used in welding. Total of 27 hours lecture and 81 hours laboratory.

60 Advanced Pipe and Plate Laboratory 2 units
Prerequisite: Six units in welding.
A course designed to advance the competent welder's knowledge of welding pipe and plate. Research is performed with respect to destructive and nondestructive testing, effects of variable factors on weldments, the weldability of ferrous and nonferrous alloys. Total of 108 hours laboratory.

61 ABCD Certification and Licensing for Welders 3-3-3-3 units
Prerequisite: Welding 16, 55 licensed by AWS, ASME, or API, proof of prior Los Angeles City examination eligibility, or successfully passing a written welding examination.
This course is designed to enhance the competency of the advanced students in the various welding processes and techniques. Subsequent enrollment in Section B, C, and D will provide an opportunity for additional manipulative skills and competency development in the subject matter. Each student will be required to successfully complete a series of weld coupons in preparation for Los Angeles City welding certification. Total of 27 hours lecture and 81 hours laboratory per section.
WORK EXPERIENCE

210 ABCD  Work Experience  1-2-3-4 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience 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. Subsequent enrollment in Sections B, C, and D will provide the student an opportunity for additional skill and competency development in the subject matter. Total of 18 hours lecture/discussion is required in Section A and may be required in Sections B, C, and D. In addition students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per semester.

WORK EXPERIENCE

200 AB  General Work Experience  3-3 units
CSU*
Prerequisite: Students must be enrolled in a minimum of 7 units including the work experience units.
This course allows the student to experience the world of work and its relation to education. Not open to students in those occupational education programs where similar courses are offered. Instruction and special assignments related to the general employment experience. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours lecture plus 180-225 hours per semester of volunteer or paid experience, respectively.

ZOOLOGY-See BIOLOGY 2 A, 2 B

The following courses, even though part of the curriculum program of the college, are not offered on a regular basis.

Administration of Justice 17-Fundamentals of Crime and Delinquency
Administration of Justice 66-Jail Operations II
Administration of Justice 72-Enforcement of Boating Safety
Administration of Justice 73-Basic Drug Law Enforcement
Administration of Justice 77-Effective Report Writing for Law Enforcement Officers
Administration of Justice 79-Advance Boating Safety and Enforcement
Administration of Justice 82-Report Writing for Criminal Justice Clerical Personnel
Administration of Justice 85-Management of Assaultive Behavior
Art 26-Oil Painting
Art 37-Letter and Typography
Business Administration 50 B-Business Mathematics II
Business Administration 70 B-Small Business Organization Management II
Business Administration 75-Introduction to Business Law
Computer Information Systems 12 B-Computer Programming Advanced FORTRAN
Computer Information Systems 14-Computer Programming PL/1
Computer Information Systems 15-Computer Programming RPG
Computer Information Systems 55-Information Systems for Management Personnel
Construction Technology 75-Technology of Portland Cement Concrete and Asphalt
Dental Technology 210 ABCD-Work Experience
Electronics 32-Radiotelephone License Preparation
Electronics 51-Television Symptom Diagnosis
Electronics 53-Audio/Radio Service
English 13-Comic Satire
English 16-Black American Literature
English 18-Native American Literature
English 20-Mexican Literature in Translation
English 25-Crime Fiction
English 27-The Art of the Cinema
English 34-Folk/Rock Poetry
English 49-Literary Criticism and Analysis
English 57 AB-English for Spanish Speaking People
Escrow 90 A-Escrow Procedures I
Escrow 90 B-Escrow Procedures II
Escrow 90 C-Escrow Procedures III
Fire Science 54 A-Hazardous Materials I
Fire Science 54 B-Hazardous Materials II
Fire Science 55-Fire Protection Equipment and Systems
Fire Science 56-Related Codes and Ordinances
Fire Science 58-Building Construction for Fire Protection
Fire Science 59-Fire Company Organization and Management
Fire Science 60-Rescue Practices
Fire Science 61-Fire Apparatus and Equipment
Fire Science 62-Fire Investigation
Fire Science 63-Wildland Fire Control
Fire Science 80-Fire Science Basic Training
Home Economics 41-Sanitation and Safety
Home Economics 42-Quantity Food Production Equipment
Home Economics 43-Quantity Food Preparation
Home Economics 44-Food Production Management
Home Economics 45-Supervision and Training
Home Economics 46-Menu Planning
Home Economics 47-Food Purchasing and Cost Control
Home Economics 48-Modified Diets
Home Economics 49AB-Supervised Field Experience
Home Economics 71-Nutrition Related to Community Feeding Programs
Home Economics 76-Time and Motion in Quantity Food Preparation
Humanities 1 A-Honors Colloquium, I
Humanities 1 B-Honors Colloquium, II
Home Economics 49AB-Supervised Field Experience
Home Economics 71-Nutrition Related to Community Feeding Programs
Home Economics 76-Time and Motion in Quantity Food Preparation
Humanities 1 A-Honors Colloquium, I
Humanities 1 B-Honors Colloquium, II
Journalism 11 ABCD-Publications Photography
Management 61-Managerial Accounting
Management 65-Elements of Quality Control
Management 66-Operation & Control of Production
Management 80-Operational Housing Plant Management I
Management 81-Operational Housing Plant Management II
Management 82-Operational Housing Dealership Management
Management 83-Operational Housing Park Management
Management 85-Basic Metallurgy
Management 86-Introduction to Engineering
Management 87-Management Systems
Management 90-Purchasing
Management 95-Management-Employee Relations
Management 96-Participative Decision Making
Manufacturing Technology 50 A-Basic Plastics Technology
Manufacturing Technology 50 B-Advanced Plastics Technology
Marketing 31-Fashion Analysis
Medical Assisting 8-Introduction to Pharmacology
Motorcycle Technology 60-Motorcycle Fundamentals of Service
Motorcycle Technology 61-Motorcycle Internal Combustion Engines
Motorcycle Technology 62-Motorcycle Fuel Systems
Motorcycle Technology 63-Motorcycle Electrical Systems
Motorcycle Technology 65-Motorcycle Suspension Systems & Power Trains
Motorcycle Technology 67-Motorcycle Engine Rebuilding
Motorcycle Technology 69-Small Engine Maintenance and Service
Motorcycle Technology 210 ABCD-Work Experience
Music 35 ABCD-Class Organ
Music 39 ABCD-College Chorus
Office Administration 38-Communications I, Competency-Based
Office Administration 48-Office relations, competency-Based
Office Administration 52-Computer Keyboarding
Office Administration 65 AB-Certified Professional Secretary Review
Office Administration 76-Notchand I, Self-paced
Office Administration 80 A-Beginning Touch Shorthand
Office Administration 80 B-Intermediate Touch Shorthand
Office Administration 80 C-Advanced Touch Shorthand
Photography 11 ABCD-Publications Photography
Real Estate 84 B-Real Estate Appraisal II
Real Estate 86-Community Planning (City and Regional)
Real Estate 87-Syndication Formation & Financing

The following curricular patterns, even though part of the program of the college will not be offered during the current academic year:

Escrow
Fire Science
Motorcycle Technology
Surveying Technology
Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College endeavors to maintain a teaching staff which is among the finest in California.

FACULTY

ALEXANDER, DOUGLAS
Associate Professor, Manual Communications/Hearing Impaired

ALLEN, THOMAS
Assistant Professor English/Physical Education
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AMRICH, MICHAEL, JR.
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ATTRIDE, HILDA BENJAMIN
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BARNES, MICHEAL E.
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BEVAN, RICHARD B.  Associate Professor, Dental Technology  B.V.E., California State College, San Bernardino. At Riverside Community College since 1970.

BIEHL, JOHN  Associate Professor, Biology and Health Science  B.A., M.A., University of California at Santa Barbara. At Riverside Community College since 1971.

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BLANCHARD, JOHN B.  Associate Professor, Spanish  B.A., McGill University; M.A., Middlebury College and University of Madrid. At Riverside Community College since 1960.

BOND, DOUGLAS  Associate Professor, Chemistry  B.S., University of Washington; PhD., University of California, Los Angeles. At Riverside Community College since 1970.

BOWERS, WILLIAM J.  Associate Professor, English  A.A., Long Beach City College; B.A., California State University, Long Beach; M.A., California State University, Fullerton. At Riverside Community College since 1965.

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