RIVERSIDE COMMUNITY COLLEGE

Dr. Salvatore G. Rotella, President

BOARD OF TRUSTEES

Ms. Mary Figueroa ................................................................. President
Ms. Grace Slocum ............................................................... Vice President
Mr. Mark Takano ............................................................... Secretary
Ms. Kathleen Daley ............................................................ Member
Mr. Jose Medina ............................................................... Member
Ms. Maha Ibrahim ............................................................ Student Trustee, 2003-2004

All information contained in the 2003-04 Catalog is current as of March 2003. Although every effort has been made to assure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean or department chair for recent additions, deletion or changes.

Available in alternative formats.
RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside Campus
4800 Magnolia Avenue
Riverside, CA 92506-1299
(909) 222-8000

Admissions and Records 222-8600
Applied Technology 222-8490
Art Gallery 222-8494
Athletics 222-8892
Bookstore 222-8140
Business Administration 222-8550
College Police 222-8520
Cosmetology 222-8181
Counseling 222-8440
Criminal Justice & Public Services 486-2841
Disabled Student Services 222-8060
Diversity & Equity Compliance 222-8435
Early Childhood Studies 222-8068
Extended Opportunity Programs & Services 222-8045
Health, Human & Public Services 485-6189
Health Services 222-8151

Applicable Technology 222-8490
Art Gallery 222-8494
Athletics 222-8892
Bookstore 222-8140
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College Police 222-8520
Cosmetology 222-8181
Counseling 222-8440
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Early Childhood Studies 222-8068
Extended Opportunity Programs & Services 222-8045
Health, Human & Public Services 485-6189
Health Services 222-8151

Human Resources 222-8588
Information Systems & Technology 222-8556
International Student Center 222-8160
Library/Learning Resources 222-8560
Nursing Education 222-8405
Occupational Education 222-8130
Open Campus 222-8090
Performance Riverside 222-8100
Student Activities 222-8570
Student Financial Services 222-8710
Transcript Office 222-8603
Transfer Center 222-8446
Tutorial 222-8168
Veterans Office 222-8602
Writing and Reading Center 222-8632
Workforce Preparation 222-8648

Moreno Valley Campus
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(909) 571-6100

Norco Campus
2001 Third Street
Norco, CA 92860-2600
(909) 372-7000
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President

Dr. Ray Maghroori
Vice President, Academic Affairs

Dr. James L. Buysse
Vice President, Administration and Finance

Dr. Joan Wells
Vice President, Planning and Development

Vacant
Vice President, Student Services

Dr. Richard Tworek
Provost, Moreno Valley Campus

Dr. Brenda Davis
Provost, Norco Campus

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Athletics, Director ............................................................................. Mr. Robert Schermerhorn
Auxiliary Business Services, Director ................................................. Vacant
College Health Services, Director ........................................................ Mrs. Patti Smith
College Safety and Police, Director/Chief ........................................ Mr. Lee Wagner
Diversity & Equity Compliance /Asst. to the President, Director ............... Mrs. Monica Flores
Early Childhood Education, Associate Dean ....................................... Ms. Debbie Whitaker-Meneses
Economic Development, Dean .............................................................. Dr. Gail Zwart
Education, Dean ................................................................................ Dr. Irving Hendrick
EOPS, Director ................................................................................... Mr. Michael Carillo
Executive Assistant to the President and Associate VP, Institutional Advancement ........................................ Mrs. Virginia MacDonald
Facilities, Associate Vice President .................................................... Mr. Aan Tan
Finance, Associate Vice President ....................................................... Mr. Aaron Brown
Financial Services Associate Dean ..................................................... Mrs. Eugenia Vincent
Food Services, Director ..................................................................... Vacant
Grant & Contract Services, Director ..................................................... Mr. Richard Keeler
Human Resources, Associate Vice President ....................................... Dr. Della Condon
Information Services, Associate Vice President ................................. Mr. Steven Gils
Institutional Effectiveness, Associate Vice President .......................... Mr. Rick Axelson
Institutional Research, Director ............................................................ Mr. David Torres
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Instruction, Dean (Moreno Valley) ....................................................... Dr. Lisa Conyers
Instruction, Dean (Riverside) .............................................................. Mrs. Sylvia Thomas
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Matriculation, Dean .......................................................................... Dr. Deborah DiThomas
Nursing Education, Dean/Director .................................................... Dr. Donna Schutte
Occupational Education, Associate Vice President .............................. Mr. Ron Vito
Open Campus, Dean ......................................................................... Dr. Robert Bramucci
Performance Riverside, Director/Producer .......................................... Mr. Steven Glaudini
Planning and Development, Vice President ........................................ Dr. Joan Wells
Public Safety, Education and Training, Associate Dean (Interim) ........... Dr. William Vincent
Purchasing/Accounts Payable, Director ............................................... Ms. Patti Guerra
Risk Manager ................................................................................ Mr. Edward Godwin
Student Services, Associate Vice President ........................................ Dr. Linda Lacy
Student Services, Dean (Riverside) .................................................... Dr. Bonavita Quinto
Student Services, Dean (Moreno Valley) ............................................ Dr. Daria Burnett
Student Services, Dean (Norco) ........................................................ Dr. Dawn Lindsay
Workforce Preparation, Associate Dean ........................................... Ms. Shelagh Camak
### 2003-2004 ACADEMIC CALENDAR

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**FLEX Day**
(Aug. 29, Dec. 19, June 11)

**Legal Holidays**

**Classes not in session, all offices open**

**Final Examinations**

**Graduation (June 10)**

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For final exam schedules, please refer to the Class Schedule.
Graduation: June 10, 2004
The application deadline to walk in the Commencement Ceremony is April 1, 2004
MISSION STATEMENT

The Riverside Community College District is an accessible, comprehensive community college committed to providing an affordable post-secondary education, including student services and community services, to a diverse student body. The District provides transfer programs paralleling the first two years of university offerings, pre-professional, career preparation, and occupational and technical programs leading to the associate of arts degree, the associate of science degree, and a variety of certificates. In the tradition of general education, the liberal arts and sciences and the occupational and technical programs and courses prepare students for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides pre-college, tutorial, and supplemental instruction for under-prepared students. The District works in partnership with other educational institutions, business, industry, and community groups to enhance the quality of life and the internal harmony of the communities it serves. The District serves Western Riverside County from three interrelated campuses in the cities of Riverside, Norco and Corona, and Moreno Valley.

GOALS — 1995 - 2005

Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the college support an effective learning process and ensure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-campus District.

Increase the college-going rate in the area by reaching out to underrepresented and underserved populations and designing programs, services, and approaches relevant to the diverse segments of the community.

Approved by the Board of Trustees
Riverside Community College District
October 17, 1995

OUR VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

OUR VISION is to be a 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.

OUR VALUES are expressed in four distinct areas:

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

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

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

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

FUNCTIONS

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) 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, the University of California, and of private universities 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 students 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.

COMMUNITY SERVICES
Goal: Riverside Community College seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Programs are not-for-credit.
Objective: The college offers programs, trips and tours, workshops, and seminars designed to meet special needs of district residents.

CUSTOMIZED TRAINING
Goal: Riverside Community College seeks to provide a variety of training and consulting opportunities for local business and industry.
Objective: The college offers a variety of customized workshops, seminars, needs assessments, consulting, coaching, pre-employment assessments, and credit and not-for-credit services which are designed to meet the needs of individual businesses.

STUDENT SERVICES
Goal: Recognizing the need for a comprehensive learning experience for students, the college provides a wide variety of nonclassroom 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 is consistent with the college’s overall mission.

In addition, the college has developed a wide range of student support services such as financial assistance, health services, child care, services for students with a disability, 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 will be celebrating its 84th anniversary this year. In the beginning, the college enrolled 100 students in Polytechnic High School Campus.

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, Corona/Norco, Jurupa, Moreno Valley and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the La Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco campuses opened in April 1991 and have grown rapidly. It is projected that in the year 2002, more than 30,000 students will be attending classes at the three campuses.

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, and the Riverside Chamber of Commerce.

MARKETING DEPARTMENT

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students. At Riverside Community College this is part of the responsibility of the Marketing Department. College departments are assisted in securing newspaper and radio publicity, and a number of print and on-line 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 August to June, plus a winter and a summer session. The calendar for the 2002-2003 college year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

WHO MAY ATTEND

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

- have a high school diploma or its equivalent, or
- are 18 years of age or older and can profit from instruction, or
- are attending a local school

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

High School Students/Concurrent Enrollment

Students who have completed the 10th grade or reached their 16th birthday may apply for admission as a special student at Riverside Community College. Individual departments determine which of their courses are appropriate for minor students. Enrollment is contingent on (a) meeting prerequisites and (b) course availability.

The California Education Code Sections 48800, 48800.5 and 76001 (a) and (b) permit minor students to enroll in community college courses for college credit with the intent that these students are to be enrolled strictly for the purpose of seeking advanced scholastic or vocational work (i.e. college level courses). Education code 76001(i) specifies that the principal of a school may recommend not more than five percent of the total number of students at any single grade level.

Students must complete the RCC application and obtain necessary signatures on the High School Concurrent Enrollment Approval Form each term they wish to attend RCC. Deadlines to submit the application and approval form are: Fall Term - August 1; Winter Intersession - January 15; Spring Term - January 15; Summer Term - June 1. (If dates fall on a weekend, the deadline is the next business day.)

Students may apply to take 8 units or less for fall and spring terms and 5 units or less for winter and summer terms. Students who wish to appeal these requirements must get approval from the Dean of Instruction of the Riverside, Moreno Valley, or Norco campus. Students who plan to continue attending RCC after exiting high school must submit a new RCC application.
Nondiscrimination

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 gender, age, race, color, national origin, religion, disability or sexual orientation.

Prohibition of Sexual Harassment

The sexual harassment of students or staff is prohibited by federal and state 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 a 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.

Complaint Procedures

For further information on policies, regulations and complaint procedures relating to unlawful discrimination, including sexual harassment, please contact:

To obtain a complete copy of the Board Policies mentioned above, please call the Diversity & Equity Compliance Office: (909) 222-8435.

No discriminación

El Consejo Directivo de Riverside Community College ha adoptado regulaciones y procedimientos, y ha dado su aprobación a prácticas que permite que el distrito, sus empleados y estudiantes estén protegidos bajo todas las leyes que se relacionan con la prohibición de la discriminación basada en las diferencias de sexo, edad, raza, color, nacionalidad, religión, incapacidad física, o por orientacion sexual.

Se Prohibe el Acoso

El acoso sexual contra estudiantes o empleados es prohibido por la ley federal y estatal y por las regulaciones del Consejo Directivo. El acoso sexual incluye, pero no se limita, a las insinuaciones o avances no correspondidos de naturaleza sexual, y al comportamiento o conducta verbal o física de naturaleza sexual, cuando (1) la sumición a esta conducta es hecha en forma explícita o implícita, como condición para el progreso del estudiante, o como condición de empleo; cuando (2) la sumición o el rechazo a dicha conducta es usado como base para afectar las condiciones de empleo o el progreso de un estudiante; o (3) cuando tal conducta tiene como objeto interferir sin razón con el buen desempeño de las labores educacionales o propias del empleo de la persona, o que resulte en un ambiente hostil u ofensivo para el estudiante o el empleado.

Procedimiento de queja

Si necesita más información respecto a las regulaciones y procedimientos relacionados con asuntos de discriminación o de acoso sexual, por favor comuníquese con:

Monica Delgadillo Flores, Director
Diversity and Equity Compliance /Assistant to the President
Riverside Community College District
3845 Market Street, Riverside, CA 92501 (909)222-8039

Department of Fair Employment and Housing
1845 South Business Center Drive, Room 127
San Bernardino, California 92408-3425 (800) 884-1684

Equal Employment Opportunity Commission
255 E. Temple Street, 4th Floor
Los Angeles, CA 90012 (213) 894-1000

U.S. Department of Education Office for Civil Rights
Old Federal Building, 50 United Nations Plaza, Room 239
San Francisco, CA 94102 (415) 556-4275
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 STUDENTS

Admissions Application
Individuals must complete an Application for Admission if they have never enrolled at Riverside Community College or have not registered and completed at least one class in the most recent fall or spring semester. Official application forms may be obtained at any of the Riverside Community College campuses or online at www.rccd.cc.ca.us.

Schedule of Classes
A “Schedule of Classes” listing all courses offered and registration procedures is available in the bookstore on each campus. All courses published in the class schedule are part of the regular curricula and unless otherwise specifically noted carry credit and, therefore, can be applied to the requirements of the Associate in Arts and Associate in Science Degrees.

Registration
After an application has been submitted, students receive a “Tiger Talk” phone registration packet before the next term which includes a personal code number and a date to register by phone. Students can call in and register at any time on or after their scheduled appointment time through the end of the telephone registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, Orientation/Group Counseling. Refer to the section on Matriculation: “Are You Exempt From Matriculation?”

Students can pay fees by credit card on Tiger Talk, mail a check or pay at one of the campuses. Payment must be made within three business days. A registration receipt/schedule will be mailed which includes important deadlines to add/drop classes.

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

A “Schedule of Classes” is available each term to provide specific registration dates, times, procedures, and classes being offered during the respective term. Schedules can be found in the campus bookstores and on the RCCD website.

Procedure for Adding and Dropping Classes
Students must use an ADD/DROP card to add classes after the term begins. Adding a class requires an instructor’s authorization code OR signature. With an authorization code students can add classes through Tiger Talk. ADD cards with instructors’ signatures only must be turned into Admissions at one of the three campuses. The campuses will also accept instructor authorization codes.

Adds to classes will only be accepted prior to the Add deadline (10% of the class meetings.) Check the class schedule for full term class deadlines or call Admissions and Records on the Riverside Campus at 222-8600. Enrollment is not complete unless the student submits the ADD card within the Add period and pays fees within three business days.
Students may withdraw from courses by submitting a completed ADD/DROP card to Admissions on one of the three campuses or calling the Tiger Talk phone registration system. Students should refer to the Schedule of Classes for deadlines or call Admissions and Records on the Riverside campus at 222-8600. It is the student’s responsibility to officially withdraw from classes. Instructors must drop “No Shows” and may drop students who are excessively absent. However, it is ultimately the student’s responsibility to drop a class he/she no longer attends.

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

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

RCC Transcripts
The RCC transcript includes only coursework completed at Riverside Community College. Official student transcripts may be requested in the Transcript Office at the Admissions and Records office on the Riverside campus. Transcript request forms are also available in the Student Service office at the Moreno Valley and Norco campuses.

The first two official transcripts are free. There is a fee of $3.00 for each additional official transcript requested. For immediate service there is an additional $5.00 fee for each official transcript. Unofficial transcripts require a $1.00 fee and may be obtained at any RCC campus. For more information regarding official transcripts, call (909) 222-8603.

Other Transcripts
Transcripts from other accredited institutions, submitted as official documentation of a student’s record, must be no more than 90 days old. Transcripts submitted become the property of Riverside Community College and cannot be returned to the student nor be forwarded to another institution. Students planning to graduate from Riverside Community College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCC.

For information on auditing classes, see Graduation Requirements section.

LIMITATIONS ON ENROLLMENT
Riverside Community College offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, preparation scores for math and English, performance criteria or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

Remedial Limitation
Riverside Community College Board Policy 6092 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills and study skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions
All remedial courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

Prerequisite
When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in Chem. 1A). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of C or better or CR (Credit); C-, D, F, I, or NC (No Credit) grades are not acceptable. For additional information on prerequisites, refer to page 30.

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

It is the student’s responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.
Advisory
When a course has an advisory, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student’s success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

Official Evaluation of Credit Completed at Other Schools
Students who have completed credit at other institutions and wish to obtain a RCC degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a “Student Request for Official Evaluation” form. These forms are available in the Admissions area at the City, Moreno Valley, and Norco Campus. The student must currently be enrolled at RCC. The official evaluation will be completed by the Evaluations Office once all official transcripts (one that is received by RCC directly from the issuing institution), are received. A copy of the completed evaluation will be forwarded to the student.

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

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

Assessment of Basic Skills
Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Assessment/placement testing is available in alternate format for individuals with disabilities. Because RCC uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses.

New students must take the Accuplacer Online assessment test, for placement into English, math and reading courses; or the PTESL (Proficiency Test in English as a Second Language), for placement into ESL courses. In most cases, there is no appointment necessary for the Accuplacer test. An appointment is required for the PTESL. Both tests are available at all RCC campuses. Call to confirm hours of service: Moreno Valley 571-6492, Norco 372-7101/7102, Riverside 222-8451. Because of the multiple measures assessment process, tests taken at other colleges will not be honored.

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

Orientation/Counseling
All first-time college students must attend a freshman orientation/counseling session prior to registering for courses. During these sessions, counselors will introduce students to services and educational programs at Riverside Community College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Call [Moreno Valley (909) 571-6104; Norco (909) 372-7101; Riverside (909) 222-8440] or stop by the Counseling department on any campus to schedule a freshman orientation/counseling session. New students, who did not complete Guidance 45, Introduction to College at their high schools, should register for this course during their first semester at RCC.

Counseling for Continuing Students
Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to RCC before scheduling counseling appointments.

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

Are You Exempt From Matriculation Requirements?
The following board approved criteria define exempt students at Riverside Community College:
A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
B. Students who plan to enroll in five units or fewer and who have declared one of the following goals:
   - Advance in current career/job
   - Maintain certificate/license
   - Personal development
   - Complete credits for high school diploma
   - Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer
Student Educational Plan
Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to a high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.
A student’s college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled “Curricular Patterns.” The student is also invited to discuss personal goals with a college counselor.

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

Students Rights and Responsibilities
Prerequisites for courses will be enforced according to District policy. Students have the right to challenge prerequisites on the following grounds:
1. A prerequisite for a course necessary for graduation, transfer or certificate is not offered and the unavailability of said prerequisite poses a hardship.
2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. The prerequisite is discriminatory or being applied in a discriminatory manner.
The Matriculation Appeals Petition form to challenge prerequisites is available in the Counseling Center on all three campuses.

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

If you have questions regarding the matriculation process, please contact the Counseling Center at Moreno Valley (909) 571-6104; Norco (909) 372-7101; Riverside (909) 222-8440.

Fees
ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCC BOARD POLICY CHANGES

Enrollment Fees—California Residents
Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California 1 year and one day prior to the semester of application and can prove that they intend to stay in California.

The enrollment fee for California residents is set at eleven dollars ($11) per unit (subject to change).

Non-resident Tuition and Fees
A student who is not considered a California resident for enrollment fee purposes may be eligible for admission to Riverside Community College. Students from other states will be classified as out-of-state residents and are required to pay a non-resident tuition fee of $149 per unit.

Students classified as out-of-state residents must also pay the $11 per unit enrollment fee. Students who are citizens and residents of a foreign country shall be classified as out-of-country residents and are required to pay the $11 enrollment fee per unit in addition to the $149 per unit non-resident tuition. Out-of-country residents also pay an additional $15 per unit non-refundable surcharge. International students are required to pay a $50 processing fee ($60 if applying on-line) and are also required to buy health insurance.

AB 540 Non-Resident Fee Waiver
A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the $11 per unit enrollment fee.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at Riverside Community College:

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

A student who meets the qualifications for the Non-Resident Fee Waiver is not a resident of the state of California until he/she meets physical presence and intent requirements as stated in the “Residence Classification for Tuition Purposes” section above. Therefore, students are not eligible for any federal or state supported financial aid such as the Board of Governors Waiver, etc.
Military Personnel/Military Personnel Family Members
Military members will be classified as residents of California for tuition purposes while on active duty. Active duty status must be verified on a semester-by-semester basis by the City Campus Admissions and Records Office or by the Student Services Office at the Moreno Valley or Norco campus.

Military members who are not California residents at the time of discharge from the service, but have been stationed in California for more than one year will also be classified as California residents for a one year period from the date they were released from the service. After the one-year period, residency classification for such individuals will be evaluated based on California residency requirements for tuition purposes.

Family members of active duty military personnel who are not California residents but are being sponsored by an active duty military member stationed in California are exempt from non-resident tuition.

Health Fee
Every student is required to pay a health services fee. The fee is ten dollars ($10) per semester for fall and spring semesters and seven dollars ($7) for summer or winter semesters. Students who qualify for a Board of Governor’s Waiver (BOGW), rely on faith healing, or who are participating in approved apprenticeship programs are exempt from paying the health fee.

Library/Learning Resource Center Fees
Overdue fines:
General Collection – Overdue fines will be levied at 20 cents per day per item.
Hourly Reserves – Overdue fines will be levied at $1.00 per hour per item.

Replacement bills:
If materials are not returned, they are declared “lost.” A bill will be issued for each lost item which will include: 1.) The actual replacement cost of the item or $25.00 for out of print materials; 2.) A processing fee of $10.00; and 3.) Any overdue fines (the maximum overdue fine is $20.00).

Refunds:
If the item is returned after the bill is issued (within 1 year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

Library card fees:
All currently registered students, and all currently employed faculty and staff receive a free library card. If this card is lost or stolen, a fee of $1.00 will be charged for a replacement card.

Community members may purchase a library card for $5.00 per session upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

Refunds
Students are eligible for a refund of fees if course withdrawal occurs within a specific time frame. Students should refer to the Schedule of Classes for specific refund deadline dates. The deadlines to withdraw with a refund apply to all students. Refunds are usually issued to students 6-8 weeks after the deadline to drop with a refund.

Books, Equipment and Supplies
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 $500, but if secondhand books are purchased, the cost can be reduced.

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

Personal or parents’ checks will be accepted for the amount of purchase only. Checks must be drawn on local banks. California drivers license number required. Student ASRCC card entitles you to $10.00 cash over the amount of purchase. The bookstore also accepts MasterCard, VISA, American Express and ATM debit cards.

Full refunds are given on merchandise during the first week of school only. After the first week of the term, refunds are given up to forty-eight 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.
Other Charges
An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

Parking
On-campus parking is available by permits which can be purchased through the telephone registration system or in the City Campus Admissions and Records Office or the Student Services Office at the Moreno Valley or Norco Campus. Privileged special parking is provided for the physically handicapped at the same cost.

International Students in F-1 Visa Status
Under federal law, Riverside Community College is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate Degree; and for certificate programs. About 300 students from 60 countries attend RCC each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

VETERANS ASSISTANCE
Riverside Community College provides assistance to veterans for the following benefit programs: (1) Vietnam Era Veterans, Chapter 34; (2) Post-Vietnam Era Veterans, Chapter 32; (3) Veteran’s Administration Vocational Rehabilitation, Chapter 31; (4) Children and 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 1606.

Veterans wishing to use VA benefits must contact the Veterans Office located in the Admissions and Records Office on the Riverside City campus.

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 & AIR FORCE ROTC PROGRAMS

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

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 880-5533.

Air Force ROTC
Air Force Reserve Officer Training Corps (AFROTC) offers two-three-, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. You do not need to be a student of any of these colleges to get involved. For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc/. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs
For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 880-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services
Riverside Community College offers a comprehensive program of support services to students with a documented disability. Students who have a hearing impairment, visual impairment, physical disability (permanent or temporary), or a learning disability are eligible for the services which are provided according to individual need.

Family Educational Rights and Privacy Act (FERPA)
Riverside Community College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining student records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCC designates as directory information the following: name, dates of attendance, major field of study, awards/degrees received, date of birth, and most recent institution previously attended.

Students have the opportunity to request that directory information for themselves be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCC may go to the Student Services Office at the Moreno Valley or Norco campuses or to the Admissions & Records Office at the city campus and request to have directory information withheld.
COUNSELING CENTER
The Counseling Department is committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational and personal objectives and goals.

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

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

How to Use the Counseling Center
Students may make appointments with the clerk in the Counseling Center, which is open Monday through Thursday, 7:30 a.m. to 7:00 p.m. and Friday, 7:30 a.m. to 12:30 p.m. Appointments can be made at any of the three campuses: Riverside campus (909) 222-8440, Norco campus (909) 372-7101, Moreno Valley campus (909) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DEAN OF STUDENT SERVICES
Many student services and student government activities are the responsibility of the Campus Dean of Student Services. A Student Activities Coordinator is located in the Student Activities Office on the Moreno Valley, Norco, and Riverside campuses.

HEALTH AND WELLNESS CENTER
The Health and Wellness Center, located in the Bradshaw Center, is open Monday through Thursday, 8:00 a.m. to 7:30 p.m. and Friday, 8:00 a.m. to 4:00 p.m.; evening and summer hours may vary.

Services include emergency care, first aid, health counseling, health education, care for common health problems, and referral to appropriate agencies and professionals in the community by a college nurse.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All campus accidents should be reported immediately to the Health and Wellness Center. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available during registration and from the Health and Wellness Center.

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

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

FOOD SERVICES
When school is in session, the Riverside City Campus offers a variety of services, including baked goods and full service meals in the Bradshaw Center Cafeteria. Tiger’s Den is a small convenience store with cold sandwiches, coffee, cold drinks, and microwave items, located in the A.G. Paul Quadrangle. Hours of operation for both facilities are 7 a.m.-8:00 p.m., Monday-Thursday; 7 a.m.-1 p.m. Friday. In addition, vending machines are conveniently located in several buildings on campus. Both the Moreno Valley and Norco campuses have vending machines located in the Tiger’s Den.

JOB PLACEMENT SERVICES
Job Placement is an employment service provided by the college to assist students with their job search efforts. Job Placement is located in the Student Service Annex Building on the City campus. Job Placement Services are also offered on the Moreno Valley and Norco campus. For additional information, you may contact the office by calling (909) 222-8480.

Jobs may also be accessed through the internet at Jobtrak.com.

Students can seek employment that is major related; full-time or part-time and all employment opportunities are off campus.

Some of the services offered are: Job referrals for Part-time and Full-time Employment, Resume Critique, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-Line Job Search and annual Career/Job Fair.

Services are also provided on the Moreno Valley and Norco campuses. Office hours are:

Riverside City campus
Monday - 9 a.m.-6 p.m.
Tuesday-Thursday - 8 a.m.-5 p.m.
Friday - 7:30 a.m.-4 p.m.

Norco campus
See Job Placement office.

Moreno Valley campus
Monday - 9:00 a.m.-6:00 p.m.
Tuesday-Thursday - 8:00 a.m.-5:00 p.m.
Friday - 7:30 a.m.-4:30 p.m.
STUDENT GOVERNMENT
Riverside Community College has one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Town, and many other successful activities.

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

The student government is comprised of three main branches of government: Executive, Legislative, and Judicial Branches. The Student Trustee is the official representative of the Associated Students of Riverside Community College District (ASRCCD). The Moreno Valley, Norco and Riverside Campuses each elect student body Presidents and Vice Presidents to serve as the site leader. The Student Trustee, Presidents and Vice Presidents are directly elected by the student body.

The Senate, the Legislative Branch, is composed of Senators who are also elected by the student body. The Supreme Court, the Judicial Branch, rules on the constitutionality of legislation and is responsible for holding student forums. Students can become involved in ASRCCD either by running for office or by applying for the 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 Activities Office located in the Bradshaw Center at the Riverside City Campus, the Student Center at the Moreno Valley Campus and Library 101 at the Norco Campus.

LIBRARY/LEARNING RESOURCE CENTER (LLRC)
The Riverside Community College District offers quality library services at the Riverside City Campus (Martin Luther King, Jr Library, near Landis Auditorium), at the Moreno Valley Campus (Library Building, second level), and at the Norco Campus (Dr. Wilfred Airey Library). For details on hours of operation and Library policies, please visit the LLRC home page at: http://rcclamp.rccd.cc.ca.us

The operational hours for each campus during spring and fall semesters follow:
Riverside City Campus:
Monday-Thursday: 7:30a.m.-9p.m.;
Friday: 7:30a.m.-4:00p.m.;
Saturday: noon-4 p.m.
Circulation Services - 222-8651 (overdue books, library cards, held records, or reserve material)
Reference Desk - 222-8652

Moreno Valley Campus:
Monday-Thursday: 8a.m.-8p.m.;
Friday: 8a.m.-12noon;
Saturday: 10 a.m.-4 p.m.
Phone: (909) 571-6112

Norco Campus
Monday-Thursday: 8a.m.-8p.m.;
Friday: 8a.m.-12noon;
Saturday & Sunday: 8 a.m.-4 p.m.
Phone: (909) 372-7019

Summer and Winter intersession hours vary, and will be available at the libraries and on the Library’s website (http://rcclamp.rccd.cc.ca.us) - as well as special hours due to College holidays, etc.

The online catalog is available at each campus library, as well as from any computer with Internet access. The libraries also provide public internet access, electronic databases, photocopiers, and microfilm and microfiche reader/printers. There is a charge for computer printouts, photocopies, and printouts from the microfilm reader/printers.

Students will need a library card for library Internet use and checkout privileges. RCC students, faculty and staff obtain their first card at no charge at the circulation desk. To replace a stolen or lost card, there is a charge of $1. Community members may purchase a library card for $5 per session.
DISABLED STUDENT SERVICES

The Office of Disabled Student Programs & Services (DSP&S), on each of RCCD’s three campuses, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California’s Title V Regulations (Acquired Brain Injury, Physical Disabilities, Hearing Impairments, Learning Disabilities, Developmental Disabilities, Psychological Disabilities, Other Health Impairments, Temporary Disabilities) and is housed in four physical locations on our three campuses. There are two DSP&S office locations on the Riverside Campus. Support services and accommodations may be arranged for or provided at either or both locations. However, specialized assessment services to determine eligibility for services based on a specific learning disability are provided by the LD Specialists on each of our three campuses. The Interpreter Specialist, whose office is located in Administration 121, arranges interpreter services for the deaf and hard of hearing. On both the Moreno Valley and Norco Campuses, there is a designated office space for DSP&S. On the Moreno Valley Campus, the office is located in Science & Technology 150. The office on the Norco Campus is located in Student Services 123.

Services are available to students with:

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

Learning Disabilities:
- Average to above average intellectual ability with a verifiable learning disability.

Other Health Impairments:
- Cardiac Disease
- Diabetes
- Epilepsy

Psychological Disabilities

Communicative Disabilities:
- Deaf
- Hearing Impaired
- Speech Impaired

Respiratory Disease

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

Support Services Available Include:
- Adaptive Physical Education
- Counseling
- Interpreters for the Deaf
- Individual tutoring
- Liaison with other agencies
- Mobility assistance
- Note-taking services
- Priority Registration
- Test-taking assistance
- High Tech Center (Adaptive computer equipment) and assistive devices

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals.

Riverside Community College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is Vice President, Student Services.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:
- Personal, academic, and career counseling
- Priority Registration
- Supplemental book loan
- One-to-one tutoring
- Transfer information and assistance

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 or Title V);
3. have fewer than 70 units of degree-applicable college credits;
4. qualify to receive a Board of Governor’s Waiver under either Method A or B;
5. be educationally disadvantaged.
   a. not qualify for degree-applicable English or Math course or
   b. did not graduate from high school or
   c. high school GPA below 2.5 or
   d. previous enrollment in remedial education

Services available at the Moreno Valley, Norco, and Riverside campuses. For further information call (909) 222-8045.
COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)
The aim of CARE is to assist single parents receiving AFDC (Aid to families with dependent children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success and move from welfare to INDEPENDENCE.
To be eligible a student must:
1. be an eligible full-time EOPS student with 2.0 GPA (good standing);
2. be a single parent/head of household;
3. Student must be 18 years of age or older;
4. Must be an AFDC/CalWORKs recipient;
5. Have a child under fourteen years of age;
6. Have the desire to continue their education and become self-sufficient.

CARE Services are supplemental to EOPS services and MAY include:
- Academic Counseling
- Support Group
- Personal Counseling
- Child Care Stipend
- Tutorial Assistance
- Bus Pass or Parking Pass
- Meal Tickets
- Special Topic Workshops

Services available at the Moreno Valley, Norco, and Riverside campuses. For further information call (909) 222-8045.

STUDENT FINANCIAL SERVICES
Our Mission Statement
The mission of Student Financial Services is to provide needy students with financial assistance and help them reach their educational goals by providing a variety of programs that will assist them with their educational expenses through federal programs (Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, Federal Work Study, and Federal Family Educational Loans), Scholarships, Bureau of Indian Affairs Grants, and State Financial Aid Programs (Board of Governors Waiver and Cal Grants). We adhere to federal, state, and institutional guidelines while providing both quality service to our students and accurate information about the financial aid process.

Objective
To achieve an environment conducive to learning by providing a variety of financial aid programs, workshops, and literature to assist students with the financial aid process.

Prepare students to keep up with modern technology by encouraging students to participate in on-line financial aid application process through the web. To educate students about the rules and regulations as it relates to disbursing funds for attendance at Riverside Community College.

Increase the number of scholarships recipients and FWS students by working hand-in-hand with local schools and community service offices.

Increase financial aid awareness by providing marketing information to students through e-mail, websites, marquee, sandwich boards, banners, fliers, and handbooks.

To offer excellent customer service to the students we serve using a variety of methods: (Literature, website, phone contact, and assistance at our campuses).

Assist students who still have unmet need to supplement their educational expenses after eligibility of all other financial assistance has been determined by placing students in work study positions and by offering counseling and information about the Federal Family Educational Loan Program.

Riverside Community College District participates in federal, state and institutional financial assistance programs. The process to begin applying for assistance requires an admissions application to the college, and the completion of the following applications according to the various programs:

Federal Aid
The Free Application for Federal Student Aid (FAFSA) – This application for the next academic year is available on January 2nd or the first day of the Winter Session. The priority filing date is March 2nd of each year. There are workshops throughout the year to assist you in completing this application. This application is available in paper form and also on the web at http://www.fafsa.ed.gov. We encourage you to complete the FAFSA on-line. Completing the application will determine your eligibility for the following:
- Federal Pell Grant – The Federal Pell Grant is the largest form of grant money you can qualify for.
- Federal Supplemental Educational Opportunity Grant (FSEOG) – FSEOG is also a grant. It is based on need, priority filing dates, grade point average, and funding levels.
- Federal Work Study (FWS)
- Federal Family Educational Loan Program (FFELP)
Student Employment
Riverside Community College participates in the Student Employment Program. The District provides employment in the following areas:

- District Employment – These positions are on campus and do not require completion of the Free Application for Federal Student Aid (FAFSA). Earnings are paid from a department’s budget.
- Federal Work Study – These positions are on and off campus, and are based on the award each student receives upon completion of the FAFSA and a financial aid file.
- America Reads, America Counts, Community Service and Literary Programs – These positions are awarded based on completion of the FAFSA and a financial aid file, and remaining unmet need. Most of these positions are off-campus and funding is limited.

Positions are posted District-wide. Salary ranges vary based on the job. Students are awarded based on need, funding, and checking “yes” to question #34 on the FAFSA. Jobs are available as a resource to assist you in funding your education. If you choose not to work after you have been awarded, please notify the Student Employment Office on City Campus or the Student Financial Services Office on the Moreno Valley or Norco campus. When awarded a Federal Work Study award you are advised to secure employment within a two-week term. If you have not secured employment, your Federal Work-Study award will be removed, and it will not be reinstated. You must have a valid social security number and card with the same name in which you register for classes, along with completing additional documentation before beginning employment. If you are interested in a Federal Work-Study or District position, please refer to the Student Employment Handbook for more information.

State Aid
- Cal Grants – Administered by the California Student Aid Commission and are awarded to California resident students with financial need as determined by the information submitted on FAFSA. In addition, Cal Grant programs require academic qualification as derived from the California Student Aid Commission Grade Point Average (GPA) Verification form. The FAFSA and the GPA Verification must be postmarked by March 2nd of each year. Students’ GPAs are sent electronically from the college to the commission. Before Riverside Community College releases a Cal Grant payment to a student, we must verify that the student is eligible to receive payment based on program regulations. The same precautions used for awarding Title IV Funds are used for releasing Cal Grant Awards. Cal Grant recipients must complete their financial aid file; be making Satisfactory Academic Progress; be enrolled at least half time (6 units) in an eligible program; with a major declared in the Admissions and Records office in order for a check to be issued.
- The Board of Governors Waiver (BOGW) – The Board of Governors Waiver (BOGW) Program is designed to ensure that the enrollment fees of California Community Colleges are not a financial barrier to the education of any California resident. Eligibility is determined by one of the three methods of the BOGW: Method A is for students receiving TANF, SSI, or General Assistance. Method B is for students who meet strict low-income criteria. Method C provides a fee waiver for students who demonstrate financial need as determined by the 2003-2004 Free Application for Federal Student Aid (FAFSA). If determined eligible, the BOGW will waive enrollment fees and the health services fee. During the Fall and Spring semesters, the parking fee will be reduced to $20.00 per semester. The BOGW application needs to be completed before registering for classes to ensure correct payment of a student’s account.

Scholarships
Scholarships are available at RCC based on a variety of majors, career goals, GPA, and club involvement. The RCC Scholarship Brochure for continuing and transferring students is available each Fall semester with a deadline in November. The RCC Scholarship brochure for High School seniors is available each Spring semester. The Riverside Scholars Program, a $6,000 joint scholarship between RCC and UCR is also available during the Spring semester.

Scholarships are also available from outside sources at RCC. These scholarships are listed in a monthly brochure published by the Student Financial Services Office. All of the scholarship brochures published by the Student Financial Services Office are also available on the Student Financial Services web page at www.rccd.cc.ca.us. You may also find additional scholarship sources in the reference section of any Library or on the Internet at www.finaid.org or www.fastweb.com.

Student Loans
Riverside Community College takes pride in its philosophy of assisting students in avoiding high loan debt. Qualified students can receive Federal Student Loans under the Federal Family Educational Loan Program (FFELP).

Students receive loan information periodically throughout the academic year. Riverside Community College enforces mandatory Entrance and Exit interviews every year for student loan borrowers, regardless of whether they attend RCC the prior year or at another institution. Students are tested on the information, after the mandatory entrance interview. Upon passing the test students may then submit a loan application for processing and certification.

Riverside Community College continues to enforce its policy and procedure for certifying Federal Student Loans. Students are awarded loans only after all other alternatives to borrowing have been exhausted, (grants, employment, scholarships, waivers, etc.). Each student must request to borrow and a final determination will be made that the student is in fact eligible. Students must further meet satisfactory academic progress requirements: working toward a degree or certificate program, registered in the minimum unit requirement, with federally determined financial need.

Our efforts in educating students of their responsibilities in securing a federal student loan are taken very seriously at Riverside Community College District. We also reserve the right to deny loans to students on a case-by-case basis.
Responsibilities and Requirements

There are requirements and responsibilities that the student and the institution must have in place and follow to earn any and all types of financial assistance. The following guidelines must be followed:

A. You must have a high school diploma or GED, or its equivalent. If you do not have a high school diploma, GED or its equivalent, you must contact the Assessment Center to take the Ability to Benefit Test. You can reach the Assessment Center at 222-8451.

B. You must enroll in courses according to your Student Education Plan. Please pick up and review a copy of the Satisfactory Academic Progress Standard at the Student Financial Services Office.

C. You must be an eligible citizen or eligible non-citizen with proof of permanent residence for federal aid (alien registration card I-94 or I-155).

D. Please know that enrolling in classes and receiving financial assistance means staying in all of your classes. NEVER drop all of your classes. The consequence can lead to financial hardships (see our Consumer Guide regarding Return of Title IV Funds.)

E. Please know that you cannot receive financial assistance at two institutions at the same time.

F. All students receiving aid are required to meet Riverside Community College’s Satisfactory Academic Progress Standard. For further information, please review our web site or the Financial Aid Consumer Information guide.

Maximum Award Amounts

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell</td>
<td>$4,000</td>
</tr>
<tr>
<td>FSEOG</td>
<td>$600</td>
</tr>
<tr>
<td>FWS</td>
<td>$6,000</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$6,000+</td>
</tr>
</tbody>
</table>

Compare this information with our student budget below to assist you in determining any unmet need.

2003-2004 Cost of Attendance Budget

<table>
<thead>
<tr>
<th></th>
<th>At Home</th>
<th>Away From Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$1,224.00</td>
<td>$1,224.00</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$3,600.00</td>
<td>$8,811.00</td>
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<tr>
<td>Transportation</td>
<td>$810.00</td>
<td>$918.00</td>
</tr>
<tr>
<td>Personal/Miscellaneous</td>
<td>$2,286.00</td>
<td>$2,286.00</td>
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<tr>
<td>Total</td>
<td>$8,250.00</td>
<td>$13,570.00</td>
</tr>
</tbody>
</table>

Fees that are excluded from this budget are Parking at $40, Student Services Fee at $10, Health Services Fee at $10, Enrollment Fees at $11 per unit, Non-resident Fees at $149 per unit, and Non-U.S. Citizen Fee of $15 per unit, and Audit Fees of $15 per unit.

Attending college means understanding the estimated cost per year (excluding Summer and Winter sessions) as what you could be expected to pay at Riverside Community College and understanding what you qualify for. We encourage you to apply early, read all documents, and ask many questions.

Are you in need of housing?

A listing of rooms and apartments for rent throughout the Riverside, Corona/Norco, and Moreno Valley areas is available for students to view in the Student Financial Services Office on all campuses.

Our office hours district-wide are as follows:

- Monday-Tuesday: 8 AM – 6:00 PM
- Wednesday-Thursday: 8 AM - 5:00 PM
- Friday: 8 AM - 12:30 PM

You can speak with fully trained staff by phone at the numbers listed below:

- Riverside City Campus: 222-8710
- Moreno Valley Campus: 571-6139
- Norco Campus: 372-7009

However, we encourage you to contact us by email at studentfinancialservices@rcc.edu.

You can find more information regarding Student Financial Services on our web site: www.rccd.cc.ca.us.

The above Student Budget is subject to change without notice.
TRIO PROGRAMS
Riverside Community College, Norco Campus sponsors TRIO Programs, which are Student Transfer & Academic Retention (STAR), Upward Bound, and Educational Talent Search. All three programs are federally funded by the U.S. Department of Education. Participants must meet specific federal guidelines and program expectations.

STAR Program
The Student Transfer and Academic Retention (STAR) Program offers qualifying RCC, Norco students a strong academic support and learning community that will assist students in mastering their college transition. The primary goal of the program is to increase their retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of the success of low-income and first generation college students and students with disabilities.

Services include:
- Tutoring
- University Tours
- Cultural Activities
- Early Registration
- Supplemental Grant Aid
- Summer Bridge Program
- Book Loan Program
- Academic, Career/Transfer and Personal Counseling

To be eligible for STAR, a student must be:
- A first generation college student, low income, or disabled
- Interested in transferring to a four-year institution
- A full-time student (12 units or more)
- Maintain a 2.5 grade point average or better
- Enroll at RCC, Norco Campus

For more information call (909) 372-7149

INTERNATIONAL STUDENT CENTER
The Center for International Students and Programs organizes orientation classes, counseling and community activities for RCC students coming from other countries. More than 300 students from 60 nations attend RCC each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service.

The Center also contributes to the international dimension of the campus by presenting resource speakers from the United States and abroad who address current world issues.

TRANSFER/CAREER CENTER
The Transfer/Career Center provides many services and information for students who are interested in transferring to a four-year college or university including:
1. Information on majors and careers
2. Library of university and college catalogs
3. How to choose the right college of transfer
4. Four-year college admission information and assistance
5. Articulation with four-year colleges
6. Special workshops
7. Counseling appointments with university representatives
8. Annual Transfer Day and Careerfest

The Center is located in the Admissions and Counseling Building at the City campus and in the Student Services Building at the Moreno Valley and Norco campuses.

EDUCATIONAL AND OCCUPATIONAL INFORMATION
College and university catalogs are kept in the Transfer/Career Center. These are useful in selecting a college of transfer, and in planning lower division programs. The Transfer/Career Center has extensive occupational information, including films, tapes, printed material and career software programs. Sigi-Plus, EUREKA and Choices are career software programs available to students in the Career Center, Student Access Center and High-Tech Center (for disabled students). Tests and inventories used for career exploration and planning are also available upon the recommendation of a counselor.

WORKFORCE PREPARATION DEPARTMENT
The Workforce Preparation Department at Riverside Community College (RCC) offers six programs to assist current and former welfare (TANF) recipients prepare for employment and attain financial independence. Those programs are the RCC CalWORKs Program, the Skills Program, the Perris Workforce Investment Network (WIN) Program, the Post Assistance Self Sufficiency Services (PASS) Program, the Parenting and Wellness Education Program, and the CalWORKs Child Development Careers Project (CDCP).

Each program offers participants supportive services such as child-care, book loans, job placement and career counseling. Welfare (TANF) recipients now face time limits (18-24 months of consecutive aid with a maximum five-year lifetime limit) for receiving cash assistance. This “clock” will end a 60-year system of government dependence. Approximately 2,900 RCC students have enrolled in these innovative programs and funding is available to provide services to additional students who are seeking financial independence.

These programs prepare students for self sufficiency by providing job skills and supportive services. Once students are no longer receiving cash aid, the Workforce Preparation staff hope to prevent students from returning to government assistance by helping to cover some of the costs and assisting students in setting goals and overcoming barriers. True self sufficiency can only be attained through education and training. The programs outlined below are some of the ways in which Riverside Community College is meeting the challenge of welfare reform. For information about any of these programs, call the Workforce Preparation Department at (909) 222-8648.

RCC CalWORKs Program
CalWORKs is designed to promote self sufficiency through employment and education. TANF (Temporary Assistance for Needy Families) recipients with minor children who are employed at least 20 hours per week and attending or planning to attend school are eligible to receive services via CalWORKs.

Skills Program
Skills Program provides individualized career and education planning, comprehensive educational and occupational assessment, workplace skill-building classes, support services, i.e. financial aid advisement, employment preparation, job placement, career counseling, tutoring and mentoring, parenting and wellness resources, and community resource referrals.
Perris Workforce Investment Network (WIN Program)
This program is a collaborative effort among leaders in business and industry, educational agencies, local government, community-based organizations and concerned citizens in an effort to improve the quality of life in the Perris area. Members work closely with business and industry to develop or modify curriculum that meets their needs.

Post Assistance Self Sufficiency Services (PASS) Program
The PASS Program assists former TANF recipients maintain employment, set and achieve career ladder goals, and increase their earning potential in order to remain off public assistance and achieve long-term self sufficiency.

Parenting and Wellness Education Program
Proposition 10 imposed a fifty-cent-per-pack state tax on tobacco to fund this comprehensive integrated system of early childhood development services for California children ages 0 to 5. Participants are involved in parenting classes, and workshops in nutrition, preparation of healthy meals, exercise, fitness, and other topics related to a healthful lifestyle and disease prevention.

CalWORKs Child Development Careers Project
This program is designed to educate and train CalWORKs recipients pursuing a Child Development Permit at the Teacher level using multiple options for completing the educational program including “Fast Track,” shorter than term, weekend, on-line and telecourses on three campus locations. The program provides compensated preschool teaching experiences under the direction of Master Teachers on the college campuses and at off-campus locations in licensed exemplary preschool programs.

CLUBS AND ORGANIZATIONS
The ASRCCD sponsors many clubs/organizations on all three campuses. There are honorary, social service, professional, and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCCD. Students are encouraged to join campus organizations or form new organizations. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting new clubs.

HONOR 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 clubs and organizations also exist to provide various kinds of services to the college and to the larger community as well. Among these are African American Student Association, Alpha Gamma Sigma, Art Club, Students for Christ, Clay Club, Dance Club, International Students, Latino Educators of Tomorrow, LDSSA, Marching Tigers, MEChA (Movimiento Estudiantil Chicanos de Aztlan), Model United Nations, Pep Squad, Phi Rho Pi, Photo Club, Muse (Literary Magazine), Philosophy Club, Sign Language Club, Theatre Arts Guild, VICA.

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

Cosmo, an organization of students in the Cosmetology program; Student Nurses Organization (SNO) 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; Law Society; and the Graphix student printing 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, 12:40-1:50 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 Riverside Bradshaw Center and Student Activities Office at the Moreno Valley and Norco Campuses.
SOCIAL EVENTS
An extensive program of activities is provided by the ASRCCD. A master calendar of these events is maintained in the Riverside Bradshaw Center and Student Activities Office at the Moreno Valley and Norco Campuses. New and exciting activities are often planned.

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

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts. The clubs also organize extracurricular events such as student art exhibitions, workshops, and field trips to art museums. The Art Gallery, located in the beautiful A.G. Paul Quadrangle on the Riverside campus, is an exceptional display space that exhibits both student and faculty art. In addition, exhibitions of professional artists bring a variety of culturally diverse art to the community.

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

RCC music organizations include the select Chamber Singers and Showcase Singers, College Choir, Master Chorale, the Wind and Jazz Ensembles, the Marching Tigers Band, Gospel Singers, the Riverside Winds, Community Jazz Ensemble, MIDI Workstation, Improvisational Ensemble and the Symphony Orchestra.

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

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

TELECOMMUNICATIONS
The Telecommunications Department provides opportunities for students to gain direct experience in all aspects of television production from idea conception to studio production. A certificate program enables students to complete a full course of study in television production. The Department philosophy is to provide hands-on, practical training that will enable students to complete personal interest video projects, to qualify for entry level positions in television production, or to continue training in a four-year institution. As part of the learning process, students are responsible for planning and producing a weekly news program, “Inland Valley News” and a weekly magazine show, “Inland Valley Magazine.” Both programs are telecast on local cable systems throughout the Inland Empire. Opportunities are also provided for students to serve as crew on a variety of professional productions at RCC, serve internships in production environments, and produce independent projects.

DANCE
The Dance Department provides a full schedule of classes and activities that meets the needs of dance majors and minors as well as the recreational dancer. The Dance Department sponsors dance and Pilates master classes with notable guest artists, a high school dance festival, many informal on-campus performances and four major concerts each year. Dancers for Life is an annual benefit concert with professional choreographers and dance artists. The World Music and Dance Festival and Kinetic Conversations takes place in the fall semester. In May, the Celebrate Dance concert is presented which focuses on student choreographers and performers. The department regularly participates in the American College Dance Festival. The Dance Touring Ensemble is a select group of dancers who work as a company for the entire school year performing in the public schools. Concert and ensemble auditions are open to all students.

FILM SERIES
From time to time the college 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
Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by journalism students at the college and contains news of student, faculty, and staff activities on all three campuses. Other college publications include Muse, RCC’s literary magazine; the Student Handbook; RCC Reports, a community newsletter; and the Bulletin, a bi-weekly college newsletter announcing campus activities and events.

Students enrolled on the Norco Campus publish their own student newspaper, the Norco Voice. The newspaper, which is student produced, reports on issues and events pertaining to not only the RCC campus, but also the broader communities. The Norco Voice is free and can be obtained in newspaper dispensers provided in various locations on campus.
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, diving, and waterpolo; women—basketball, cross country, soccer, softball, swimming and diving, tennis, track, volleyball, and waterpolo. Questions about athletic eligibility should be directed to the Director of Athletics.

DISCIPLINE

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

INTERNATIONAL EDUCATION

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

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for a spring semester in the “citadel of learning,” Oxford, England, summer in Salamanca, Spain or in the “Exquisite City of Light,” Paris, France and a fall semester in the “birthplace of the Renaissance,” Florence, Italy. Join us for the experience of a lifetime!

PASSPORT TO COLLEGE

Preparing students early for college will help ensure their future success. To accomplish this goal, RCC, in partnership with the Riverside County Office of Education and six area school districts, launched an innovative long-term outreach effort — Passport to College — in the fall of 1996.

Every student who enrolled at the program’s inception, follows the program guidelines and successfully completes Passport to College will be guaranteed a two-year scholarship to RCC. The University of California-Riverside, La Sierra University, The University of Redlands, California Baptist University, and Loma Linda University have offered additional scholarship assistance for Passport to College graduates who transfer to their institutions.

HIGH SCHOOL ARTICULATED COURSES

The college and secondary articulation program provides a method by which college credit can be given for articulated high school and regional occupational courses, thereby allowing the student to avoid duplicating coursework in college and resulting in a smooth transition from course to course and high school to college. Following are high school articulated courses (RCC course name is shown in italics):

Alvord Unified School District
Human Anatomy & Physiology for Health Careers \textit{(RCC AMY-10)}
Architectural Drawing 1 \textit{(RCC ARE-24)}
Child Development & Exploring Childhood \textit{(RCC EAR-19)}
Early Childhood Studies \textit{(RCC EAR-20)}
Drafting 1 \textit{(RCC ENE-21)}
Vocational Printing \textit{(RCC GRT-1)}

Colton Redlands Yucaipa Regional Occupational Program (CRYROP)
Printing - Graphic Arts / CRYROP \textit{(RCC GRT-1)}

Corona Norco Unified School District
Architectural Drawing 1A & 1B \textit{(RCC ARE-24)}
Electronics 1A & 1B \textit{(RCC ELE-21)}
Industrial Drafting 1A & 1B \textit{(RCC ENE-21)}
Computer Aide Drafting 1A & 1B \textit{(RCC ENE-30)}
Graphic Arts 1A & 1B \textit{(RCC GRT-1)}

Jurupa Unified School District
Construction Tech 1 & 2 \textit{(RCC CON-60)}
Moreno Valley Unified School District
Human Anatomy & Physiology for Health Careers (RCC AMY-10)
Architectural Design Drafting (RCC ARE-24)
Auto Tech 1 & 2 (RCC AUT-50)
Engineering Drawing 1 & 2 (RCC ENE-21)
Photography 101 (RCC PHO-8)

Riverside County Office of Education Regional Occupational Program
Automotive Technology (RCC AUT-50)
Office Occupations (RCC CIS/OFC-80)
Word Processing (RCC CIS/OFC-80)
Graphics Technology / Printing Occupations (RCC GRT-1)

Riverside Unified School District
Anatomy & Physiology (RCC AMY-10)
Architectural Drawing A & B (RCC ARE-24)
Auto Tech 2 A & B (RCC AUT-50)
Intro to Construction Tech & Building Construction Tech A&B (RCC CON-60)
Child Development (RCC EAR-19)
Drafting Technology A & B (RCC ENE-21)
Accounting 1A & 1B (RCC OFC-63A)

San Bernardino County Schools Regional Occupational Program
Printing Occupations/SBCSROP (RCC GRT-1)

Val Verde Unified School District
Human Anatomy & Physiology for Health Careers (RCC AMY-10)

RCC Alumni House
In 1998, the RCC Board of Trustees and the RCC Foundation Board of Directors approved the purchase of the historic Alabaster Home located at 3564 Ramona Ave. and transformed the home into the RCC Alumni House. The house overlooks the Riverside City campus, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCC students. The upstairs rooms have been designated as offices for the RCC Foundation and the RCC Marketing Department. Downstairs rooms are regularly used for college and community meetings and events, as are the outside gardens. The RCC Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCC Alumni House are open Monday through Friday, 8 a.m.-5 p.m. For more information about the house, please call the RCC Foundation at 222-8626.

The RCC Foundation
Established in 1975, the RCC Foundation, a 501(c)(3) not for profit organization, was created to provide support for scholarships and other special projects to benefit the College and its students. Over the years, the RCC Foundation has played a major role in the acquisition of land for the Moreno Valley Campus, the Early Childhood Studies building, the RCC Art Gallery, Passport to College, the purchase of the RCC Alumni House, and several other initiatives.

Scholarship support remains a central mission of the RCC Foundation. In 1991, the Foundation launched a successful $1 million Endowed Scholarship Campaign, one of the largest scholarship campaigns undertaken by a community college at the time. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation’s assets total more than $3 million, with $300,000 distributed annually in scholarship support to incoming, continuing, and transferring students.

The RCC Foundation Office is located in the RCC Alumni House. If you would like to learn more about the RCC Foundation and scholarship opportunities, please call 222-8626.
ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE
The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the 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 60 units of college work, of which 18 semester units are in a discipline or related discipline in one of the five groups listed below.

ASSOCIATE IN ARTS
Group 1: Anthropology, economics, education, geography, history, human services, military science, physical education, political science, psychology, sociology, or any combination of these.

Group 2: American Sign Language, art, dance, early childhood studies, English, foreign languages, humanities, journalism, music, philosophy, speech communication, telecommunications, theater arts, or any combination of these.

Group 3: Successful completion of IGETC (Intersegmental General Education Transfer Curriculum) or CSU Breadth requirements (California State University).

ASSOCIATE IN SCIENCE
Group 4: Engineering, mathematics, natural science (life and/or physical), or any combination of these.

Group 5: Administration of Justice, business administration, nursing or occupational-technical courses.

II. RESIDENCE REQUIREMENT
In order to receive an A.A./A.S. degree from Riverside Community College, a student must complete 15 units in residence at any campus within the Riverside Community College District. To receive a certificate, a student must complete a minimum of fifty percent (50%) of the required units at Riverside Community College.

III. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES
Official transcripts, dated within the preceding 90 days/3 months, from all schools and colleges attended must be submitted to the Admissions and Records Office. Course credit is accepted from all regionally accredited institutions as listed in the AACRAO Handbook. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the AA/AS Degree. Honors for graduation will be calculated in the same manner.

IV. GRADE POINT AVERAGE 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. In addition, overall grade point average, including units from both RCC and work attempted at all accredited colleges attended, must be not less than 2.0.

V. BASIC SKILLS COMPETENCY REQUIREMENT

A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination, (recommended by the math department) and approved by the curriculum committee, or by the successful completion of a Riverside Community College mathematics course, with a “C” or higher, selected from Math 1-49, 52 or 53, or the equivalent.

B. Students must demonstrate reading competency by obtaining:

1. a satisfactory score on RCC’s placement test equivalent to placement in college level reading;
   OR
2. completion of Reading 83 with a “C” or higher;
   OR
3. a minimum grade of “C” in each general education course;
   OR
4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.

5. Students who have completed an associate’s or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.

This policy is under reconsideration and change may be implemented during the academic year. Incoming students will be properly notified of such change.

C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 50A, or English 1A with a “C” grade or better.
VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College 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 23 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following Precollegiate basic skills courses are considered non-degree applicable: Art 95 to 99; English 60ABC, 60A1, 60A2, 60A3, 60A4, 90-98; ESL 51 AB, 51, 52, 53, 71, 72, 90 ABCDEFGHIJK, 91, 92, 95; Guidance 85 AB, 86A, 95; Math 50, 51, 62 ABC, 98; OFC 99 ABC; Reading 66, 81, 82, 83, 86, 87, 88, 95; in addition, computer practicums numbered 96 and 97 are not degree applicable.

A. NATURAL SCIENCES (3-5 UNITS)
Any course for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21 or 22.

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

1. American Institutions (3 units)
   History 6, 7, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53
   or
   Political Science 1, 5 AND

2. Social and Behavioral Sciences (3 units)
   Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history (except as listed in “1” above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

C. HUMANITIES (3 UNITS)
Any course for which the student is eligible in American Sign Language 1, Architecture/Engineering 36, art, dance, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except philosophy 11 and 32), speech 7 or 8, theater arts, and telecommunications.

D. LANGUAGE AND RATIONALITY (10 UNITS)

1. English composition (4 units).
   Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 50A, or English 1A, with a grade of “C” or better.

2. Communication and analytical thinking (6-8 units)
   Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:
   - Computer Information Systems 1A through 30
   - English 1B
   - Mathematics 1-49
   - Philosophy 11, Philosophy/Math 32
   - Speech 1 or 9

VII. ADDITIONAL DEGREE REQUIREMENTS

A. Health Education (3 Units)
   Health Science 1 or completion of the VN, PA or RN program.

B. Self Development (2 or 3 units)
   1. Physical Education (two activities courses)
      Any course with an A, D, or V or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.
      - PHP-6 Physical Education for Elementary and Pre-School
      - PHP-29 Soccer Theory and Practice
      - PHP-42 Lifeguard and Water Safety Instructor’s Certification
      - PHP-47 Hiking and Backpacking
      - DAN-3 World Dance Survey
      - DAN-5 Movement Education for Elementary and Pre-School
      - MUS-45 Marching Band Woodwind Methods
      - MUS-46 Marching Band Brass Methods
      - MUS-47 Marching Band Percussion Methods
      - MUS-48 Marching Band
      - MUS-59 Winter Marching Band Clinic
      - MUS-60 Summer Marching Band Clinic
      - MUS-61 Auxillary Marching Units
   OR

   2. Fitness and Wellness (3 units)
      - PHP-4 Nutrition
      - PHP-30 First Aid and CPR
      - PHP-35 Foundations for Fitness and Wellness
      - PHP-36 Wellness: Lifestyle Choices

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

VIII. PETITION FOR GRADUATION

A formal Graduation Application must be filed by the student to the City Campus Admissions and Records Office or the Student Services Office at the Moreno Valley or Norco Campus. Students completing graduation requirements during the fall semester and/or winter intersession must submit a Graduation Application by the last day of the fall semester. Students completing graduation requirements during the spring and/or summer semesters must submit a Graduation Application no later than the second week of June of the appropriate academic year. The deadline to apply for graduation and participate in the annual commencement ceremony is April 1.
IX. CATALOG RIGHTS
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 is defined as attendance of one semester for each academic year.

X. 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. Fifty percent of the coursework required in any certificate pattern must be completed at Riverside Community College.

XI. SECOND DEGREES
Students may earn one Associate in Arts Degree, one Associate in Science (General A.S.) Degree, and any occupational Associate in Science Degree for which they qualify. This means that a student may qualify for more than one degree during any one given semester. Students who complete and apply for a degree within the same academic year will be awarded the degree effective the semester in which all requirements are met.

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

SCHOLASTIC HONORS AT COMMENCEMENT
Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with great distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College and at all other accredited institutions.

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 Dean of Instruction.

REPEAT POLICY
Courses for which substandard work has been recorded can be repeated once without filing a Petition for Course Repetition. Substandard academic work shall be defined as any “D”, “F”, and/or “N/C” grade (as defined in Title V, Section 55761 of the California Education Code) that a student receives. The following policies apply to course repetition:

1. Students may repeat any course previously attempted for which substandard academic performance was recorded.
2. Any course may be repeated provided it is a current Riverside Community College course.
3. When a 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.
4. When a course is repeated, the highest grade will be used in the computation of Riverside Community College grade point average.
5. 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.
6. Upon transferring, the policy of the transfer institution will be applied to all repeated coursework.
7. This policy applies only to coursework initially taken at RCC and subsequently repeated at RCC.

Repeatable activity and performance classes may be taken up to a total of four times and are identified in this catalog. For these repeatable courses, all grades and units will be used in the computation of the grade point average and earned units.

Petition for Course Repetition
Students petitioning to take a course the third time must file a Petition for Course Repetition with the Dean of Instruction. Petitions are approved for courses that have had substantial curriculum changes and/or courses that are mandated for training requirements as a condition of continued paid or volunteer employment.

Academic Renewal Without Course Repetition
The academic renewal procedure will permit previously recorded substandard course work taken at RCC to be disregarded in the computation of Riverside Community College grade point averages. The policies 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. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the semester(s) to be disregarded in calculating the GPA obtained at RCC. (Official transcript is required.)
3. If and when the petition is granted, the student’s permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) not calculated in the GPA, will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.
5. A student may repeat work taken during academic renewal semesters only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

**ACADEMIC APPEALS BY STUDENTS**

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Board Policy 6080 for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Vice President of Academic Affairs who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter and to recommend action. Upon receipt of the committee’s recommendation, the Vice President submits a decision in writing. Appeal may be made to the President. The final appeal a student can make is to the College Board of Trustees.

Information on students’ rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure can be found in the Student Handbook.

**Grade Changes**

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

**Release of Student Information**

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student’s rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 6070.

**Change of Directory Information**

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number.

**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. See Board Policy 6080 for details.

**STANDARDS OF SCHOLARSHIP:**

**PROBATION AND DISMISSAL**

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 12 units.

**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 cumulative 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 attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of all units in which a student has been enrolled and for which entries of “W”, “I” 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”, “I” and “NC” are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

3. A student who feels an error has been made in his probationary status should make an appointment with an RCC counselor. The counselor will review the student’s academic record and either explain how the student attained probation or, in the case of an error, notify the Office of Matriculation to remove the student from academic or progress probation.
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 two consecutive full-term (Fall/Spring) 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 the student has enrolled are for which entries of “W,” “I” and “NC” are recorded in at least two full-term (Fall/Spring) semesters reaches or exceeds 50%.

A student who has been dismissed from the college has the right to petition the Committee on Standards of Scholarship for readmission. Refer to the procedures in the Matriculation plan.

3. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which “W,” “I” and “NC” are recorded meets or exceeds 50%.

If the student feels an error has been made in his/her case, he/she should first go to the Office of Matriculation and discuss the matter.

GRADING SYSTEM

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


Students should refer to the semester Schedule of Classes for withdrawal deadlines and Elect Credit or No Credit Deadlines.

The “I” grade is given only in cases where a student has been unable to complete academic work for an unforeseeable, emergency and justifiable reasons. The condition for removal of the “I” shall be stated by the instructor in a written agreement. This agreement will be given to the student and copy will be kept on file with the Director of Admissions and Records 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 department chairperson. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” grade will be changed to an “F” if the student does not meet the conditions of the agreement.

Grade Points
On the basis of scholarship grades, grade points are awarded as follows:

- “A”, 4 points per units of credit
- “B”, 3 points per unit of credit
- “C”, 2 points per unit of credit
- “D”, 1 point per unit of credit
- “F”, 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”, “RD”, or “MW”.

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

Advanced Placement Credit
Students who have successfully completed courses in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Credit awarded through Advanced Placement may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A.3, see page 37 in the catalog.) Official Advanced Placement Scores should be sent to the Admissions and Records Office for official evaluation.

<table>
<thead>
<tr>
<th>AP COURSE</th>
<th>RCC EQUIVALENT</th>
<th>SEMESTER UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History</td>
<td>History 6 &amp; 7</td>
<td>3 + 3</td>
</tr>
<tr>
<td>Art History</td>
<td>Art 1 &amp; 2</td>
<td>3 + 3</td>
</tr>
<tr>
<td>Art - General Portfolio</td>
<td>Art 22 &amp; 24</td>
<td>3 + 3</td>
</tr>
<tr>
<td>Art - Drawing Portfolio</td>
<td>Art 17</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology 1</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry 1A &amp; 1B</td>
<td>5 + 5</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CIS 16</td>
<td>3</td>
</tr>
<tr>
<td>Economics (Macro)</td>
<td>Economics 7</td>
<td>3</td>
</tr>
<tr>
<td>Economics (Micro)</td>
<td>Economics 8</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>English 1A</td>
<td>4</td>
</tr>
<tr>
<td>English Composition &amp; Literature</td>
<td>English 1A &amp; 1B</td>
<td>4 + 4</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Bio 36</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>History 5</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td>French 1 &amp; 2</td>
<td>5 + 5</td>
</tr>
<tr>
<td>German Language</td>
<td>German 1 &amp; 2</td>
<td>5 + 5</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td>Pol Sc 1</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Gov’t.</td>
<td>Pol Sc 2</td>
<td>3</td>
</tr>
<tr>
<td>Latin</td>
<td></td>
<td>5 + 5</td>
</tr>
<tr>
<td>Math A &amp; B</td>
<td>Math 1A</td>
<td>4</td>
</tr>
<tr>
<td>Math B &amp; C</td>
<td>Math 1A &amp; 1B</td>
<td>4 + 4</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Music 4 &amp; 5</td>
<td>4 + 4</td>
</tr>
</tbody>
</table>
Music Listening &
Literature Music 19 3
Physics B Phys 2A & 2B 4 + 4
Physics C Physics 4A 4
Psychology Psych 1 3
Spanish Language Spanish 1 & 2 5 + 5
Statistics Math 12 3

NOTE: Advanced Placement Examinations are reevaluated by each university or college to which you transfer. Although Advanced Placement Examinations will meet equivalent RCC course requirements for general education (IGETC & CSU GE), the school of transfer may not grant equivalent course credit.

Credit for College-Level Examination Program (CLEP)
A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, and credit for military training. This does not include “Credit by Exam” taken at Riverside Community College. Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted. Credit granted for CLEP will not be posted on the student’s RCC transcript and will not be used to meet IGETC or CSU General Education Breadth Requirements for Certification. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College. An official transcript is required. For further information, contact the Evaluations office in Admissions and Records.

GENERAL EXAMINATIONS

<table>
<thead>
<tr>
<th>Examination</th>
<th>Passing Score</th>
<th>Credit Granted</th>
<th>General Ed. Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>500</td>
<td>4 + 4</td>
<td>English 1A &amp; Elective</td>
</tr>
<tr>
<td>Humanities</td>
<td>500</td>
<td>3 + 3</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>Mathematics</td>
<td>500</td>
<td>3 + 3</td>
<td>Math 25 &amp; Elective</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>500</td>
<td>3 + 3</td>
<td>Life Science &amp; Physical Science</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>500</td>
<td>3 + 3</td>
<td>Soc. Sciences &amp; History (does not meet American History &amp; Institutions requirements)</td>
</tr>
</tbody>
</table>

SUBJECT EXAMS

Composition & Literature
American Lit 50 3 English Literature Elective
Analysis & Interpretation of Literature 50 3 English Literature Elective
English Literature 50 3 English Literature Elective
Freshman College Composition 50 4 English 1A

Foreign Languages
College French Level 1 50 5 + 5 French 1 & French 2
Level 2 50 5+5+5+5 French 1, French 2, French 3, & French 4

College German Level 1 44 5 + 5 German 1 & German 2
Level 2 54 5+5+5+5 German 1, German 2, German 3, & German 4

College Spanish Level 1 46 5 + 5 Spanish 1 & Spanish 2
Level 2 55 5+5+5+5 Spanish 1, Spanish 2, Spanish 3, & Spanish 4

Social Sciences & History
American Government 50 3 Political Science 1
American History I 50 3 History 6
Early Colonizations to 1877 50 3 History 7
1865 to Present 50 3 History 8

General Biology 50 3 Biology 10 (no lab)

Business Information Systems & Computer Applications 50 3 CIS 1 or 1A
Principles of Management 50 3 Management 44
Introductory Accounting 50 3 Accounting 10A
Introductory Business Law 50 3 Business Elective
Principles of Marketing 50 3 Marketing 20

Military Credit Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS’s, Correspondence courses, Internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. Requests for evaluation of military credit should be submitted to the Veterans Office located at the Riverside campus. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.
Credit/No Credit Classes

Courses may be offered for Credit/No Credit in either of the following two categories:

1. If a class is offered with a credit/no credit option, you may elect to take the class on that basis; this option is available the first 30% of the course (see deadlines to elect credit/no credit.) Credit (CR) is equivalent to passing a class with a “C” or better. Requests for credit/no credit must be submitted to the Admissions and Records office at the Riverside campus or to one of the Student Services offices at the Moreno Valley or Norco campus.

2. Class sections in which each student has the option to individually elect grade evaluation or Credit/No Credit. Students electing this second option must file a request in the César E. Chávez Admissions and Counseling Office. Deadlines for requesting credit or no credit are available in the semester Schedule of Classes. All units earned on a Credit/No Credit basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted toward community college curriculum and graduation requirements.

Units earned on a Credit/No Credit basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures.

Final Examinations-Final Grades

Final semester examinations are required in all classes. All students must take these examinations at the scheduled time and place. Failure to appear for a final examination may result in an “F” grade in the course. Final grades may be obtained by calling Tiger Talk approximately three weeks after the end of each semester.

PETITION FOR CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the appropriate department chairperson. The fee for credit by examination will reflect current per unit enrollment fees, student fees, out of state and/or out of country tuition where applicable.

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 department curricular decisions as approved by the Office of Academic Affairs.

2. Students must register for credit by examination on the appropriate petition form obtained from the City Campus Admissions and Records Office.

3. To be eligible to petition for credit by examination, a student must be fully 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 on 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 eligibility purposes.

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

Auditing Classes

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

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.

2. Permission to audit a class is done at the discretion of the instructor and with instructor’s signature.

3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.

4. With the instructor’s signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 30% of course for short term courses.

5. With the instructor’s signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
6. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.

7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor’s discretion is strongly recommended.

8. The audit fee is $15 per unit. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses). The $15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on an official transcript. For more information, please contact the Student Services Offices at Moreno Valley (909) 571-6101, or Norco (909) 372-7003, or the Admissions and Records Office at the Riverside campus (909) 222-8600.

**Course Prerequisites and Corequisites**

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. As of July 2001, the Accuplacer assessment test in conjunction with multiple measures, is used to generate these placement levels. Scores from the DTLS (Description Test of Language Skills) for English and reading or from the MDTP (Mathematics Diagnostic Testing Project) for math are valid only if the tests were taken between August 1999 and June 2001. All DTLS or MDTP scores prior to August 1999, or any scores from the Asset or APS tests are no longer valid.

A new ESL test, the PTESL (Proficiency Test in English as a Second Language) is also in effect. Students who previously took the CELSA and wish to enroll in an ESL class must retest using the PTESL.

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

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Riverside Community College Admissions and Records Office and request an official evaluation of the appropriate course(s). The official evaluation must be completed to validate the course that will meet RCC requirements. Once the evaluation is complete, your official transcripts will be maintained on file in the Counseling Office. Prerequisite validation request forms may be obtained in the César E. Chávez Admissions and Counseling Building at the City campus. The forms are also available in the Student Services offices at the Moreno Valley and Norco campuses. For information on challenge procedures, see page 9.

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

REQUIREMENTS FOR COLLEGE TRANSFER
Califonia State University and University of California Locations

University of California (UC)
UC Website: www.ucop.edu/pathways
A - UC, Berkeley
B - UC, Davis
C - UC, Irvine
D - UC, Los Angeles
E - UC, Riverside
F - UC, San Diego
G - UC, San Francisco
H - UC, Santa Barbara
I - UC, Santa Cruz

California State University (CSU)
CSU Website: www.csu.mentor.edu
1 CA Polytechnic State University, San Luis Obispo
2 CA Polytechnic State University, Pomona
3 CSU, Bakersfield
4 CSU, Chico
5 CSU, Domingues Hills
6 CSU, Fresno
7 CSU, Fullerton
8 CSU, Hayward
9 CSU, Long Beach
10 CSU, Los Angeles
11 CA Maritime Academy
12 CSU, Monterey Bay
13 CSU, Northridge
14 CSU, Sacramento
15 CSU, San Bernardino
16 CSU, San Marcos
17 CSU, Sonoma
18 CSU, Stanislaus
19 Humbolt State University
20 San Diego State University
21 San Francisco State University
22 San Jose State University
Scholarship Requirement must:

Students who were not eligible for admission to the University when college coursework to be eligible to transfer. required courses, and earn an overall C (2.0) average in all transferable subjects they are missing, earn a grade of C or better in each of these.

Subject Requirement must take transferable college courses in the community college. Students who met the Scholarship Requirement but did not satisfy the.. Students with High School Deficiencies

Students who have earned fewer than 60 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 who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:

A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4, and

B. Complete a course pattern requirement to include:

1. Two transferable college courses (3 semester units each) in English Composition; and

2. One transferable college course 1 semester in mathematical Concepts and Quantitative Reasoning; and

3. Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Copies of the breadth requirements for each University of California campus and the Intersegmental General Education Transfer Curriculum (IGETC) are available in the Transfer/ Career Center.

Univ of Calif

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 56 transferable units with a “C” average and completion of CSU general education requirements in communication in the English language and mathematics with a “C” or better in each course. 1988 and later high school graduates must complete a minimum of 30 semester units of GE courses with a “C” or better in each course. CSU general education requirements in communication in the English language and mathematics must be completed as part of the 30 unit requirement. Seventy units is the maximum allowed for transfer from a community college.

General Education Breadth Requirements for a Degree from the California State Universities (CSU)

Students transferring to one of the California State University campuses can complete the CSU General Education Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC). Please see a counselor to determine which pattern is more appropriate for your educational goal.

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor’s degree. Of these 48 units, 9 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 may complete these general education units at Riverside Community College for transfer and it is to the student’s advantage to have these units of general education CERTIFIED.
Certification is a legal agreement between the California State University 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.

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.

2002-03 (See Counseling for 2003-04 CSU GE requirements.)

A. Communication and Critical Thinking (10 units)
Select one course from each area. Grades of “C” or better are required. All of Area A must be completed prior to transfer.

1. Oral Communication: Speech Communication 1,9
2. Written Communication: English 1A
3. Critical Thinking: English 1B; Philosophy 11; Speech Communication 2,3A,4A,5

B. Physical Universe and Its Life Forms (10 units)
Select one course from 1,2 and 4. At least one of the science courses must have a lab—see underlined courses. Area B-4 must be completed prior to transfer.

1. Physical Universe: Astronomy 1A; Chemistry 1A, 2A, 3, 10; Geography 1, 1/1L, 5; Geology 1/1L, 1B, 2, 3; Oceanography 1, 1/1L; Physical Science 1, 5; Physics 2A, 4A, 10, 10/11
2. Life Forms: Anatomy and Physiology 2A, 2B, 10; Anthropology 1; Biology 1, 2A, 2B, 3, 5, 7, 8, 8/8L, 10, 11, 12, 34, 36; Microbiology 1; Psychology 2
3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement.
4. Mathematics: (grade of C or better required): Math 1A, 4, 5, 10, 11, 12, 25, 36

C. Arts, Literature, Philosophy and Foreign Languages (9 units)
Select at least one course from each area:

1. Arts: Architecture 36, Art 1, 2, 6, 7, 8, 9, 10, 12; Dance 6; Engineering 36; Music 19, 20, 21, 22, 25, 26; Theater Arts 3
2. Humanities: American Sign Language 1, 1A and 1B, 2, 3, 4, 5; Arabic 1, 1A and 1B, 2, 11; Art 5; Chinese 1, 1A and 1B, 2, 11; English 1B, 6, 7, 8, 9, 11, 12, 14, 15, 16, 18, 21, 22, 23, 25, 26, 30, 35, 40, 41, 42, 44, 45, 48; French 1, 2, 3, 4, 8, 11; German 1, 2, 3, 4, 11; Humanities 1A, 1B, 4, 5, 8, 9, 10, 11, 16, 18, 23, 35; Italian 1, 2, 3, 11; Japanese 1, 2, 3, 4, 11; Korean 1, 2, 11; Latin 1; 2; Philosophy 10, 12, 13, 14, 15, 19, 20, 21, 32, 33, 35; Russian 1, 1A and 1B, 2, 3, 11; Spanish 1, 1A and 1B, 2, 2A and 2B, 3, 3N, 4, 8, 11, 12;

D. Social, Political and Economic Institutions and Behavior: Historical Background (9 units)
Select at least one course from three different areas:

1. Anthropology and Archeology: Anthropology 2, 3, 5, 6, 20, 21
2. Economics: Economics 4, 7, 8
3. Ethnic Studies: Anthropology 4; History 14, 15, 28, 29, 30, 31; Sociology 10, 35
4. Gender Studies: History 34, Sociology 15; Speech Com 13
5. Geography: Geography 2, 3, 4, 6
6. History: Chemistry/Physical Science 17; History 1, 2, 4, 5, 6*, 7*, 8, 9, 11, 12, 19, 21, 22, 23, 25, 26, 35, 40; Military Science 1, 2
7. Interdisciplinary Social or Behavioral Science: no courses available
8. Political Science, Government and Legal Institutions: Political Science *1, 2, 3, 4, 5, 6, 7ABCD, 8, 9, 10ABCD, 11, 12, 13
9. Psychology: Psychology 1, 9, 33, 35
10. Sociology and Criminology: Sociology 1, 2, 3, 11, 12, 17, 20, 30, 45.

Courses designated with an asterisk (*) may also be used to satisfy the U.S. History, Constitution and Government requirement.

E. Understanding and Self-Development (3 units)
Select one course from:

Biology 30; Early Childhood Studies 20; Health Science 1; Physical Education 4; Psychology 9, 33

United States History, Constitution and Government (6 units)
Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government as required by Title V, Administrative Code, Section 40404. These courses may, however, also be used to partially fulfill Area D.

1. U.S. History: (3 units) History 6 or 7
2. Constitution and Government (3 units) Political Science 1

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

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2002-2003
(See Counseling for 2003-2004 IGETC requirements)
Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. Transfer students will receive certification for all their general education requirements only after completing all the subject areas with a “C” grade or better.
See your counselor for courses required in your major. The UC system will allow IGETC courses to also count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.

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

Courses which can be certified as general education for transfer to the Universities of California or the California State Universities are listed below. These courses are transferable and are considered baccalaureate level.

1. **English Communication (8-11 units)**
   - CSU — 3 courses required; one from each group
   - UC — 2 courses required; one from group a and one from group b
   a. **English Composition:** English 1A, 1B, 1C, 2, 3, 4, 5, 6, 7, 10, 11, 12, 13, 25
   b. **Critical Thinking—English Composition:**
      - English 1B (must be taken Fall, 1993 or later)
   c. **Oral Communications:** Speech 1
      (CSU requirement only)

2. **Mathematical Concepts and Quantitative Reasoning (3 units)**
   - Math: **1A, 1B, 1C, 2, 3, 4, 5, 6, 10, 11, 12, 25

3. **Arts and Humanities (3 courses: 9-13 units)**
   - Choose at least one course from the Arts and one from the Humanities.
   a. **Arts:** Arabic 11; Architecture/Engineering 36; Art 1, 2, 6, 7, 8, 9, 10, 12; Chinese 11; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 7, 19, 20, 21, 22, 25; Russian 11; Theater Arts 3
   b. **Humanities:** Arabic 2; Chinese 2; English 6, 7, 9, 14, 15, 18, 21, 22, 23, 25, 26, 35, 40, 41, 42, 44, 45, 48; French 2, 3, 4, 8; German 2, 3, 4, 6, 7, 8, 9, 9*, 11*, 12*, 14*, 15*, 19*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Humanities 1A, 1B, 4, 5, 10, 11, 16, 18; Italian 2, 3; Japanese 2, 3; Korean 2; Philosophy 10, 12, 13, 14, 19, 20, 21, 33; Russian 2, 3; Spanish 2, 2A, and 2B, 3, 3N, 4, 8, 11, 12

4. **Social and Behavioral Sciences (9 units)**
   - Choose one course from at least two disciplines.
   - Anthropology 1*, 2, 3, 4, 5, 6, 20, 21; Economics 4, 7, 8; Geography 2, 3, 4, 6; History 1*, 2*, 3*, 4*, 5*, 6*, 7*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Political Science 1, 2, 3, 4, 5, 6, 13; Psychology 1, 2*, 9, 33, 35; Sociology 1, 2, 3, 10, 11, 12, 15, 17, 20, 35

5. **Physical and Biological Sciences (7-9 units)**
   - Choose at least one Physical Science and one Biological Science course. One of the courses must include a lab—see underlined courses.
   a. **Physical Science:** Astronomy 1A, 1B; Chemistry **1A, 1B, 2A, 2B, 3, 5, 7, 8, 9, 10, 11, 12A, 12B; Geology 1, 1/1L; History 1*, 2*, 3*, 4*, 5*, 6*, 7*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Political Science 1, 2, 3, 4, 5, 6, 13; Psychology 1, 2*, 9, 33, 35; Sociology 1, 2, 3, 10, 11, 12, 15, 17, 20, 35
   b. **Biological Science:** Anatomy and Physiology 2A, 2B; Anthropology 1*; Biology 1, 2A, 2B, 3, 5, 7, 8, **8, 10, 11, 12, 30, 34**, Psychobiology 1; Psychology 2*

6. **Language Other Than English (UC requirement only)**
   a. **Proficiency equivalent to two years of high school in the same language.**
   OR
   b. **American Sign Language 1 or 1A and 1B; Arabic 1 or 1A and 1B; Chinese 1 or 1A and 1B; French 1; German 1; Italian 1; Japanese 1; Korean 1; Latin 1; Russian 1 or Russian 1A and 1B; Spanish 1 or Spanish 1A and 1B.**

*Course may be listed in more than one area, but shall not be certified in more than one area.

**Indicates that transfer credit may be limited by either UC or CSU or both. Consult with a counselor for additional information.

***Students who are UC ineligible from high school may not use Math 25 to fulfill admission requirement. See a counselor.

Note: It is important that you meet with your counselor for information regarding courses required for your major. The UC system will allow IGETC courses to also count toward major requirements. Not all CSU campuses allow double-counting of general education requirements.

**CSU graduation requirement in U.S. History, Constitution and American Ideals**

(not part of IGETC, recommend completion before transferring)

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

1. History 6 or 7
2. 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.

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.

As admission requirements vary campus to campus, it is necessary to meet with a counselor to implement your educational plan. Copies of breadth requirements and major requirements for some of the nearby independent colleges and universities are available in the Riverside Community College Transfer/Career Center.
The independent colleges and universities include:
- California Baptist University
- La Sierra University
- Loma Linda University
- Occidental College
- Pepperdine University
- Scripps College
- Stanford University
- University of La Verne
- University of the Pacific
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California
- Whittier College

**Transferability of Courses**

Questions regarding the transferability of courses should be referred to a college counselor. A listing of baccalaureate level courses (acceptable courses for admissions purposes to California State University system) is available from any college counselor or in the Transfer/Career Center. A list of baccalaureate 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 back 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.

**California Articulation Number (CAN)**

Riverside Community College participates in the California Articulation Number System. Riverside Community College courses which have been assigned CAN designations are listed in this catalog with the CAN number following the course title.

The California Articulation Number System identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.
Section V

CURRICULAR PATTERNS
TRANSFER PROGRAMS

Each institution of higher education has its own requirements for admission, majors, and general education. Students should see a counselor, on a regular basis, to determine the courses needed to prepare for transfer to CSU, UC, or any private/independent university.

Note that the following majors are for specific colleges and universities. Requirements for the same major at other institutions may be different. These are merely a few samples of the many majors available and represent, for the most part, those of nearby colleges and universities. Additional information and revised major sheets are available in the Transfer/Career Center.

In developing a program it should be remembered that in addition to the requirements in the major, each student should complete the general education breadth requirements for the college chosen. Breadth requirements for all branches of the UC, CSU, and various independent colleges are available in the Transfer/Career Center. Proper planning normally should enable students to satisfy the general education-breadth requirements concurrently with requirements for graduation from Riverside Community College. See the associate degree requirements.

2002-03 MAJORS

(Accounting for 2003-04 requirements)

ACCOUNTING

CSU San Bernardino
Accounting 1A, 1B; Business Administration 18A; Economics 7, 8; Mathematics 5, 10, 11 or 1A; Mathematics 12; Computer Information Systems 1A, 5, 17A or 17B, 20, 25

Cal Poly Pomona
Economics 7, 8; English 1AB; History 7; Mathematics 5, 12; Political Science 1; Accounting 1AB, 38; Business Administration 18B; Computer Information Systems 1A

ADMINISTRATION OF JUSTICE/CRIMINAL JUSTICE

CSU Long Beach
Administration of Justice 1

CSU San Bernardino
Criminal Justice: Administration of Justice 1, 3, 13; Math 10, 11 or 25 recommended

San Diego State University
Administration of Justice 1; Political Science 1; Sociology 1, 2; Math 12

ANTHROPOLOGY

CSU Fullerton
Anthropology 1, 2, and 3 or 6

UC Riverside
Anthropology 1, 2, and 3 or 5

CSU San Bernardino
Anthropology 1, 2

ART

CSU Fullerton
Studio Emphasis: Art 1, 2, 17, 22 or 23, 24, 26, 30
Choose two from 15, 18, 20, 27, 30

UC Riverside
Studio Emphasis: Art 1 or 2, and 17, 26

CSU San Bernardino
Art 1, 2, 5, 17, 20, 22, 24, 26, 36, 40, 49; Photo 8

BIOLOGY

CSU Fullerton
Biology 2A, 2B, 5; Chemistry 1AB, 12AB; Mathematics 1A or 5; Physics 2AB

UC Riverside
Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1AB; Physics 4ABC or 2AB

CSU San Bernardino
Biology 2AB, 5, 11 or 11, 12; Chemistry 1AB, 12AB; Mathematics 5 or 1A; Physics 4ABC.

BOTANY

Cal Poly Pomona
Biology 2AB, 5, 8, 11; Chemistry 1AB; English 1AB; History 7; Mathematics 5, 12; Physics 2AB; Political Science 1; Psychology 1 or 2; Microbiology 1

UC Riverside
Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1AB; Physics 4ABC

BUSINESS ADMINISTRATION

CSU Fullerton
Mathematics 1A or 5; Economics 7, 8; Anthro. 2, Geog. 3, Psych. 1 or Soc. 1

Cal Poly Pomona
Economics 7, 8; Mathematics 12; Business Administration 18B; Accounting 1AB, 38; Computer Information Systems 1A; Political Science 1; History 7

UC Riverside
Accounting 1AB; Business Administration 10; Computer Information Systems 1A; Economics 7, 8; Math 1A, 3, 12

CSU San Bernardino
Accounting 1A, 1B; Business Administration 18A; Computer Information Systems 1A; Economics 7, 8; Mathematics 12 and 10 or 11 or 5 or 1A

CHEMISTRY

CSU Fullerton
Chemistry 1AB, 12AB; Mathematics 1ABC, 2; Physics 4ABCD

Cal Poly Pomona
Biology 11; Chemistry 1AB; History 7; Mathematics 1ABC, 2; Physics 4ABC; Political Science 1

UC Riverside
Chemistry 1AB, 12AB; Mathematics 1ABC, 2; Physics 4ABCD

CSU San Bernardino
Biology 11; Chemistry 1AB, 12AB; Mathematics 1AB, 3 and 1C or 2; Physics 4ABC
COMPUTER INFORMATION SYSTEMS
Cal Poly Pomona
Computer Information Systems 18A and 25, or 19A; Economics 7, 8; History 7; Mathematics 12; Political Science 1; Bus. Ad. 18B; Accounting 1AB, 38

COMPUTER SCIENCE
Cal Poly Pomona
Biology 10; Chemistry 1A; Computer Information Systems 11 and 18A, or 17A; History 7; Mathematics 1ABC, 3; Physics 4ABC; Political Science 1
CSU San Bernardino
Biology 1, 8, 8L or 11; Computer Information Systems 5 or 17A; Mathematics 1AB; Physics 4ABC; one laboratory course from Biology, Chemistry, Geology or Physics

DENTAL HYGIENE
USC
Biology 1, 2A, 2B, 11 or 12; Anatomy and Physiology 2A or 2B; Chemistry 1AB; English 1AB; Psychology 1; Sociology 1; Speech Com 1
LOMA LINDA UNIVERSITY
English 1AB; Speech Com. 1 or 9; Microbiology 1; Anatomy & Physiology 2AB; Chemistry 2AB; Sociology 1; Anthro/Econ/Geog/Psych two courses; PHP (2 units); Health Sci; Anthro 2 or Soc. 10; Art (lecture only); Foreign Lang; History 1, 2, 4, 5; Lit.; Philosophy (11 units); One transferable Math class

PRE-DENTISTRY
UC Los Angeles
Biology 11, 12; Chemistry 1AB, 12AB; English 1AB; Physics 2AB; Psychology 1
LOMA LINDA UNIVERSITY
Biology 2AB or 11/12; Chemistry 1AB, 12AB; English 1AB; Physics 2AB
USC
Biology 11, 12; Chemistry 1AB, 12AB; English 1AB; Physics 2AB; Fine Arts, History, or Philosophy—9 units

ECONOMICS
CSU Fullerton
Mathematics 5 or 1A, 1B; Econ 7, 8
Cal Poly Pomona
Economics 7, 8; History 7; Mathematics 10 or 11; Political Science 1; Speech Com. 1; Philosophy 11 or 32; English 1AB; Acct. 1AB, 38; Elect/Engin. 27
UC Riverside
Economics 7, 8; Math 1A, 1B
CSU San Bernardino
Economics 7, 8; Mathematics 10 or 11; Math 12

EDUCATION-TEACHING
Elementary or Secondary
Students desiring to teach in California public schools (K-12) must pursue a pattern of course work at RCC suitable for transfer to a public or private university. Once a successful transfer has been made, students will follow a program leading to completion of baccalaureate degree requirements and preliminary teaching credential requirements defined by the California Commission on Teacher Credentialing. Information concerning the transfer requirements of various universities is available from the Counseling/Transfer Center.

Historically, RCC students interested in teaching careers have been able to complete all appropriate lower division liberal arts courses while enrolled here. Beginning in 2002 it is also possible for teacher education students to complete certain lower division courses in Education that transfer into the multiple-subject (Elementary) teacher education programs of nearby universities. Currently, a full articulation agreement exists with La Sierra University, and similar agreements are nearing completion with UCR, CSUSB, and other institutions. Students are urged to check with their program adviser in the Counseling/Transfer Center for the latest information.

Community College
The student planning to teach at the community college level must complete at least a Master’s degree in a subject matter area normally taught in the community college.

Vocational
For teaching in occupational areas, a combination of work experience in the field (five to six years) and education is needed.

ENGINEERING-MECHANICAL LOWER DIVISION
ENGINEERING CURRICULUM
The Statewide Engineering Liaison Council encourages engineering transfer students to complete the prescribed Engineering Core and to obtain verification of that at the community college in order to assure transferability as a junior to any UC, CSU, or selected private four-year colleges and/or universities in the state.

The Engineering Core requirements, Riverside Community College’s equivalent courses are: Math 1A, 1B, 1C, 2; Chemistry 1A, 1B; Physics 4A, 4B, 4C; Engineering 17, 22, 35, 45; English 1A; Electives (8-12 units): Engineering 1A, 33; Machine Shop 51; Math 4, 12; Chemistry 12A; Biology 1; Electronics 37.

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Council indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and English 1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.
CSU Fullerton
Chemistry 1A; Engineering 17, 22, 35; Mathematics 1ABC, 2; Physics 4ABCD

UC Riverside
Chemistry 1AB; Engineering 17, 22, 30, 35, 45; Mathematics 1ABC, 2; Physics 4ABCD; Biology I or 11; CIS 5, 6, 9, 16, 17A or 17B

Cal Poly Pomona
Chemistry 1A; Economics 7 or 8; History 7; Mathematics 1ABC, 2; Physics 4ABC; Political Science 1; Speech 3A or 3B

ENGLISH
(English 1AB or equivalency test required at all colleges listed.)
CSU Fullerton
English 6, 7, 14, 15 (choose 2)

Cal Poly Pomona
English 6 or 7, 14 or 15, 40 or 41; History 7; Political Science 1; English 1AB; Speech Com 3A or B;

CSU San Bernardino
English 6, 7

ENVIRONMENTAL SCIENCE
UC Riverside
Biology 11, 12, 8/8L and 36; Chemistry 1AB, 12AB; Geology 1/1L or Geog. 1/1L; Mathematics 1AB; Physics 2AB or 4ABC; Political Science 1; English 1AB

CSU San Bernardino
Major is called Environmental Studies. Track A: Chemistry 2A; Three (3) courses from: Anthropology 1; Chemistry 2B; Geology 1/1L; Geography 1/1L; Physics 10/11 or 2A; Biology 2AB, 5, 11 or 11, 12

FORESTRY
UC Berkeley
Biology 11, 12; Chemistry 1A, 12A; Economics 7, 8; English 1AB; Mathematics 1A, 1B, 12; CIS 1A

CSU Humboldt
Biology 5; Mathematics 1A or 5

GEOGRAPHY
CSU Fullerton
Geography 1, 2, 3

Cal Poly Pomona
Biology 11; Economics 7 or 8; Geography 1, 2; Geology 1/1L; History 7; Mathematics 12; Philosophy 11 or 32; Political Science 1; Sociology 1; Speech Com 1 or 2; Humanities 10; Ocean 1; Geographic Info. Systems 1

CSU San Bernardino
Geography 1/1L, 2, 3

GEOLOGY
CSU Long Beach
Chemistry 1A, 1B; Geology 1/1L, 1B; Mathematics 1AB

UC Riverside
Biology 1 or 11; Chemistry 1AB; Geology 1/1L, 1B; Mathematics 1AB; Physics 4ABC; Geography 1/1L

HEALTH SCIENCE
CSU Long Beach
School Health Option: Anatomy and Physiology 2A; Biology 2A; Chemistry 1A or 2A; Psychology 1; Spanish 1

CSU San Bernardino
Community Health Option: Anatomy and Physiology 2A, 2B; Biology 1 or 11; Chemistry 2A; Microbiology 1

San Diego State University
Chemistry 2A; Health Science 1; Psychology 1; Sociology 1; Speech Com. 1; Anatomy and Physiology 2A

HISTORY
CSU Fullerton
History 1, 2, 6, 7

CSU Long Beach
History 8, 9 or 6, 7; History electives (6 units)

Cal Poly Pomona
Anthropology 2 or Pol. Sci 2; Psychology 1; Economics 7, 8; English 1B; Geography 2; History 1, 2, 6, 7; Humanities 10; Political Science 1; Speech Com. 3A or B

UC Riverside
History 1 or 2; Choose 3 units in any transferrable History course.

JOURNALISM
CSU Fullerton
Journalism 1, 2, 7

CSU Long Beach
Journalism 2, 7

Cal Poly Pomona
Journalism Option: Econ. 7; Graphics Technology 1; History 7; Journalism 7 and 1 or 2; Math 12; Photography 8; Political Science 1; Sociology 1; Speech Com. 3A or B

LANDSCAPE ARCHITECTURE
Cal Poly Pomona
Art 17; Biology 1 or 10; Bus. Ad. 10; Chemistry 1A; Engineering 1A, 1B; English 1A, 1B; History 7; Mathematics 36; Political Science 1; Psychology 1; Speech 3A or B

PRE-LAW
Admission to most law schools requires a Bachelor’s 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: Anthropology, Economics, English, History, Mathematics and Logic, Philosophy, Political Science, Psychology, Science, Sociology, Speech and Debate.
MATHEMATICS

Cal Poly Pomona
- Biology 1 or 10; Chemistry 1A, 1B; CIS 17A; Physics 4ABC; History 7; Mathematics 1ABC, 2, 3; Political Science 1

CSU San Bernardino
- Computer Information Systems 5; Mathematics 1ABC, 2, 3

PRE-MEDICINE

UC Irvine
- Biology 11, 12; Chemistry 1AB, 12AB; Physics 2AB; Math 1A, 12

Loma Linda University
- Biology 11, 12; Chemistry 1AB, 12AB; Physics 2AB

UC Los Angeles
- Biology 11, 12; Chemistry 1AB, 12AB; Math 1A, 12; Physics 2AB

MICROBIOLOGY

CSU Long Beach
- Chemistry 1AB; Mathematics 1A; Physics 2AB

Cal Poly Pomona
- Biology 2AB, 5, 11; Chemistry 1AB; English 1A, 1B; History 7; Microbiology 1; Physics 2AB; Political Science 1; Psychology 1; Math 5

MUSIC

CSU Fullerton
- Music 4, 5; four semesters Performance; four semesters Ensemble

USC
- All theory classes will be taken at USC.

UC Riverside
- Music 3, 4, 5

NURSING— B.S. DEGREE

CSU Long Beach
- AMY 2A, 2B; Microbiology 1; Psychology 1; Sociology 1

CSU San Bernardino
- Anatomy and Physiology 2AB; Chemistry 2AB; English 1A; Math 10 or 11; Microbiology 1; Psychology 1, 9; EAR 20; Speech Com. 1. One course from: SPE 2, 3A, 3B, 4A, 5; English 1B, Philosophy 11, 32; Math 32

PHARMACY

UC San Francisco
- AMY 2A, 2B; Biology 2B, 11, 12; Chemistry 1AB, 12AB; English 1AB; Mathematics 1A and 1B; Physics 2AB or 4AB; Sp. Com. 1; Econ. 7 or 8; Anthro. 2/Psych. or Socio.

USC
- Biology 11, 12; Chemistry 1AB, 12AB; Economics 7 or 8; English 1AB; Mathematics 1A; Microbiology 1; Psychology 1; Speech Com. 1; 12 units in social and behavioral sciences; Physics 2AB, Math 12. CIS 1A is recommended.

PHILOSOPHY

CSU Fullerton
- Philosophy 20; Choose two from Philosophy 10, 11, 32

CSU Long Beach
- Philosophy 20, 21, 32

UC Riverside
- Philosophy 11, 32

PHYSICAL EDUCATION

CSU San Bernardino
- Anatomy and Physiology 2A, 2B; Physical Education 10, 29

Cal Poly Pomona
- Anatomy and Physiology 2AB; Biology 11; History 7; Physical Education 30; Political Science 1; Math 12

PHYSICAL THERAPY

Loma Linda University (Master's Level only)
- Biology 1, 2B or Anatomy and Physiology 2A, 2B; ANT 2 or SOC 10; Chemistry 1AB; Computer Information Systems 1A; English 1B; Health Science; Math 12; Microbiology 1; Physics 10/11; Psychology 1, 9; Speech Com. 1 or 9.

CSU Long Beach (Masters Level only)
- Chemistry 1AB; Physics 2AB; Psychology 1

USC (Masters Level only)
- Anatomy and Physiology 2A, 2B; Biology 11, 12; Chemistry 1A, 1B; English 1A, 1B; Math 1A; Physics 2A, 2B

PHYSICS

CSU Fullerton
- Chemistry 1AB; Mathematics 1ABC; Physics 4ABCD

Cal Poly Pomona
- Biology 1, 10 or 11; Chemistry 1AB; CIS 17A; History 7; Mathematics 1ABC, 2; Physics 4ABCD; Political Science 1

UC Riverside
- Chemistry 1AB; Mathematics 1ABC, 2; Physics 4ABCD

CSU San Bernardino
- Chemistry 1A, 1B; CIS 5; Mathematics 1ABC, 3; Physics 4ABCD

POLITICAL SCIENCE

CSU Fullerton
- Political Science 1; Any two Political Science electives

CSU Long Beach
- Political Science 1; Any two Political Science electives

Cal Poly Pomona
- Economics 7; History 7; Mathematics 12; Political Science 1, 2, 4; Psychology 1

UC Riverside
- Political Science 1, 2, 4; recommended: Math 12

CSU San Bernardino
- Political Science 1, 3, 4
PSYCHOLOGY

Cal Poly Pomona
English 1B; History 7; Mathematics 12; Philosophy 11 or 32; Political Science 1; Sociology 1, 2; Psych 1, 2

CSU San Bernardino
Mathematics 12; Psychology 1, 9 or EAR 20; Math 5, 10, 11, 25 or 1A;

SOCIAL SCIENCES

Cal Poly Pomona
Anthropology 1, 2; Economics 7, 8; English 1B; Geography 1, 2; History 1, 2, 6, 7; Philosophy 10, 11 or 32; Political Science 1, 2; Speech Com. 1; SOC 10

SOCIAL WORK

CSU Long Beach
Anthropology 2; AMY 2A; Mathematics 12; Psychology 1; Sociology 1

San Diego State University
Biology 1, 10 or ANT 1; Economics 4, 7 or 8; Foreign Language 3; Health Science 1; Psychology 1; Sociology 1; Math 12

SOCIOLOGY

CSU Fullerton
Sociology 1 and 9 units of Sociology electives

UC Riverside
Sociology 1 and 3 units of Sociology electives

CSU San Bernardino
Sociology 1 and one additional course from Soc. 2 or AJ 2, 4, 5, 8, 13, 15, 16 or 18

SPEECH COMMUNICATION

CSU Fullerton
Speech Com. 1

San Diego State Univ.
Speech Com. 3A; Journalism 7; For. Lang. 3

THEATER ARTS

CSU San Bernardino
Theater Arts 25, 32, 33

Cal Poly Pomona
Theater Arts 33, 34 and 4, 5 or 6; Speech 3A or B; English 1B, 9 and 40 or 41; History 1 or 2 and 7; Political Science 1

ZOOLOGY

CSU Long Beach
Chemistry 1AB; Mathematics 1A, 1B; Geology 1/1L; Physics 2AB

Cal Poly Pomona
Biology 2AB, 5, 11; Chemistry 1AB; English 1B; History 7; Mathematics 5, 12; Microbiology 1; Physics 2AB; Political Science 1; Psychology 1 or 2

NONCREDIT COURSES

ADMINISTRATION OF JUSTICE
800 Orientation to Peace Officer Basic Training
802 Issues in Public Safety
803 Firearms Clinic
804 Orientation to the Correctional Deputy Academy

ALLIED HEALTH
801 Emergency Medical Technician Refresher

APPLIED TECHNOLOGY
801 Graphics Laboratory

COSMETOLOGY
801 Cosmetology Principles and Practices
805 Competition Hairstyling
806 Cosmetology New Trends
807 Manicuring and Pedicuring
811 Teacher Training
812 Esthetician

FIRE TECHNOLOGY
801 Hazardous Materials

GUIDANCE
801 Vocational Planning/SIGI PLUS/DISCOVER

SENIOR CITIZEN EDUCATION
801 Buyers Beware
802 Legal Affairs and You
804 Topics on Aging
805 Critical Reading: Essays
808 Folk Music for Seniors
809 Stained Glass
810 Amateur Photography
811 Drawing and Painting for Pleasure
812 Oil Painting
813 Dynamic Activities for Fitness
814 Physical Fitness through Tai Chi Chuan
815 Hatha Yoga for Health and Fitness
816 Basic Swimming and Aquatic Exercise
819 Walking for Health and Fitness
824 Successful Money Management
825 All About Annuities
826 Convalescent Care Planning
827 Estate Planning
830 Mature Driver Improvement
831 Conflict Negotiation
832 Self Esteem Again
833 Creative Eating for a Healthy Lifestyle
834 Weight Management for Older Adults
836 Coping with an Ill or Disabled Loved One  
837 Coping with Loss and Change After 65  
838 All Things Pharmaceutical  
839 Humor and Self Discovery  
840 Craft Design  
841 Critical Music Listening Techniques  
842 Needle Art  

For information about Senior Citizen Education courses, contact the Open Campus/Community Education office in Quad 24 on the Riverside Campus. The telephone number is (909) 222-8090.

WORKSHOP COURSES

Each department of the college has the option to offer workshop courses of instruction which are specifically designated to be experimental courses. They are developed by faculty members of that department prior to formal curriculum committee adoption of the experimental course outline. 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 with a Credit/No Credit option.

OPEN CAMPUS

The Open Campus encompasses distance Education and community Education. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on-campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of technologies including the internet, cable television, video and satellite. Open Campus courses are academically equivalent to on-campus courses and fulfill RCC General Education, elective, and/or major requirement, with many classes transferable to four-year institutions.* For further information about Distance Education options, contact the Open Campus office at (909) 222-8090 or visit www.opencampus.com.

The community Education programs of the Open Campus provide opportunities for lifelong learning via a wide range of noncredit/not-for-credit classes, “College for Kids” and the “Young at Heart” senior citizen program. For further information about Community Education, contact (909) 222-8090 or visit www.opencampus.com/communityed.

*Always consult an RCC counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

COOPERATIVE WORK EXPERIENCE EDUCATION

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

GENERAL WORK EXPERIENCE EDUCATION

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

OCCUPATIONAL WORK EXPERIENCE EDUCATION

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 nonpaid work equals one semester credit.

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

ART

NURSING EDUCATION
Nursing

APPLIED TECHNOLOGY PROGRAM
Air Conditioning and Refrigeration  
Automotive Body  
Automotive Technology  
Construction Technology  
Electronics  
Engineering  
Graphics Technology  
Machine Shop Technology  
Photography  
Welding
BIOTECHNOLOGY

BUSINESS AND OFFICE ADMINISTRATION PROGRAM
Accounting
Business Administration
Computer Information Systems
Journalism
Management
Marketing
Office Administration
Real Estate

EARLY CHILDHOOD STUDIES

EDUCATION

HEALTH, HUMAN & PUBLIC SERVICES
Dental Technology
Human Services
Medical Assisting

OCCUPATIONAL PROGRAMS

Riverside Community College offers associate degree and certificate 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 take four semesters. Certificate programs require a minimum of 18 units, but vary in number of units required; 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.

WHO CAN ENROLL IN THE OCCUPATIONAL PROGRAMS?

Individuals wishing to enroll at Riverside Community College for credit in day or evening classes must file an official application in the Admissions and Records Office located on all campuses. Admission to Riverside Community College is regulated by state law as prescribed in the California Education Code.

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 or winter intersessions prior to entering the eleventh grade. The student may choose to attend the fall, spring, summer, or winter session in either day or evening classes. Prior to the time of registration in college classes, arrangements must be made through the Admissions and Records Office for permission to register at the college.

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 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 you need more information, please contact a college counselor.

CERTIFICATE COURSE REQUIREMENTS

Students should plan to enroll in the specific courses listed under the certificate desired. If a required course for a certificate program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required in any certificate pattern must be completed at Riverside Community College.

HOW TO GET FURTHER INFORMATION

Many occupational programs are described in special publications of the college. These can often be obtained from high school counseling offices, or prospective students may write or telephone the college: Riverside Community College Department of Occupational Programs, 4800 Magnolia Avenue, Riverside, CA 92506-1299, (909) 222-8000.

ASSOCIATE IN SCIENCE DEGREES

Administration of Justice
Administration of Justice/Law Enforcement
Air Conditioning and Refrigeration
Architecture
Automotive Technology
- Automotive Body Repair
- Automotive Trim and Upholstery
- Automotive - Electrical
- Automotive Technology - Ford Specialty
- Automotive - Mechanical
- Automotive Technology - Toyota
Biotechnology
Business Administration
- Accounting
- General Business
- Management
- Marketing
- Real Estate
Community Interpretation
Computer Information Systems
- Computer Applications
- Computer Programming

Construction Technology

Cosmetology
- Cosmetology
- Cosmetology Business Administration
- Entrepreneurial Management and Supervision

Culinary Arts

Dental Laboratory Technology

Drafting Technology

Early Childhood Studies

Electronics
- Electronics Computer Systems
- Electronics Technology

Engineering
- Engineering Aide
- Engineering Software Applications
- Engineering Technology

Fire Technology

Graphics Technology

Human Services

Manufacturing Technology
- Automated Systems
- Mechatronics

Medical Assisting
- Administrative/Clinical
- Medical Transcription

Nursing
- Registered Nursing
- Vocational Nursing

Office Administration

Paralegal Studies

Photography

Physician Assistant

Retail Management/Western Association of Food Chains

Sign Language Interpreting

Telecommunications/Television Production Specialist

Welding Technology

**COLLEGE CERTIFICATES**

Administration of Justice

Administration of Justice/Law Enforcement

Air Conditioning and Refrigeration

Architecture

Automotive Technology
- Automotive Body Repair
- Automotive Trim and Upholstery
- Automotive - Electrical
- Automotive - Mechanical
- Automotive Technology - Toyota

Biotechnology

Business Administration
- Accounting
- General Business
- Management
- Marketing
- Real Estate

Community Interpretation

Computer Information Systems
- Computer Applications
- Computer Programming

Construction Technology

Cosmetology
- Cosmetology Business Administration
- Entrepreneurial Management and Supervision

Culinary Arts

Dental Laboratory Technology

Drafting Technology

Early Childhood Studies

Electronics
- Electronics Computer Systems
- Electronics Technology

Engineering
- Engineering Aide
- Engineering Software Applications

Fire Technology

Graphics Technology

Human Services

Manufacturing Technology
- Automated Systems
- Mechatronics

Medical Assisting
- Administrative/Clinical Medical Assisting
- Medical Transcription

Nursing
- Nursing-Vocational

Office Administration

Photography

Physician Assistant

Retail Management/Western Association of Food Chains

Sign Language Interpreting

Telecommunications/Television Production Specialist

Welding Technology

**OCCUPATIONAL CERTIFICATES**

Administration of Justice
- Basic Correct Deputy Academy
- Basic Public Safety Dispatch
- Investigative Assistant
- Private Security Assistant

Art
- Visual Communications-Animation
- Visual Communications-Illustration

Business Administration
- Operations and Production Mgmt.

Computer Information Systems
- C++ Programming
- Cobol Programming
- E-Commerce
- Java Programming
- PC Publishing
- Relational Database Management
- Visual Basic Programming
- Web Master
Early Childhood Studies
• Assistant Teacher
• Twelve Core Units

Electronics
• Analog - Digital Microelectronics
• Analog Electronics-Analysis, Documentation
• Analog Electronics Technology
• Digital Electronics Technology
• Digital Electronics, Documentation
• Electronic Circuit Analysis
• Electronic Communications
• Electronics Documentation
• General Electronics Core
• Microcomputer Technology
• Microprocessor Technology
• Wireless and Fiber-Optic Communications

Engineering
• Engineering Graphics
• Industrial Design

Fire Technology
• Fire Technology Dispatch
• Firefighter Academy

GIS
• Core Certificate in GIS Mapping
• Geographic Information Systems

Graphics Technology
• Basic Electronic Prepress
• Basic Graphic Design
• Basic Multimedia Design

Human Services
• Employment Support Specialization

Medical Technician
• Emergency Medical Technician

Music
• Jazz Performance
• MIDI
• Music Performance

Nursing
• Critical Care Nurse
• Nursing Assistant

Office Administration
• Administrative Assistant
• Legal Secretarial Studies
• Office Clerk Typist
• Secretary

Telecommunications
• Basic Television Production

OCCUPATIONAL CERTIFICATE PATTERNS
(These certificates lead to workforce competency and employment readiness, but not to a degree.)

ADMINISTRATION OF JUSTICE
ADMINISTRATION OF JUSTICE/
BASIC PUBLIC SAFETY DISPATCH COURSE
Certificate Program
Required Courses (5 units) Units
ADJ-D1A Basic Public Safety Dispatch Course 5

INVESTIGATIVE ASSISTANT
Certificate Program
Required Courses (15 units) Units
ADJ-3 Concepts of Criminal Law 3
ADJ-4 Legal Aspects of Evidence 3
ADJ-13 Criminal Investigation 3
ADJ-23 Criminal Justice Report Writing\(^1\) 3
CIS-1A Introduction to Computer Information Systems 3
\(^1\) Successful completion of ENG-1A may substitute for this course.

PRIVATE SECURITY ASSISTANT
Certificate Program
Required Courses (5 units) Units
ADJ-10 Introduction to Security 3
ADJ-P4A Arrest, Search and Seizure 1.5
ADJ-R5A Straight Stick Baton Update for Reserves .25
ADJ-R6A Oleoresin Capsicum for Reserves .25

ART
VISUAL COMMUNICATIONS—ANIMATION
Certificate Program
Required Courses (15 units) Units
ART-20 Beginning Sculpture 3
ART-24 3D Design 3
ART-40 Figure Drawing 3
ART-41 Figure Painting 3
ART-44 Animation 3
Digital Media Electives (Choose from list below) 3

VISUAL COMMUNICATIONS—ILLUSTRATION
Certificate Program
Required Courses (17 units) Units
ART-17 Beginning Drawing 3
ART-22 Basic Design 3
ART-26 Beginning Painting 3
ART-35 Illustration 3
GRT-64 Ethics and Legalities of Digital Manipulation 1
GRT-78A Multimedia Construction with Macromedia Director 3
GRT-78B Multimedia Construction using Lingo 3
GRT-79 Multimedia Production using Painter 3

Digital Media Electives (3 units)
ART-36 Computer Art 3
GRT-1 Introduction to Graphics Technology 3
GRT-71 Adobe Photoshop for Publishing 3
GRT-76 QuarkXPress for Publishing 3
GRT-77 Adobe Illustrator for Publishing 3
GRT-78A Multimedia Construction with Macromedia Director 3
GRT-78B Multimedia Construction using Lingo 3
GRT-79 Multimedia Production using Painter 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-36</td>
<td>Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>GRT-1</td>
<td>Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-71</td>
<td>Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-76</td>
<td>QuarkXPress for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-77</td>
<td>Adobe Illustrator for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78A</td>
<td>Multimedia Construction with Macromedia Director</td>
<td>3</td>
</tr>
<tr>
<td>GRT-79</td>
<td>Multimedia Production using Painter</td>
<td>2</td>
</tr>
</tbody>
</table>

**Digital Media Electives (3 units)**

**BUSINESS ADMINISTRATION**

**OPERATIONS AND PRODUCTION MANAGEMENT Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAG-70</td>
<td>Introduction to Organization Development</td>
<td>3</td>
</tr>
<tr>
<td>MAG-71</td>
<td>Introduction to Productivity Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-72</td>
<td>Introduction to Quantitative Methods for Business</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (3 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-20</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MAG-44</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-46</td>
<td>Total Quality Management</td>
<td>1.5</td>
</tr>
<tr>
<td>MAG-47</td>
<td>Managerial Ethics</td>
<td>1.5</td>
</tr>
<tr>
<td>MAG-51</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS**

**C++ PROGRAMMING Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-17A</td>
<td>C++ Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-17B</td>
<td>C++ Programming: Windows Programming using Visual C++ and MFC</td>
<td>3</td>
</tr>
<tr>
<td>CIS-17C</td>
<td>C++ Programming: Data Structures</td>
<td>3</td>
</tr>
</tbody>
</table>

**COBOL PROGRAMMING Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-2</td>
<td>Fundamentals of Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS-13A</td>
<td>COBOL Programming: Introduction</td>
<td>3</td>
</tr>
<tr>
<td>CIS-13B</td>
<td>COBOL Programming: Intermediate</td>
<td>3</td>
</tr>
</tbody>
</table>

**E-COMMERCE Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS-21</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS-25</td>
<td>Introduction to Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-76A</td>
<td>Website Creation using Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
<td>3</td>
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</tbody>
</table>

**Electives (3 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-13B</td>
<td>COBOL Programming: Intermediate</td>
<td>3</td>
</tr>
<tr>
<td>CIS-14A</td>
<td>Web Programming: JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15B</td>
<td>Visual Basic Programming: Advanced Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15C</td>
<td>Visual Basic Programming: Databases</td>
<td>3</td>
</tr>
</tbody>
</table>

**JAVA PROGRAMMING Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-18A</td>
<td>Java Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-18B</td>
<td>Java Programming: Advanced Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-18C</td>
<td>Java Programming: Data Structures</td>
<td>3</td>
</tr>
</tbody>
</table>

**PC PUBLISHING Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS/OFC-75</td>
<td>Desktop Publishing using QuarkXPress on the IBM PC</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-76A</td>
<td>Website Creation using Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-77</td>
<td>Beginning Desktop Publishing using PageMaker</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS/OFC-81</td>
<td>Introduction to Desktop Publishing using Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-78A</td>
<td>Introduction to Adobe PhotoShop on the IBM PC</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-79</td>
<td>Introduction to Adobe Illustrator on the IBM PC</td>
<td>3</td>
</tr>
</tbody>
</table>

**RELATIONAL DATABASE MANAGEMENT TECHNOLOGY Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-61</td>
<td>Introduction to Database Theory</td>
<td>3</td>
</tr>
<tr>
<td>CIS-62</td>
<td>Microsoft Access DBMS: Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CIS-63</td>
<td>Introduction to Structured Query Language (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>plus</td>
<td>6 units from Group I below – Access</td>
<td>6</td>
</tr>
<tr>
<td>or</td>
<td>6 units from Group II below – Oracle</td>
<td>6</td>
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**Group I electives (9 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS-15A</td>
<td>Visual Basic Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15C</td>
<td>Visual Basic Programming: Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS-28A</td>
<td>MS Access Programming</td>
<td>3</td>
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</table>

**Group II electives (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS-29A</td>
<td>Introduction to Oracle</td>
<td>3</td>
</tr>
<tr>
<td>CIS-29B</td>
<td>Oracle Application Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS-29C</td>
<td>Oracle Database and Server Administration</td>
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**VISUAL BASIC PROGRAMMING Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS-15A</td>
<td>Visual Basic Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15B</td>
<td>Visual Basic Programming: Advanced Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15C</td>
<td>Visual Basic Programming: Databases</td>
<td>3</td>
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</table>
### WEB MASTER

**Certificate Program**

Required Courses (13.5 units)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CIS-14A</td>
<td>Web Programming: JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-72A</td>
<td>Introduction to Web Page Creation</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/OFC-72B</td>
<td>Intermediate Web Page Creation using Cascading</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>Style Sheets (CSS)</td>
<td></td>
</tr>
<tr>
<td>CIS/OFC-76A</td>
<td>Website Creation using Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td>or CIS/OFC-76B</td>
<td>Introduction to DreamWeaver</td>
<td>3</td>
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Electives (4.5 units)

<table>
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<tbody>
<tr>
<td>CIS-14B</td>
<td>Web Programming: Active Server Pages</td>
<td>3</td>
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<tr>
<td>CIS-54C</td>
<td>Introduction to Flash</td>
<td>3</td>
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<tr>
<td>CIS/OFC-56A</td>
<td>Designing Web Graphics</td>
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<tr>
<td>CIS-72C</td>
<td>Introduction to XML</td>
<td>1.5</td>
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### EARLY CHILDHOOD STUDIES

**EARLY CHILDHOOD STUDIES/ASSISTANT TEACHER**

**Certificate Program**

Required Courses (6 units)  

Complete two courses from the list below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>EAR-20</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EAR-24</td>
<td>Creative Activities through Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EAR-28</td>
<td>Introduction to Principles and Practices of Early</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Childhood Programs</td>
<td></td>
</tr>
<tr>
<td>EAR-42</td>
<td>Home, School and Community Relations</td>
<td>3</td>
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### EARLY CHILDHOOD STUDIES/TWELVE CORE UNITS

**Certificate Program**

Required Courses (12 units)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>EAR-20</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>Childhood Programs</td>
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<tr>
<td>EAR-42</td>
<td>Home, School and Community Relations</td>
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### ELECTRONICS

**ANALOG AND DIGITAL MICROELECTRONICS**

**Certificate Program**

Required Courses (15 units)  

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ELE-23</td>
<td>Electronics Devices and Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELE-24</td>
<td>Active Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELE-25</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26</td>
<td>Microprocessors and Microcontrollers</td>
<td>4</td>
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</table>

**ANALOG ELECTRONICS, ANALYSIS AND DOCUMENTATION**

**Certificate Program**

Required Courses (15 units)  

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ELE-22</td>
<td>Passive Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELE-23</td>
<td>Electronics Devices and Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELE-24</td>
<td>Active Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELE-27</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELE-28</td>
<td>Automated Electronics Design and Documentation</td>
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### ANALOG ELECTRONICS TECHNOLOGY

**Certificate Program**

Required Courses (11 units)  

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<th>Course Title</th>
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<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELE-21</td>
<td>DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-23</td>
<td>Electronics Devices and Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELE-24</td>
<td>Active Circuit Analysis</td>
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### DIGITAL ELECTRONICS TECHNOLOGY

**Certificate Program**

Required Courses (16 units)  

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ELE-25</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26</td>
<td>Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>or ELE-36</td>
<td>Advanced Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td>ELE-39</td>
<td>PCM and Digital Transmission</td>
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### DIGITAL TECHNOLOGY AND DOCUMENTATION

**Certificate Program**

Required Courses (10 units)  

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<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELE-21</td>
<td>DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-25</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-27</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELE-28</td>
<td>Automated Electronics Design and Documentation</td>
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</tr>
<tr>
<td>ELE-39</td>
<td>PCM and Digital Transmission</td>
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### ELECTRONIC CIRCUIT ANALYSIS

**Certificate Program**

Required Courses (15 units)  

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELE-21</td>
<td>DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-22</td>
<td>Passive Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELE-24</td>
<td>Active Circuit Analysis</td>
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### ELECTRONIC COMMUNICATIONS

**Certificate Program**

Required Courses (15 units)  

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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-27</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELE-28</td>
<td>Automated Electronics Design and Documentation</td>
<td>3</td>
</tr>
<tr>
<td>ELE-32</td>
<td>FCC Radiotelephone License Exam Preparation</td>
<td>2</td>
</tr>
<tr>
<td>ELE-39</td>
<td>PCM and Digital Transmission</td>
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### ELECTRONIC DOCUMENTATION

**Certificate Program**

Required Courses (9 units)  

<table>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELE-21</td>
<td>DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-27</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELE-28</td>
<td>Automated Electronics Design and Documentation</td>
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</table>
### GENERAL ELECTRONICS CORE

**Certificate Program**

Required Courses (16 units)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-23</td>
<td>Electronics Devices and Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELE-25</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26</td>
<td>Microprocessors and Microcontrollers</td>
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### MICROCOMPUTER TECHNOLOGY

**Certificate Program**

Required Courses (12 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ELE-26</td>
<td>Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>ELE-36</td>
<td>Advanced Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td>ELE-38</td>
<td>Computer Systems Troubleshooting</td>
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### MICROPROCESSOR TECHNOLOGY

**Certificate Program**

Required Courses (12 units)

<table>
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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ELE-25</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26</td>
<td>Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>ELE-36</td>
<td>Advanced Microprocessors</td>
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### WIRELESS AND FIBER-OPTIC COMMUNICATIONS

**Certificate Program**

Required Courses (13 units)

<table>
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<tr>
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<tbody>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-32</td>
<td>FCC Radiotelephone License Exam Preparation</td>
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<tr>
<td>ELE-39</td>
<td>PCM and Digital Transmission</td>
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<tr>
<td>ELE-40</td>
<td>Fiber-Optic Basics</td>
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### ENGINEERING

### ENGINEERING GRAPHICS

**Certificate Program**

Required Courses (9 units)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENE-21</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22</td>
<td>Engineering Drawing</td>
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</tr>
<tr>
<td>ENE-30</td>
<td>Computer-Aided Drafting (CAD)</td>
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</table>

### INDUSTRIAL DESIGN

**Certificate Program**

Required Courses (9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENE-28</td>
<td>Technical Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-42</td>
<td>3D Parametric Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MAN-52</td>
<td>Fundamentals of Computer-Aided Manufacturing</td>
<td>3</td>
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</table>

### FIRE TECHNOLOGY

### FIRE TECHNOLOGY/DISPATCH

**Certificate Program**

Required Courses (4.5 units)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FIT-D1</td>
<td>Fire Department Organization for Dispatchers</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D2</td>
<td>Emergency Call Taking for Fire and EMS</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D3</td>
<td>Dispatcher Communication Systems</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D4</td>
<td>Support Radio Dispatching</td>
<td>.25</td>
</tr>
<tr>
<td>FIT-D5</td>
<td>Initial Attack Dispatch Operations</td>
<td>.5</td>
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<tr>
<td>FIT-D6</td>
<td>Initiating and Supporting a Wildland Dispatching</td>
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<tr>
<td>FIT-D7</td>
<td>Multi-Agency Incident Resource Processing System</td>
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</table>

### FIREFIGHTER ACADEMY

**Certificate Program**

Required Courses (17 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FIT-S3</td>
<td>Basic Firefighter Academy</td>
<td>17</td>
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</table>

### GEOGRAPHIC INFORMATION SYSTEMS

### CORE CERTIFICATE IN GIS MAPPING

**Certificate Program**

Required Courses (9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS-1</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS-5</td>
<td>Cartography and Base Map Development</td>
<td>3</td>
</tr>
<tr>
<td>GIS-9</td>
<td>Spatial Analysis with GIS</td>
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</table>

### GEOGRAPHIC INFORMATION SYSTEMS

**Certificate Program**

Required Courses (16 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Introduction to Geographic Information Systems</td>
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</tr>
<tr>
<td>GIS-5</td>
<td>Cartography and Base Map Development</td>
<td>3</td>
</tr>
<tr>
<td>GIS-9</td>
<td>Spatial Analysis with GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS-13</td>
<td>GIS for Science, Business and Government</td>
<td>3</td>
</tr>
<tr>
<td>GIS-17</td>
<td>Advanced GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>GIS-21</td>
<td>Global Positioning Systems (GPS) Field Techniques</td>
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<tr>
<td>GIS-25</td>
<td>GIS Internship</td>
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### GRAPhICS TECHNOLOGY

### BASIC ELECTRONIC PREPRESS

**Certificate Program**

Required Courses (17 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRT-1</td>
<td>Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-64</td>
<td>Ethics and Legalities of Digital Manipulation</td>
<td>1</td>
</tr>
<tr>
<td>GRT-65</td>
<td>Cross Platform File Management</td>
<td>1</td>
</tr>
<tr>
<td>GRT-71</td>
<td>Adobe PhotoShop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-75</td>
<td>Desktop Publishing with PageMaker</td>
<td>3</td>
</tr>
<tr>
<td>GRT-80</td>
<td>Introductory Digital Darkroom</td>
<td>3</td>
</tr>
<tr>
<td>GRT-85</td>
<td>Beginning Offset Presswork</td>
<td>3</td>
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### BASIC GRAPHIC DESIGN

**Certificate Program**

Required Courses (17 units)

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ART-22</td>
<td>Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRT-1</td>
<td>Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-64</td>
<td>Ethics and Legalities of Digital Manipulation</td>
<td>1</td>
</tr>
<tr>
<td>GRT-65</td>
<td>Cross Platform File Management</td>
<td>1</td>
</tr>
<tr>
<td>GRT-71</td>
<td>Adobe PhotoShop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-75</td>
<td>Desktop Publishing with PageMaker</td>
<td>3</td>
</tr>
<tr>
<td>GRT-76</td>
<td>QuarkXPress for Publishing</td>
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### BASIC MULTIMEDIA DESIGN

**Certificate Program**

<table>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRT-64</td>
<td>Ethics and Legalities of Digital Manipulation</td>
<td>1</td>
</tr>
<tr>
<td>GRT-65</td>
<td>Cross Platform File Management</td>
<td>1</td>
</tr>
<tr>
<td>GRT-71</td>
<td>Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78A</td>
<td>Multimedia Construction using Macromedia Director</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78C</td>
<td>Multimedia Construction using Adobe Premiere</td>
<td>3</td>
</tr>
<tr>
<td>GRT-89</td>
<td>Multimedia Graphics Portfolio</td>
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</table>

### HUMAN SERVICES

#### EMPLOYMENT SUPPORT SPECIALIZATION

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HMS-13</td>
<td>Employment Support Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HMS-16</td>
<td>Public Assistance and Benefits</td>
<td>1</td>
</tr>
</tbody>
</table>

### MEDICAL TECHNICIAN

#### EMERGENCY MEDICAL TECHNICIAN

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT-65</td>
<td>Emergency Medical Technician I</td>
<td>5</td>
</tr>
</tbody>
</table>

### MUSIC

#### JAZZ PERFORMANCE

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-25</td>
<td>Jazz Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS-35</td>
<td>Vocal Music Ensembles (3 semesters)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Instrumental Chamber Ensembles (2 semesters)</td>
<td>4</td>
</tr>
<tr>
<td>MUS-39</td>
<td>Intermediate Applied Music (2 semesters)</td>
<td>4</td>
</tr>
<tr>
<td>MUS-43</td>
<td>Jazz Improvisation and Theory (2 semesters)</td>
<td>2</td>
</tr>
<tr>
<td>MUS-52</td>
<td>Recital Performance</td>
<td>.5</td>
</tr>
</tbody>
</table>

Performing Ensemble (Choose from list below)

Performing Ensembles (4 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-33</td>
<td>Showcase Singers (2 semesters)</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>Jazz Ensemble (2 semesters)</td>
<td>4</td>
</tr>
</tbody>
</table>

### MIDI

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-3</td>
<td>Fundamentals of Music</td>
<td>4</td>
</tr>
<tr>
<td>MUS-8A</td>
<td>Beginning MIDI Workstation</td>
<td>3</td>
</tr>
<tr>
<td>MUS-8B</td>
<td>MIDI Sequencing and Orchestration</td>
<td>3</td>
</tr>
<tr>
<td>MUS-9</td>
<td>MIDI Composition and Film Scoring</td>
<td>3</td>
</tr>
</tbody>
</table>

### MUSIC PERFORMANCE

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-39</td>
<td>Intermediate Applied Music (4 semesters)</td>
<td>8</td>
</tr>
<tr>
<td>MUS-52</td>
<td>Recital Performance (25 minute solo program)</td>
<td>.5</td>
</tr>
</tbody>
</table>

Performing Ensemble (Choose from list below)

Performing Ensembles (8 units—4 semesters)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-28</td>
<td>Riverside Community Symphony</td>
<td>2</td>
</tr>
<tr>
<td>MUS-33</td>
<td>Showcase Singers</td>
<td>2</td>
</tr>
<tr>
<td>MUS-41</td>
<td>Chamber Singers</td>
<td>2</td>
</tr>
<tr>
<td>MUS-42</td>
<td>Wind Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>MUS-44</td>
<td>Jazz Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>MUS-48</td>
<td>Marching Band</td>
<td>2</td>
</tr>
</tbody>
</table>

### NURSING

#### CRITICAL CARE NURSE

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NXN-81</td>
<td>Critical Care Nursing</td>
<td>8</td>
</tr>
</tbody>
</table>

### NURSING ASSISTANT

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRN-1</td>
<td>Introduction to Nursing Concepts and Practice</td>
<td>8</td>
</tr>
<tr>
<td>or</td>
<td>NVN-52 Introductory Concepts of Vocational Nursing</td>
<td>9.5</td>
</tr>
</tbody>
</table>

### OFFICE ADMINISTRATION

#### ADMINISTRATIVE ASSISTANT

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC-3</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OFC/CIS-82B</td>
<td>MOSPrep:Microsoft Word - Expert Level</td>
<td>1</td>
</tr>
<tr>
<td>OFC/CIS-83B</td>
<td>MOSPrep:Microsoft Excel - Expert Level</td>
<td>1</td>
</tr>
<tr>
<td>OFC/CIS-85</td>
<td>MOSPrep:Microsoft Access - Core Level</td>
<td>1</td>
</tr>
<tr>
<td>OFC/CIS-86</td>
<td>MOSPrep:Microsoft PowerPoint - Core Level</td>
<td>1</td>
</tr>
<tr>
<td>OFC/CIS-87</td>
<td>MOSPrep:Microsoft Outlook - Core Level</td>
<td>1</td>
</tr>
</tbody>
</table>

### LEGAL SECRETARIAL STUDIES

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC-36A</td>
<td>Legal Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>OFC-36B</td>
<td>Legal Office Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>OFC-37</td>
<td>Legal Terminology and Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OFC-38</td>
<td>Legal Word Processing and Forms Production</td>
<td>3</td>
</tr>
</tbody>
</table>

### OFFICE CLERK/TYPIST

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC-1A</td>
<td>Business Etiquette</td>
<td>1</td>
</tr>
<tr>
<td>OFC-30</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OFC-51</td>
<td>Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>OFC-61</td>
<td>Professional Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>
OFC-63A  Secretarial Accounting I  3  
OFC/CIS-93A  Introduction to Windows  1.5  

**SECRETARY**  
Certificate Program  
Required Courses (15 units)  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC-3</td>
<td>Computer Applications using Windows</td>
<td>3</td>
</tr>
<tr>
<td>OFC-40</td>
<td>Administrative Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OFC-62</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OFC-66</td>
<td>Machine Dictation/Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OFC/CIS-80</td>
<td>Word Processing: Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>OFC/CIS-84</td>
<td>Word Processing: WordPerfect for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

**TELECOMMUNICATIONS**  

**BASIC TELEVISION PRODUCTION**  
Certificate Program  
Required Courses (15 units)  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL-38</td>
<td>Television Production Project</td>
<td>3</td>
</tr>
<tr>
<td>TEL-42</td>
<td>Writing and Production Planning for Television</td>
<td>3</td>
</tr>
<tr>
<td>TEL-43</td>
<td>Television Studio and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>TEL-44</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>TEL/JOU-45</td>
<td>Television News Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**STATE-APPROVED ACADEMIC CERTIFICATE/ASSOCIATE DEGREE PATTERNS**  
(Can lead to Associate Degrees)  

**ACCOUNTING**  
See BUSINESS ADMINISTRATION  

**ADMINISTRATION OF JUSTICE**  
Certificate Program  
Required Courses (27 units)  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ-1</td>
<td>Introduction to the Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJ-2</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>ADJ-3</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADJ-4</td>
<td>Legal Aspects of Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADJ-5</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose from electives courses in the discipline</td>
<td>12</td>
</tr>
</tbody>
</table>

**ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT**  
Certificate Program  
Required Courses (18 units minimum)  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ-B1B</td>
<td>Basic Peace Officer Training Academy</td>
<td>18</td>
</tr>
<tr>
<td>or</td>
<td>ADJ-B1C</td>
<td>18</td>
</tr>
<tr>
<td>or</td>
<td>ADJ-R1A1, R1A2, R1B and R1C Reserve Training Module Format</td>
<td>27.5</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**  
The Associate in Science Degree in Administration of Justice/Law Enforcement will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

**AIR CONDITIONING AND REFRIGERATION**  
Certificate Program  
Required Courses (28-29 units)  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR-50A</td>
<td>Air Conditioning and Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>AIR-50B</td>
<td>Advanced Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>AIR-51A</td>
<td>Environmental Control</td>
<td>5</td>
</tr>
<tr>
<td>AIR-51B</td>
<td>Industrial Commercial Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>WEL-34</td>
<td>Metals Joining Processes</td>
<td>2</td>
</tr>
<tr>
<td>Group A</td>
<td>Electives (Choose one course from list below)</td>
<td>4</td>
</tr>
<tr>
<td>Group B</td>
<td>Electives (Choose one course from list below)</td>
<td>2-3</td>
</tr>
</tbody>
</table>

**Group A Electives (4 units)**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR-53A</td>
<td>Basic Electricity for Air Conditioning and Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-21</td>
<td>DC-AC Electronics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Group B Electives (2-3 units)**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON-62</td>
<td>Blueprint Reading and Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ENE-51</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**  
The Associate in Science Degree in Air Conditioning and Refrigeration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.
ARCHITECTURE

Certificate Program
Required Courses (27 units)  Units
ARE-24 Architectural Drafting  3
ARE-25 Advanced Architectural Drafting  3
ARE-26 Architectural Rendering  3
ARE-36 History of Architecture  3
ARE-37 Architectural Design I  3
or
ART-22 Basic Design  3
ENE-21 Drafting  3
ENE-30 Computer Aided Drafting (CAD)  3
ENE-60 Math for Engineering Technology  3
Electives (Choose from list of courses)  3

Electives (3 units)
ART-17 Beginning Drawing  3
ART-23 Design and Color  3
ART-24 Three Dimensional Design  3
CON-60 Introduction to Construction  3
CON-61 Materials of Construction  3
ENE-26 Civil Engineering Drafting  3
ENE-27 Technical Communication  3
ENE-31 Computer Aided Drafting and Design  3

Associate in Science Degree
The Associate in Science Degree in Architecture will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

AUTOMOTIVE TECHNOLOGY

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

Associate in Science Degree
The Associate in Science Degree in Automotive Technology-Automotive Body Repair will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

AUTOMOTIVE TECHNOLOGY-AUTOMOTIVE TRIM AND UPHOLSTERY
Certificate Program
Required Courses (26 units)  Units
AUB-50 Introduction to Automotive Body Technology  4
AUB-51 Intermediate Automotive Body Technology  4
AUB-52 Automotive Body Refinishing  4
AUB-53 Automotive Body Special Projects  4
AUB-60 Automotive Trim and Upholstery, I  4
AUB-61 Automotive Trim and Upholstery, II  4
WEL-34 Metal Joining Processes  2

Associate in Science Degree
The Associate in Science Degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

AUTOMOTIVE TECHNOLOGY-ELECTRICAL
Certificate Program
Required Courses (22 units)  Units
AUT-50 Automotive Principles  4
AUT-52A Automotive Tune-up and Electrical Systems  4
AUT-52B Automotive Tune-up and Emission Controls  4
AUT-54 Automotive Electrical Systems  3
AUT-56 Automotive Computer Controls  3
AUT-57 Automotive Heating and Air Conditioning  4

Associate in Science Degree
The Associate in Science Degree in Automotive Technology-Electrical will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY
Associate Degree Program
Required Courses (54.5 units)  Units
AUT-30 Ford Minor Services and Pre-Delivery  3
AUT-31A Ford Fuel Management I  8.5
AUT-31B Ford Fuel Management II  2.5
AUT-32 Ford Gasoline and Diesel Engine Concepts and Repair  7
AUT-33 Ford Alignment, Steering and Suspension  4
AUT-34A Ford Electrical Systems  2.5
AUT-34B Ford Advanced Automotive Electronics  3.5
AUT-35 Ford Heating and Air Conditioning  4
AUT-36 Ford Manual Transmissions and Drivetrains  6
AUT-37 Ford Automatic Transmissions and Transaxles  6
AUT-38 Ford Automotive Brakes  3.5
AUT-211-244 Automotive Work Experience  4

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

The Ford ASSET program is a two-year college program leading to an Associate of Science Degree in Automotive Technology– Ford Specialty. The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford and Lincoln-Mercury dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford or Lincoln-Mercury dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.
### AUTOMOTIVE TECHNOLOGY - MECHANICAL

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (28 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-50 Automotive Principles</td>
<td>4</td>
</tr>
<tr>
<td>AUT-51A Internal Combustion Engines Rebuilding, Gas and Diesel - Upper End</td>
<td>4</td>
</tr>
<tr>
<td>AUT-51B Internal Combustion Engines Rebuilding, Gas and Diesel - Lower End</td>
<td>4</td>
</tr>
<tr>
<td>AUT-53A Automotive Chassis and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AUT-53B Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AUT-55A Automotive Automatic Transmissions/Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AUT-55B Automotive Manual Drivetrain Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science Degree in Automotive Technology-Mechanical will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

### AUTOMOTIVE TECHNOLOGY - TOYOTA

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (26 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-61 Introduction to Toyota Service</td>
<td>3</td>
</tr>
<tr>
<td>AUT-62 Toyota Fuel Systems I</td>
<td>3</td>
</tr>
<tr>
<td>AUT-63 Toyota Electrical Systems Mastery</td>
<td>3</td>
</tr>
<tr>
<td>AUT-64 Toyota Brakes and Suspension</td>
<td>3</td>
</tr>
<tr>
<td>AUT-65A Toyota Manual Transmissions and Transaxles</td>
<td>2</td>
</tr>
<tr>
<td>AUT-65B Toyota Automatic Transmissions and Transaxles</td>
<td>2</td>
</tr>
<tr>
<td>AUT-66 Toyota Climate Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT-67 Toyota Fuel Systems II</td>
<td>3</td>
</tr>
<tr>
<td>AUT-211-244 Auto Technology Work Experience</td>
<td>4</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science Degree in Automotive Technology-Toyota will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

### BIOTECHNOLOGY

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (32.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-1 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIT-1 Introduction to Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BIT-2 Basic Laboratory Skills: Solution Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BIT-3 Basic Laboratory Skills: Titration</td>
<td>1</td>
</tr>
<tr>
<td>BIT-4 Basic Laboratory Skills: Spectrometry</td>
<td>1</td>
</tr>
<tr>
<td>BIT-5 Literature Research and Presentation in Biotechnology</td>
<td>.5</td>
</tr>
<tr>
<td>BIT-7 Basic Laboratory Skills: Chromatography and Electrophoresis</td>
<td>1</td>
</tr>
<tr>
<td>BIT-8 Technical Writing for Scientists</td>
<td>2</td>
</tr>
<tr>
<td>BIT-11 Molecular Techniques in Nucleic Acid Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BIT-13 Safety and Laboratory Practices</td>
<td>1</td>
</tr>
<tr>
<td>BIT-14 Field Experience Presentation</td>
<td>1</td>
</tr>
<tr>
<td>BIT-15 Basic Laboratory Immunology</td>
<td>1.5</td>
</tr>
<tr>
<td>BIT-16 Industry Regulations</td>
<td>1</td>
</tr>
<tr>
<td>BIT-211-244 Biotechnology Work Experience (minimum of 1 unit)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

**Group A Electives (Choose from list below) | .5**

**Group B Electives (Choose from list below) | 3**

**NOTE:** CHE-2A is a prerequisite for many courses in the program and has a prerequisite of MAT-52. MIC-1 is a prerequisite for BIT-11. ENG-50A is a prerequisite for BIT-8.

### BUSINESS ADMINISTRATION

**BUSINESS ADMINISTRATION MAJOR**

**CORE REQUIREMENTS:**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (18 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1A Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-10 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS-18A Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-20 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS-22 Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1A Intro. to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Concentration Requirements: 12 units**

(In addition to Business Administration Major Core Requirements of 18 units noted above, choose another 12 units selected from list below).  

- **ACCOUNTING** 12
- **GENERAL BUSINESS** 12
- **MANAGEMENT** 12
- **MARKETING** 12
- **REAL ESTATE** 12

**NOTE:** Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

**Associate in Science Degree**

The Associate in Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog. Note: A Student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.
ACCOUNTING CONCENTRATION:
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
ACC-1B Principles of Accounting II 3
ACC-38 Managerial Accounting 3
ACC-61 Cost Accounting 3
ACC-62 Payroll Accounting 3
ACC-63 Income Tax Accounting 3
ACC-65 Computerized Accounting 3
ACC-66 Non-Profit and Governmental Accounting 3
ACC-211-244 Work Experience 1-4

GENERAL BUSINESS CONCENTRATION:
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
ACC-38 Managerial Accounting 3
BUS-18B Business Law II 3
BUS-211-244 Work Experience 1-4
MAG-51 Elements of Supervision 3
MAG-53 Human Relations 3
MKT-20 Principles of Marketing 3

MANAGEMENT CONCENTRATION:
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
MAG-44 Principles of Management 3
MAG-46 Total Quality Management 1.5
MAG-47 Managerial Ethics 1.5
MAG-53 Human Relations 3
MAG-56 Personnel Management 3
MAG-60 Introduction to Hospitality Management 3
MAG-211-244 Work Experience 1-4

MARKETING CONCENTRATION:
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
BUS-43 International Business Marketing 3
MKT-20 Principles of Marketing 3
MKT-40 Advertising 3
MKT-41 Techniques of Selling 3
MKT-211-244 Work Experience 1-4

REAL ESTATE CONCENTRATION:
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
RLE-80 Real Estate Principles 3
RLE-81 Real Estate Practices 3
RLE-82 Legal Aspects of Real Estate 3
RLE-83 Real Estate Finance 3
RLE-84 Real Estate Appraisal 3
RLE-85 Real Estate Economics 3
RLE-86 Escrow Procedures I 3
RLE-211-244 Work Experience 1-4

COMMUNITY INTERPRETATION
Certificate Program
Required Courses (18 units) Units
CMI-71 Bilingual Interpretation for the Medical Professions 6
CMI-81 Bilingual Interpretation for the Legal Professions 6
CMI-91 Bilingual Interpretation for Business 6

Associate in Science Degree
The Associate in Science Degree in Community Interpretation will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

COMPUTER INFORMATION SYSTEMS
Certificate Program
Required Courses (30 units) Units
CIS-1A Introduction to Computer Information Systems 3
CIS-1B Advanced Concepts in Computer Information Systems 3
CIS-21 Introduction to Operating Systems 3
CIS-28A MS Access Programming 3
CIS-93A Introduction to Windows 1.5
CIS-95A Introduction to the Internet 1.5
OFSC-31 Business Communications 3
BUS-22 Management Communications 3
Electives (Choose from list below) 12

Electives (12 units)
CIS-2 Fundamentals of Systems Analysis 3
CIS-6 Fundamentals of Programming Logic Using Pascal 3
CIS-11 Computer Programming: using ASSEMBLER 3
CIS-13A COBOL Programming: Introduction 3
CIS-13B COBOL Programming: Intermediate 3
CIS-15A Visual Basic Programming: Objects 3
CIS-16 Computer Programming: Intermediate Pascal 3
CIS-16A C++ Programming: Objects 3
CIS-17B C++ Programming: Windows Programming using Visual C++ and MFC 3
CIS-18A Java Programming: Objects 3
CIS-72A Introduction to Web Page Creation 1.5
CIS-73A Introduction to Multimedia Authoring 3
CIS-74A Introduction to CorelDraw 1.5
CIS-74B Advanced CorelDraw 1.5
CIS-77 Beginning Desktop Publishing using PageMaker 3
CIS-78A Introduction to Adobe Photoshop on the IBM PC 3
CIS-78B Advanced Adobe Photoshop 1.5
CIS-79 Introduction to Adobe Illustrator on the IBM PC 3
CIS-98B Advanced Excel 1.5
GIS-1 Intro to Geographic Information Systems 3
**OFC-80** Word Processing: Microsoft Word for Windows 3
**OFC-84** Word Processing: WordPerfect for Windows 3

**Associate in Science Degree**
The Associate in Science Degree in Computer Information Systems, Computer Applications, will be awarded upon completion of the requirements for the Certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

**COMPUTER PROGRAMMING**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (25.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-1A Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS-2 Fundamentals of Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS-5 Fundamentals of Programming Logic Using C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS-21 Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-72A Introduction to Web Page Creation</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Electives
- From Group 1 6
- From Group 2 6
- Group 1 (6 units)
- CIS-13A COBOL Programming: Introduction 3
- CIS-14A Web Programming: JavaScript 3
- CIS-15A Visual Basic Programming: Objects 3
- CIS-17A C++ Programming: Objects 3
- CIS-18A Java Programming: Objects 3

Electives - Group 2 (6 units)
- CIS-11 Computer Programming using Assembler 3
- CIS-13B COBOL Programming: Intermediate 3
- CIS-15B Visual Basic Programming: Advanced Objects 3
- CIS-15C Visual Basic Programming: Databases 3
- CIS-17B C++ Programming: Windows Programming using Visual C++ and MFC 3
- CIS-17C C++ Programming: Data Structures 3
- CIS-18B Java Programming: Advanced Objects 3
- CIS-18C Java Programming: Data Structures 3

**Associate in Science Degree**
The Associate in Science Degree in Computer Programming will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

**CONSTRUCTION TECHNOLOGY**

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.

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (30 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON-63A Uniform Building Codes and Ordinances</td>
<td>3</td>
</tr>
<tr>
<td>CON-64 Office Procedure and Field Inspection</td>
<td>3</td>
</tr>
<tr>
<td>CON-65 Plumbing Code</td>
<td>3</td>
</tr>
<tr>
<td>CON-66 National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>CON-67 Mechanical Codes</td>
<td>3</td>
</tr>
<tr>
<td>CON-68 Simplified Engineering for Building Inspectors</td>
<td>3</td>
</tr>
<tr>
<td>CON-70 Fundamentals of Soil Technology</td>
<td>3</td>
</tr>
<tr>
<td>CON-71 Energy Conservation Standards</td>
<td>1.5</td>
</tr>
<tr>
<td>CON-72 California State Accessibility Standards</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Electives (6 units)
- CON-60 Introduction to Construction 3
- CON-61 Materials of Construction 3
- CON-62 Blueprint Reading and Cost Estimating 3
- CON-63BCD Analysis of Revisions to the Uniform Building Code 3-3-3
- CON-73 Project Planning for Site Construction 3
- CON-210 Construction Work Experience 1-4

**Associate in Science Degree**
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, as well as electives totaling 60 units of college work as required for the Associate degree.

**COSMETOLOGY**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (35 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-60A Beginning Cosmetology Concepts</td>
<td>7</td>
</tr>
<tr>
<td>COS-60B Level II Cosmetology Concepts</td>
<td>7</td>
</tr>
<tr>
<td>COS-60C Level III Cosmetology Concepts</td>
<td>7</td>
</tr>
<tr>
<td>COS-60D Level IV Cosmetology Concepts</td>
<td>7</td>
</tr>
<tr>
<td>COS-60E Level V Cosmetology Concepts</td>
<td>7</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 with the approval of the department chair.

**Associate in Science Degree**
The Associate in Science Degree in Cosmetology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

**COSMETOLOGY BUSINESS ADMINISTRATION**

**MAJOR CORE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1A Principles of Accounting, I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-10 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1A Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>
MAJOR CONCENTRATION REQUIREMENTS:
(12 units in addition to Business Administration Major Core Requirements of 9 units noted above.)

* Major Concentration Requirements 12
*Major Concentration to be selected from:
  - Cosmetology Entrepreneurial
  - Cosmetology Management and Supervision

ENTREPRENEURIAL CONCENTRATION:
ACC-1B Principles of Accounting II 3
ACC-62 Payroll Accounting 3
ART-39 Advertising Layout 3
BUS-20 Business Mathematics 3
BUS-30 Entrepreneurship and Small Business Management 3
MKT-20 Principles of Marketing 3
MKT-30 Fashion Merchandising 3
MKT-40 Advertising 3
MKT-41 Techniques of Selling 3
MKT-42 Retail Management 3
OFC-30 Business English 3

MANAGEMENT AND SUPERVISION CONCENTRATION:
ACC-1B Principles of Accounting II 3
ACC-38 Managerial Accounting 3
BUS-18A Business Law I 3
BUS-18B Business Law II 3
BUS-22 Management Communications 3
MAG-44 Principles of Management 3
MAG-46 Total Quality Management 1.5
MAG-47 Managerial Ethics 1.5
MAG-51 Elements of Supervision 3
MAG-53 Human Relations 3
MAG-56 Personnel Management 3

NOTE: The Cosmetology Business Administration Certificate will be awarded to graduates of the Cosmetology Program, or Cosmetology License holders upon successful completion of all Cosmetology Business Administration Major Core Requirements and 12 units selected from the Major Concentration Requirements (total of 21 units) in order to receive the Certificate in the Concentration area of their choice.

CULINARY ARTS
Certificate Program
Required Courses (40 units) Units
CUL-36 Introduction to Culinary Arts 10
CUL-37 Intermediate Culinary Arts I 10
CUL-38 Intermediate Culinary Arts II 10
CUL-39 Advanced Culinary Arts 10

Associate in Science Degree
The Associate in Science Degree in Culinary Arts will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

DENTAL LABORATORY TECHNOLOGY
Certificate Program
Required Courses (37 units) Units
DEN-70 Introduction to Dental Technology 2
DEN-71 Dental Morphology 3
DEN-72A Dental Materials I 1
DEN-72B Dental Materials II 1
DEN-74 Dental Anatomy and Physiology 1
DEN-75A Complete Denture Techniques I 3
DEN-75B Complete Denture Techniques II 3
DEN-77A Removable Partial Denture Techniques I 3
DEN-77B Removable Partial Denture Techniques II 3
DEN-79A Crown and Bridge Techniques I 3
DEN-79B Crown and Bridge Techniques II 3
DEN-82 Dental Laboratory Management 1
DEN-85 Orthodontic/Pedodontic Techniques 3
DEN-89A Dental Ceramics I 3
DEN-89B Dental Ceramics II 3
DEN-211-244 Work Experience 1

Associate in Science Degree
The Associate in Science Degree in Dental Laboratory Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

DRAFTING TECHNOLOGY
Certificate Program
Required Courses (24-25 units) Units
ENE-21 Drafting 3
ENE-22 Engineering Drawing 3
ENE-28 Technical Design 3
ENE-30 Computer Aided Drafting (CAD) 3
ENE-31 Computer Aided Drafting and Design 3
ENE-51 Blueprint Reading 2
ENE-52 Geometric Dimensioning & Tolerancing 2
ENE-60 Math for Engineering Technology 3
Electives (Choose from list below) 2-3

Electives (2-3 units)
ARE-24 Architectural Drafting 3
ENE-23 Descriptive Geometry 3
ENE-26 Civil Engineering Drafting 3
ELE/ENE-27 Technical Communication 3
ENE-42 3D Parametric Solid Modeling 3
WEL-34 Metal Joining Processes 2

Associate in Science Degree
The Associate in Science Degree in Drafting Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.
**EARLY CHILDHOOD STUDIES**

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAR-19 Observation Methods in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EAR-20 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EAR-22 Careers and Programs in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EAR-24 Creative Activities through Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EAR-26 Child Health</td>
<td>3</td>
</tr>
<tr>
<td>EAR-28 Introduction to Principles and Practices of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EAR-30 Internship in Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>EAR-42 Home, School and Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (Choose from list below)**

- ART-3 Art for Teachers | 3
- DAN-5 Introduction to Movement Education for Preschool and Elementary Children | 3
- EAR-31 Home Visiting | 3
- EAR-33 Caring for Infants and Toddlers in Group Settings | 3
- EAR-34 Curriculum Activities for Infants and Toddlers | 3
- EAR-37 School Age Child Care | 3
- EAR-38 Adult Supervision in ECE/CD Classrooms | 3
- EAR-40 Introduction to Infants and Children with Disabilities and other Special Needs | 3
- EAR-41 Internship in Early Intervention/Special Education | 3
- EAR-43 Children with Challenging Behaviors | 3
- EAR-44 Admin. of Early Childhood Education I | 3
- EAR-45 Admin. of Early Childhood Education II | 3
- EAR-47 Childhood Stress and Trauma | 3
- EAR-48 Parent Participation and Involvement | 2
- EDU-1 Teaching in the Multicultural Classroom | 3
- EDU-3 Introduction to Literacy Instruction | 3
- EDU-4 Introduction to Literacy/Service Learning | 1
- ENG-30 Children’s Literature | 3
- MUS-1 Music Skills for Teachers | 3
- PHP-6 Introduction to Physical Education for Preschool and Elementary Children | 3
- PHP-30 First Aid and CPR | 3
- SOC-45 Childhood and Culture | 3

**Child Development Permit**

The Early Childhood Studies program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to a certificate in Early Childhood Studies and/or an Associate in Science Degree. The EAR courses only will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Studies Certificate is available from the Early Childhood Studies Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels.

**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, as well as electives totaling 60 units of college work as required for the Associate degree.

**ELECTRONICS**

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 COMPUTER SYSTEMS**

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10 Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or both ELE-21 DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-23 Electronics Devices and Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELE-25 Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26 Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>ELE-27 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELE-36 Advanced Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td>ELE-38 Computer Systems Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>ELE-39 PCM and Digital Transmission</td>
<td>4</td>
</tr>
<tr>
<td>ELE-40 Fiber Optic Basics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (Choose from list below)**

- CIS-5 Fundamentals of Programming Logic using C++ | 3
- CIS-17A C++ Programming: Objects | 3
- CIS-17B C++ Programming: Windows Programming using Visual C++ and WFC | 3
- ELE-22 Passive Circuit Analysis | 3
- ELE-24 Active Circuit Analysis | 3
- ELE-211-244 Electronics Work Experience | 1-4
- ENE-22 Engineering Drawing | 3
- ENE-31 Computer-Aided Drafting and Design | 3
- ENE-60 Math for Engineering Tech. | 3
- MAN-47A Statistical Process Control | 3
- MAN-51 Machine Processes | 3
- MAN-60 Hydraulic and Pneumatic Systems | 2
- MAN-75A Robotic Systems | 4
- MAN-76 Automated Systems Lab | 1

**Associate in Science Degree**

The Associate in Science Degree in Electronics Computer Systems will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.
ELECTRONICS TECHNOLOGY
Certificate Program
Required Courses (28 units) Units
ELE-21 DC-AC Electronics 4
ELE-23 Electronics Devices and Circuits 4
ELE-25 Digital Techniques 4
ELE-26 Microprocessors and Microcontrollers 4
ELE-27 Technical Communication 3
Electives (Choose from list below) 9

Electives (9 units)
CIS-5 Fundamentals of Programming Logic using C++ 3
CIS-17A C++ Programming: Objects 3
CIS-17B C++ Programming: Windows Programming using Visual C++ and WFC 3
ELE-22 Passive Circuit Analysis 3
ELE-24 Active Circuit Analysis 3
ELE-36 Advanced Microprocessors 4
ELE-38 Computer Systems Troubleshooting 4
ELE-39 PCM and Digital Transmissions 3
ELE-40 Fiber Optic Basics 3
ELE-211-244 Electronics Work Experience 1-4
ENE-22 Engineering Drawing 3
ENE-31 Computer-Aided Drafting and Design 3
ENE-60 Math for Engineering Tech. 3
MAN-47A Statistical Process Control 3
MAN-51 Machine Processes 3
MAN-60 Hydraulic and Pneumatic Systems 2
MAN-75A Robotic Systems 4
MAN-76 Automated Systems Lab 1

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, as well as electives totaling 60 units of college work as required for the Associate degree.

ENGINEERING
ENGINEERING AIDE
Certificate Program
Required Courses (27 units) Units
ENE-1A Plane Surveying I 3
ENE-1B Plane Surveying II 3
ENE-21 Drafting 3
ENE-22 Engineering Drawing 3
ENE-30 Computer-Aided Drafting (CAD) 3
MAT-35 Intermediate Algebra 5
MAT-36 Trigonometry 4
Electives (Choose from list below) 3

Electives (3 units)
ARE-24 Architectural Drafting 3
ENE-23 Descriptive Geometry 3
ENE-26 Civil Engineering Drafting 3
ENE-31 Computer-Aided Drafting and Design 3

Associate in Science Degree
The Associate in Science Degree in Engineering Aide will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

ENGINEERING SOFTWARE APPLICATIONS
Certificate Program
Required Courses (28.5 units) Units
ENE-21 Drafting 3
ENE-30 Computer-Aided Drafting 3
ENE-31 Computer-Aided Drafting and Design 3
ENE-42 3D Parametric Solid Modeling 3
ENE-43 3D Technical Animation 3
ENE-44 Advanced 3D Technical Computer Animation 3
CIS-1 or 1A Introduction to Computer Information Systems 3
ART-36 Computer Art 3
or
GRT-75 Introduction to Desktop Publishing with Pagemaker 3
or
GRT-71 Adobe Photoshop for Publishers 3
or
CIS-78A Introduction to Adobe Photoshop 3
and
CIS-78B Advanced Adobe Photoshop 1.5

Associate in Science Degree
The Associate of Science Degree in Engineering Software Applications will be awarded upon completion of the requirements for the certificate, plus completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

ENGINEERING TECHNOLOGY
Associate in Science Degree
Required Courses (35-37 units) Units
ENE-21 Drafting 3
ENE-22 Engineering Drawing 3
ENE/ELE-27 Technical Communication 3
ENE-30 Computer-Aided Drafting (CAD) 3
ENE-33 Machine Design 3
ENE-21 DC-AC Electronics 4
MAT-11 College Algebra 4
MAT-36 Trigonometry 4
WEL-34 Metal Joining Processes 2
Electives (Choose from list below) 6-8

Electives (6-8 units)
CHE-2A Introductory Chemistry I 4
ENE-23 Descriptive Geometry 3
MAC-51 Machine Processes 3
MAT-5 Calculus, A Short Course 4
MAT-12 Statistics 3
PHY-2A General Physics I 4

Plus completion of the graduation requirements as described in the catalog.
## Certificate Program

### FIRE TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-1</td>
<td>Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIT-2</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIT-3</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIT-4</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIT-5</td>
<td>Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FIT-C20</td>
<td>Basic Incident Command System (I-200)</td>
<td>.5</td>
</tr>
<tr>
<td>FIT-H2</td>
<td>Hazardous Materials First Responder Operational</td>
<td>.5</td>
</tr>
<tr>
<td>FIT-S5</td>
<td>Firefighter Safety &amp; Survival</td>
<td>.5</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
<td>4 - 5</td>
</tr>
</tbody>
</table>

Electives (4-5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-6</td>
<td>Fire Apparatus &amp; Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FIT-8</td>
<td>Strategies and Tactics</td>
<td>3</td>
</tr>
<tr>
<td>FIT-9</td>
<td>Fire Ground Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FIT-A1A</td>
<td>Fire Investigation 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIT-I1A</td>
<td>Instructor 1A, Instructional Techniques</td>
<td>2</td>
</tr>
<tr>
<td>FIT-I1B</td>
<td>Instructor 1B, Instructional Techniques</td>
<td>2</td>
</tr>
<tr>
<td>FIT-P1A</td>
<td>Prevention 1A, Fire Inspection Practices</td>
<td>2</td>
</tr>
<tr>
<td>FIT-P1B</td>
<td>Prevention 1B, Code Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>MDT-65</td>
<td>Emergency Medical Technician 1</td>
<td>5</td>
</tr>
</tbody>
</table>

### GENERAL BUSINESS

See BUSINESS ADMINISTRATION

### GRAPHICS TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRT-1</td>
<td>Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-30</td>
<td>Contemporary Topics in Printing Technology</td>
<td>1</td>
</tr>
<tr>
<td>GRT-70</td>
<td>Production Printing Procedures</td>
<td>2.5</td>
</tr>
<tr>
<td>GRT-71</td>
<td>Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-75</td>
<td>Desktop Publishing with PageMaker</td>
<td>3</td>
</tr>
<tr>
<td>GRT-80</td>
<td>Introductory Digital Darkroom</td>
<td>3</td>
</tr>
<tr>
<td>GRT-85</td>
<td>Beginning Offset Presswork</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
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Electives (11 units)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRT-58</td>
<td>Papers and Inks for Offset Printing</td>
<td>2</td>
</tr>
<tr>
<td>GRT-63</td>
<td>Adobe InDesign for Professional Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-64</td>
<td>Ethics and Legalities of Digital Manipulation</td>
<td>1</td>
</tr>
</tbody>
</table>

### HUMAN SERVICES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS-4</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HMS-5</td>
<td>Introduction to Evaluation and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HMS-6</td>
<td>Introduction to Case Management</td>
<td>3</td>
</tr>
<tr>
<td>HMS-8</td>
<td>Introduction to Group Process</td>
<td>3</td>
</tr>
<tr>
<td>HMS-16</td>
<td>Public Assistance and Benefits</td>
<td>1</td>
</tr>
<tr>
<td>HMS-211-244</td>
<td>Human Services Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
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</tr>
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</table>

Electives (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS-7</td>
<td>Introduction to Psychosocial Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>HMS-13</td>
<td>Employment Support Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HMS-14</td>
<td>Job Development</td>
<td>3</td>
</tr>
<tr>
<td>HUM-18</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>HUM-19</td>
<td>Generals and Practices of Social Work</td>
<td>3</td>
</tr>
</tbody>
</table>

### Associate in Science Degree

The Associate in Science Degree in Fire Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

The Associate in Science Degree in General Business will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

The Associate in Science Degree in Human Services will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.
LOGISTICS MANAGEMENT

Certificate Program

Required Courses (18 units) Units
BUS-80 Principles of Logistics 3
BUS-81 Inventory Control 1.5
BUS-82 Freight Claims 1.5
BUS-83 Contracts 1.5
BUS-84 Computerized Logistics 1.5
BUS-85 Warehouse Management 3
BUS-86 Transportation and Traffic Management 3
BUS-87 Introduction to Purchasing 3

Associate in Science Degree
The Associate in Science Degree in Logistics Management will be awarded upon completion of the requirements for the certificate, plus the completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

MANAGEMENT
See BUSINESS ADMINISTRATION

MANUFACTURING TECHNOLOGY

AUTOMATED SYSTEMS

Certificate Program

Required Courses (30 units) Units
ELE-26 Microprocessors and Microcontrollers 4
MAC-56 Fundamentals of Numerical Control 3
MAC-61 Computer Aided Design and Computer Aided Manufacturing 2
MAN-30 Material Handling 3
MAN-60 Hydraulics & Pneumatic Systems 2
MAN-62 Computer Integrated Manufacturing 3
MAN-64 Programmable Logic Controllers 2
MAN-75A Robotic Systems 4
MAN-76 Automated Systems Lab 1
Electives (Choose from list below) 6

Electives (9 units)
ENE-27 Technical Communication 3
ENE-60 Math for Engineering Technology 3
ENE-210 Work Experience 1-4
MAG-46 Total Quality Management 1.5
MAN-47A Statistical Process Control 3
MAN-48 Manufacturing Quality Management 3
MAN-62 Computer Integrated Manufacturing 3
MAN-75B Advanced Robotic Systems 4
MAN-76 Automated Systems Lab 1

Associate in Science Degree
The Associate in Science Degree in Manufacturing Technology, Mechatronics will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

MARKETING
See BUSINESS ADMINISTRATION

MECHATRONICS

Certificate Program

Required Courses (29 units) Units
ELE-10 Survey of Electronics 4
ELE-36 Advanced Microprocessors 4
MAN-60 Hydraulics & Pneumatic Systems 2
MAN-64 Programmable Logic Controllers 2
MAN-65 Mechanical Systems 3
MAN-75A Robotic Systems 4
MAN-76 Automated Systems Lab 1
Electives (Choose from list below) 9

Electives (9 units)
ENE-27 Technical Communication 3
ENE-60 Math for Engineering Technology 3
ENE-210 Work Experience 1-4
MAG-46 Total Quality Management 1.5
MAN-47A Statistical Process Control 3
MAN-48 Manufacturing Quality Management 3
MAN-62 Computer Integrated Manufacturing 3
MAN-75B Advanced Robotic Systems 4
MAN-76 Automated Systems Lab 1

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, as well as electives totaling 60 units of college work as required for the Associate degree.

MEDICAL ASSISTING

Certificate Program

Required Courses (22 units) Units
MDA-1A Medical Terminology IA 3
MDA-1B Medical Terminology IB 3
MDA-54 Medical Office Procedures 5
MDA-59 Medical Office Procedures 5
Electives (Choose from list below) 6

Electives (6 units)
CIS-1A Introduction to Computer Information Systems 3
or
CIS-3 Computer Applications Using Windows 3
CIS-50 Keyboarding & Document Processing 3
OFC/CIS-84 WordPerfect for Windows 3

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, as well as electives totaling 60 units of college work as required for the Associate degree.
### MEDICAL TRANSCRIPTION

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (26 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMY-10 Survey of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>MDA-1A Medical Terminology IA</td>
<td>3</td>
</tr>
<tr>
<td>MDA-1B Medical Terminology IB</td>
<td>3</td>
</tr>
<tr>
<td>MDA-58A Medical Transcription</td>
<td>5</td>
</tr>
<tr>
<td>OFC-30 Business English</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (Choose from list below)**

- CIS-3 Computer Applications Using Windows | 3
- MDA-58B Advanced Medical Transcription | 3
- MDA-60 Survey of Human Diseases | 2
- MDA-61 Pharmacology for Medical Office Personnel | 2
- OFC/CIS-50 Keyboarding & Document Processing | 3
- OFC/CIS-84 Word Processing: WordPerfect for Windows | 3

**Electives (9 units)**

- CIS-3 Computer Applications Using Windows | 3
- MDA-58B Advanced Medical Transcription | 3
- MDA-60 Survey of Human Diseases | 2
- MDA-61 Pharmacology for Medical Office Personnel | 2
- OFC/CIS-50 Keyboarding & Document Processing | 3
- OFC/CIS-84 Word Processing: WordPerfect for Windows | 3

**Associate in Science Degree**

The Associate in Science Degree in Medical Assisting/Medical Transcription will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

### VOCATIONAL NURSING

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (51 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMY-10 Survey of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>NVN-50 Introductory Vocational Nursing Foundations</td>
<td>2</td>
</tr>
<tr>
<td>NVN-51 Introductory Concepts of Vocational Nursing-Health/Illness</td>
<td>3</td>
</tr>
<tr>
<td>NVN-52 Introductory Concepts of Vocational Nursing-Nursing Fundamentals</td>
<td>9.5</td>
</tr>
<tr>
<td>NVN-60 Intermediate Vocational Nursing Foundations-Nursing Process/Communication</td>
<td>1</td>
</tr>
<tr>
<td>NVN-61 Intermediate Concepts of Vocational Nursing-Care of the Family</td>
<td>6</td>
</tr>
<tr>
<td>NVN-62 Intermediate Concepts of Vocational Nursing-Medical/Surgical</td>
<td>12</td>
</tr>
<tr>
<td>NVN-63 Intermediate Concepts of Vocational Nursing-Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>NVN-70 Advanced Vocational Nursing Foundations-Role Transition</td>
<td>1</td>
</tr>
<tr>
<td>NVN-71 Advanced Concepts of Vocational Nursing-Medical/Surgical</td>
<td>7.5</td>
</tr>
<tr>
<td>PSY-9 Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The 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, as well as electives totaling 60 units of college work as required for the Associate Degree.
### OFFICE ADMINISTRATION

#### Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (31.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS/OFC-3 Computer Applications using Windows</td>
<td>3</td>
</tr>
<tr>
<td>OFC-30 Business English</td>
<td>3</td>
</tr>
<tr>
<td>OFC-31 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OFC-51 Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>OFC-61 Professional Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFC-62 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OFC-63A Secretarial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-80* Word Processing: Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>or CIS/OFC-84* Word Processing: WordPerfect for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-93A Introduction to Windows</td>
<td>1.5</td>
</tr>
</tbody>
</table>

#### Electives (6 units)

<table>
<thead>
<tr>
<th>Electives (Choose from list below)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS/OFC-34B Intermediate Microsoft Word for Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/OFC-60 Introduction to Microsoft Access on the IBM PC</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/OFC-65 Introduction to PowerPoint for the IBM PC</td>
<td>1.5</td>
</tr>
<tr>
<td>OFC-70 Notetaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-72A Introduction to Web Page Creation using Pagemaker</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-74A Introduction to Corel Draw</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/OFC-74B Advanced CorelDraw</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/OFC-77 Beginning Desktop Publishing on the IBM PC</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-78A Introduction to Adobe Photoshop on the IBM PC</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-78B Advanced Adobe Photoshop</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/OFC-79 Introduction to Adobe Illustrator on the IBM PC</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-80* Word Processing: Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS/OFC-84* Word Processing: WordPerfect for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS/95A Introduction to the Internet</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/OFC-98B Advanced Excel</td>
<td>1.5</td>
</tr>
</tbody>
</table>

* If CIS/OFC-80 is used as a required course then CIS/OFC-84 may be used as an elective.
* If CIS/OFC-84 is used as a required course then CIS/OFC-80 may be used as an elective.

#### Associate in Science Degree

The Associate in Science Degree in Office Administration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

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### PARALEGAL STUDIES

#### Associate in Science Degree

<table>
<thead>
<tr>
<th>Required Courses (37.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL I COURSES</strong></td>
<td></td>
</tr>
<tr>
<td>BUS-18A Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>PAL-10 Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PAL-64 Legal Research &amp; Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>PAL-68 Civil Litigation and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>OFC-80 Word Processing: Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>or OFC-84 Word Processing: WordPerfect for Windows</td>
<td>3</td>
</tr>
<tr>
<td><strong>LEVEL II COURSES</strong></td>
<td></td>
</tr>
<tr>
<td>BUS-18B Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>PAL-14 Legal Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PAL-70 Law Office Policies, Procedures &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>PAL-72 Legal Analysis and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PAL-78 Civil Litigation and Procedures II</td>
<td>3</td>
</tr>
</tbody>
</table>

#### SPECIALTY COURSES

(Select 9 units from the following)

| PAL-80 Internship Project | 1.5 |
| PAL-81 Bankruptcy Law & Procedures | 3 |
| PAL-83 Estate Planning & Probate Procedures | 3 |
| PAL-85 Family Law & Procedures | 3 |
| PAL-87 Trial Practice Preparation and Procedures | 3 |
| RLE-82 Legal Aspects of Real Estate | 3 |
| ACC-1A Principles of Accounting I | 3 |

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

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### PHOTOGRAPHY

#### Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (18 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO-8 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-9 Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-10 Advanced Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-12 Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>PHO-13 Advanced Darkroom Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO-17 Introduction to Color Photography: Negatives and Transparencies</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 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, as well as electives totaling 60 units of college work as required for the Associate degree.
**PHYSICIAN ASSISTANT**

Prior to acceptance to the Physician Assistant Program students must complete prerequisites in physics, chemistry, algebra, English, anatomy and physiology, microbiology, sociology or cultural anthropology and psychology. It is highly recommended that students complete Abnormal Psychology and Medical Terminology prior to entering the program. Anatomy and physiology and microbiology must have been taken within the last five years with a combined GPA of 2.7. An overall GPA of 2.5 is required in other general education courses. A minimum of 2,000 hours paid “hands-on” patient care experience in the disciplines of medicine, nursing or allied health is also required.

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT-1</td>
<td>2</td>
</tr>
<tr>
<td>PHT-2</td>
<td>6</td>
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<td>PHT-3</td>
<td>4</td>
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<td>PHT-4</td>
<td>3</td>
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<td>PHT-5</td>
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<td>4</td>
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<td>PHT-7</td>
<td>4</td>
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</tr>
<tr>
<td>PHT-16</td>
<td>6</td>
</tr>
<tr>
<td>PHT-17</td>
<td>6</td>
</tr>
<tr>
<td>PHT-18</td>
<td>6</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science Degree in Physician Assistant will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

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**REAL ESTATE**

See BUSINESS ADMINISTRATION

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

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-50 Applied Accounting/Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>ACC-1A Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-20 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS-22 Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1A Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science Degree in Retail Management/WAFC, will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

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**SIGN LANGUAGE INTERPRETING**

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML-5 Sign Language for Interpreters</td>
<td>4</td>
</tr>
<tr>
<td>AML-10 Introduction to Sign Language Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>AML-11 Interpreting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AML-12 Interpreting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AML-13 Interpreting III</td>
<td>4.5</td>
</tr>
<tr>
<td>AML-14 Interpreting IV/Practicum</td>
<td>2</td>
</tr>
<tr>
<td>AML-20 Ethics and Professional Standards of Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>AML/SOC-22 Cultural and Psychological Aspects of Deafness</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science Degree in Sign Language Interpreting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.
TELECOMMUNICATIONS

TELEVISION PRODUCTION SPECIALIST

Certificate Program

Required Courses (27 units)    Units
TEL-41 Introduction to Telecommunications 3
TEL-42 Writing and Production Planning for Television 3
TEL-43 Television Studio and Equipment 3
TEL-44 Introduction to Television Production 3
JOU/TEL-45 Television News Production
TEL-38 Television Production Project 3
or
TEL-53 Telecommunications Lab 3
Electives (Choose from list below) 9

Electives (9 units)
ART-22 Basic Design 3
ART-23 Design and Color 3
ART-36 Computer Art 3
GRT-71 Adobe PhotoShop for Publishing 3
GRT-78A Multimedia Construction with
Macromedia Director 3
GRT-78B Multimedia Construction using Lingo 3
JOU-1 Introduction to Journalism 3
JOU-7 Mass Communications 3
MUS-8A Beginning MIDI Workstation 3
MUS/TEL-11 Sound Recording and Reinforcement Techniques 3
PHO-8 Introduction to Photography 3
TEL-60 Overview of Digital Media 3
TEL-63 Multimedia Sound Design Techniques 3
TEL-64 Digital Editing Principles and Techniques 3
TEL-65 The Director’s Art in Filmmaking 3
THE-5 Theatre Practicum 3

Electives (6 units)
ENE-21 Drafting 3
ENE-60 Math for Engineering Technology 3
ENG-50A Basic English Composition 4
Electives (Choose from list below) 6

Associate in Science Degree

The Associate in Science Degree in Telecommunications, Television Production Specialist, will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

WELDING TECHNOLOGY

Certificate Program

Required Courses (37 units)    Units
WEL-15 Intro. to Basic Shielded Metal Arc Welding 3
WEL-16 Advanced Shielded Metal Arc Welding 3
WEL-35 Semi-Automatic Welding 3
WEL-55A Gas Tungsten Arc Welding-Plate Material 3
WEL-55B Gas Tungsten Arc Welding-Exotic Metals 3
WEL-60 Advanced Pipe and Plate Laboratory 2
WEL-61 Certification for Licensing of Welding 3
ENE-21 Drafting 3
ENE-60 Math for Engineering Technology 3
ENG-50A Basic English Composition 4
Electives (Choose from list below) 6

Electives (6 units)
ENE-51 Blueprint Reading for Machine Trades 2
ENE-85 Basic Metallurgy 3
WEL-25 Introduction to Oxyacetylene Welding 3
WEL-34 Metal Joining Processes 2
WEL-211-244 Welding Work Experience 1-4

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, as well as electives totaling 60 units of college work as required for the Associate degree.
COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The following section includes a description of courses which the Board of Trustees has authorized the College to offer.

The program of instruction is divided into major categories:

TRANSFER
College and university parallel courses are generally numbered 1 through 49. There are, however, some exceptions. See a counselor for information.

CALIFORNIA ARTICULATION NUMBER (CAN)
Some courses are identified with the California Articulation Number (CAN). This identifies some of the transferable, lower division, introductory courses commonly taught within each academic discipline in California community colleges.

Lists of courses from campuses who have qualified to participate in the CAN system are available in the counseling department. The system assures students that CAN courses on one participating campus will be accepted “in lieu” of the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. Each campus, however, retains its own numbering system.

IGETC
Intersegmental general education transfer curriculum is a series of courses that RCC students may use to satisfy lower division general education requirements at any CSU or UC campus. IGETC provides an option to the California State University general education requirements and replaces the University of California Transfer Code Curriculum.

UC/CSU
These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three campuses. When in doubt, students are advised to confer with a counselor.

NON-DEGREE CREDIT
Courses indicated as non-degree credit do earn credit, but the credit is not counted toward the associate degree. These courses (ART 95-99; ENG-60ABC, 60A1-60AA, 90-98; ESL 51, 51AB, 52, 53, 71, 72, 90A-K, 91, 92, 95; GUI-85AB, 86A, 95; MAT-50, 51, 62ABC, 98; OFC-99ABC; REA-66, 81, 82, 83, 86, 87, 88, 95; and all computer practicums numbered 96, 97) are intended to help students develop skills necessary to succeed in college level degree applicable courses. Non-degree credit classes can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran’s benefits, associated student body office, and full-time status.

NON-TRANSFER
Several general education, occupational, vocational and technical courses are numbered 50 and above. Since these courses are not offered at four-year colleges and universities, they are not designed for transfer credit. Some exceptions do exist. Students are advised to confer with a counselor regarding possible transferability.

NON-CREDIT
These courses are numbered in the 800’s and are non-credit classes. No unit credit is earned in these courses.

REPEATING A COURSE
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.

LIMITATIONS ON ENROLLMENT
Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

Prerequisite - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better or CR). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of ‘C’ or better or ‘CR’ (Credit). ‘C-’, ‘D’, ‘F’, ‘NC’ (No Credit), or ‘I’ grades are not acceptable. Students currently enrolled in a prerequisite course at Riverside Community College (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a ‘C’ grade, the student will be dropped from the succeeding class.

Corequisite - When a course has a corequisite, it means that a student is required to take another course at the same time as the desired course. Some disciplines accept prior completion of the corequisite, so check the catalog description of each course carefully. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (e.g. completion of, or concurrent enrollment in, Math 1A is required for Physics 4A).

Advisory - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student’s success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Verifying Prerequisites/Corequisites - It is the student’s responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the RCC Catalog.
If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a Prerequisite Validation Form
- Submit unofficial transcript(s) or grade reports and complete a Matriculation Appeals Petition. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals Petition at any of our campus’s counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (909) 222-8808.

Petitions to challenge a prerequisite or to file a complaint of unlawful discrimination are available in the Counseling Offices on all three campuses.

**ACCOUNTING**

**ACC-1A - Principles of Accounting, I** 3 units
UC, CSU (CAN BUS 2)
*Prerequisite: None.*
*Advisory: BUS-20 recommended. Concurrent enrollment in ACC/CIS-96 is also recommended.*
*Limitation on enrollment: Not open to students with credit for ACC-10B.*

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. Total of 54 hours lecture.

**ACC-1B - Principles of Accounting, II** 3 units
UC, CSU (CAN BUS 4)
*Prerequisite: ACC-1A or 10B.*
*Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.*

A continuation of accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes study of corporations, financial statement analysis and managerial accounting. Total of 54 hours lecture.

**ACC-38 - Managerial Accounting** 3 units
CSU
*Prerequisite: ACC-1A or ACC-10B.*

Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures and the impact of automation on capital budgeting decisions. Total of 54 hours lecture.

**ACC-50 – Applied Accounting/Bookkeeping** 4 units
*Prerequisite: None.*

This is an introductory course for business students that are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete and accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. Total of 72 hours lecture.

**ACC-61 - Cost Accounting** 3 units
CSU
*Prerequisite: ACC-1B.*
*Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.*

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

**ACC-62 - Payroll Accounting** 3 units
CSU
*Prerequisite: ACC-1A or ACC-10A; or OFC-63A.*
*Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.*


**ACC-63 - Income Tax Accounting** 3 units
CSU
*Prerequisite: None.*

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

**ACC-65 - Computerized Accounting** 3 units
CSU
*Prerequisite: ACC-1A or 10A; or OFC-63A.*
*Concurrent enrollment in ACC/CIS-96 is also recommended.*
*Advisory: CIS-1 or 90A is recommended.*

An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. Total of 54 hours lecture.

**ACC-66 - Non-Profit and Governmental Accounting** 3 units
CSU
*Prerequisite: ACC-1A or 10B.*
*Advisory: BUS-20 is recommended.*

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. Total of 54 hours lecture.
ACC-96 - Practicum in Computers  
(Same as CIS/OFC-96)  
Prerequisite: None.  
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. (Non-degree credit course. CR/NC only.) Total of 27 hours laboratory required for credit.

ACC-97 - Practicum in Computers  
(Same as CIS/OFC-97)  
Prerequisite: None.  
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. (Non-degree credit course. CR/NC only.) Total of 54 hours laboratory required for credit.

ACC-211-244 - Accounting Work Experience  
1-2-3-4 units  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This 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.

ADMINISTRATION OF JUSTICE

ADJ-1 - Introduction to the Administration of Justice  
3 units  
UC, CSU (CAN AJ 2)  
Prerequisite: None.  
The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Total of 54 hours lecture.

ADJ-2 - Principles and Procedures  
3 units  
of the Justice System  
CSU  
Prerequisite: None.  
The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems’ procedures from initial entry to final disposition and the relationship each segment maintains with its system members. Total of 54 hours lecture.

ADJ-3 - Concepts of Criminal Law  
3 units  
UC, CSU (CAN AJ 4)  
Prerequisite: None.  
Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. Total of 54 hours lecture.

ADJ-4 - Legal Aspects of Evidence  
3 units  
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.

ADJ-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 expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Total of 54 hours lecture.

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

ADJ-8 - 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 disposition; juvenile statutes and court procedures. Total of 54 hours lecture.

ADJ-9 - Law in American Society  
3 units  
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 prelaw students and for others interested in the practical application of the law. Total of 54 hours lecture.

ADJ-10 - Introduction to Security  
3 units  
Prerequisite: None  
This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. Total of 54 hours lecture.
ADJ-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; followup and case preparation. Total of 54 hours lecture.

ADJ-14 - Advanced Criminal Investigation 3 units
CSU
Prerequisite: ADJ-13.
Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is on the understanding and working knowledge of fingerprints, ballistics, firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. Total of 36 hours lecture and 54 hours laboratory (simulated crime scene investigation.)

ADJ-15 - Narcotics 3 units
CSU
Prerequisite: None.
A basic understanding of narcotics and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. Total of 54 hours lecture.

ADJ-16 - Interviewing and Counseling 3 units
CSU
Prerequisite: None.
Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry level practitioners in corrections in counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. Total of 54 hours lecture.

ADJ-17 - Institutional and Field Services 3 units
CSU
Prerequisite: None.
Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. Total of 54 hours lecture.

For Basic Academy applications and further information regarding this program, contact Department of Public Safety Education and Training at (909) 486-2841.

ADJ-20 - Introduction to Corrections 3 units
Prerequisite: None.
This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. Total of 54 hours lecture.

ADJ-21 - Control and Supervision in Corrections 3 units
Prerequisite: None.
This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. Total of 54 hours lecture.

ADJ-22 - Legal Aspects of Corrections 3 units
Prerequisite: None.
This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual’s perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. Total of 54 hours lecture.

ADJ-23 - Criminal Justice Report Writing 3 units
Prerequisite: None.
This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memorandum, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. Total of 54 hours lecture.
ADJ-25 - Introduction to Probation and Parole  3 units  
**Prerequisite:** None.
This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. Total of 54 hours lecture.

ADJ-30 - Introduction to Family Support Law  3 units  
**Prerequisite:** None.
This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. Total of 54 hours lecture.

ADJ-211-244 - Administration of Justice  1-2-3-4 units  
**Work Experience**  
**CSU**  
*Prerequisite: None.*  
*Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*  
This 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.

ADJ-A1A - Advanced Officer Training (POST)  .5 unit  
**Prerequisite:** ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an understanding of advanced practices in field officer training. The course focuses on officer survival techniques, legal updates, administrative procedures, and weapons familiarization. Total of 9 hours lecture and 15 hours laboratory.

ADJ-A2A - Background Investigation Course  2 units  
**Prerequisite:** None.
This P.O.S.T. certified course is designed for law enforcement personnel assigned as background investigators with their agency. All POST mandates and state legal requirements are discussed. Total of 40 hours lecture.

ADJ-A3A - Child Abuse Investigations  2 units  
**Prerequisite:** ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an overview of the child abuse investigative process. The course will focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. Total of 40 hours lecture.

ADJ-A4A - Canine Handler Update  .5 unit  
**Prerequisite:** ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with advanced techniques of canine management. The course will focus on legal updates, medical care and maintenance, training methods, and canine field operations. Total of 9 hours lecture and 15 hours laboratory.

ADJ-A5A - Bicycle Patrol  .5 unit  
**Prerequisite:** ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an overview of the tactical handling of a mountain bicycle for use during law enforcement operations. The course will focus on public relations, nutrition, bicycle maintenance, and riding techniques. Total of 11 hours lecture and 21 hours laboratory.

ADJ-A5B - Advanced Bicycle Patrol  .5 unit  
**Prerequisite:** ADJ-A5A.
This course is designed to provide the student with advanced techniques used in police bicycle patrol. The course will emphasize off-road riding techniques and right time patrol tactics. Total of 9 hours lecture and 15 hours laboratory.

ADJ-A6A - Interview and Interrogation Course  .25 unit  
**Prerequisite:** ADJ-B1B or ADJ-C1B.
This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses and suspects in a field setting. Methods for preparing for an interview, establishing rapport with people and interview strategies will be discussed. Additionally, methods for using a tape recorder and methods for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. Total of 8 hours lecture.

ADJ-A6B - Advanced Interview and Interrogation Course  1.5 units  
**Prerequisite:** ADJ-A6A.
This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions and confessions. Total of 30 hours lecture and 2 hours laboratory.

ADJ-A7A - Field Transition School  2 units  
**Prerequisite:** ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an overview of patrol procedures and the daily functions of a street officer. The course will focus on investigative procedures, introduction to the field training officer program, firearms training updates, report writing, officer safety issues and defensive tactics updates. Total of 40 hours lecture and 16 hours laboratory.

ADJ-A8A - Field Training Officer  1.5 units  
**Prerequisite:** ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. Total of 32 hours lecture and 8 hours laboratory.
ADJ-A9A - Field Training Officer Update 1 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. Total of 24 hours lecture.

ADJ-A10A - Vice Operations .25 unit
Prerequisite: None.
This course is designed as an overview of vice operations for law enforcement personnel. This course will include discussions on prostitution, solicitors of lewd sex acts, massage parlor investigations, pimping and pandering, pornography and bookmaking. Total of 8 hours lecture.

ADJ-A11A - Effective Writing for Law Enforcement .25 unit
Prerequisite: ADJ-B1B or C1B.
This course will give the law enforcement student a critical understanding of effective writing skills. The course will cover the various types of documents written by the professional and focus on form. Total of 4 hours lecture and 4 hours laboratory.

ADJ-A12A - 11550 H&S Recognition Workshop .25 unit
Prerequisite: ADJ-B1B or C1B.
This course provides instruction in how to recognize individuals under the influence of controlled substances including depressants, hallucinogens and central nervous system stimulants; also proper documentation and reporting procedures for 11550 H & S. Total of 8 hours lecture.

ADJ-A13A - Drug Use Recognition 1 unit
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to provide updated skills training for law enforcement officers enforcing the provisions of 11550 H & S code. The course fulfills the Commission on POST two year, twenty-four hour training requirement for advanced officer training. The course will emphasize public safety when handling incidents involving explosive devices. Total of 20 hours lecture and 4 hours laboratory.

ADJ-A14A - Search Warrant Preparatiion Workshop .25 unit
Prerequisite: ADJ-B1B or C1B.
This course will instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The course will include construction of a “hero section,” and supporting documentation needed to receive judicial endorsement. Also, practical exercises in search warrant preparation are reviewed. Total of 6 hours lecture and 2 hours laboratory.

ADJ-A14B - Search Warrant Execution Course .25 unit
Prerequisite: ADJ-B1B or C1B.
This course presents the elements needed in both formulating a proper search warrant entry plan and specific tactics commonly employed by Target/Narcotic Teams for most law enforcement agencies. Students are taught entry techniques, marksmanship, close quarter battle tactics and teamwork. Additionally, this course offers the students the ability to practice the concepts taught in this course during “Live Fire” scenarios which are controlled by the staff who are firearms instructors. Total of 2 hours lecture and 6 hours laboratory.

ADJ-A15A - Advanced Officer - Officer 1 unit
Prerequisite: ADJ-B1B.
This course is designed to provide updated refresher training for advanced officers as required by the Commission on POST and will meet the Commission’s two year, twenty-four hour training requirement for advanced officer training. Total of 20 hours lecture and 4 hours laboratory.

ADJ-A16A - Basic Gang Awareness .5 unit
Prerequisite: ADJ-B1B or C1B.
This course provides law enforcement personnel with a history of the street gang culture and the nomenclature necessary for properly identifying street gangs and street gang paraphernalia. Total of 16 hours lecture.

ADJ-A17A - Bloodborne Pathogen Protection Workshop .25 unit
Prerequisite: None.
This course will present ways to prevent contamination from bloodborne pathogens. Instruction will also include using first aid kits found in patrol units. This course meets the guidelines of OSHA and EPA. Total of 8 hours lecture.

ADJ-A18A - CAL ID/Automated Fingerprint System .25 unit
Prerequisite: None.
This course will provide instruction in proper fingerprint lifting, classification of fingerprints and how the AFIS system is utilized. The course includes practical exercises for lifting of latent prints. Total of 8 hours laboratory.

ADJ-A19A - Indian Land and Gaming Laws .25 unit
Prerequisite: ADJ-B1B or C1B.
This course provides an overview of the statutes and regulations pertaining to Indian lands and Indian gaming laws. This course will also discuss establishing working relationships with tribal counsels. Total of 8 hours lecture.

ADJ-A20A - Canine Certification .25 unit
Prerequisite: None.
This course is limited to law enforcement officers involved with K-9 programs. Areas covered include: obedience training on and off leash, apprehension work and building and drug searches. Total of 1 hour lecture and 15 hours laboratory.

ADJ-A21A - Cultural Awareness .25 unit
Prerequisite: None.
This course provides the student with a background for understanding different ethnic cultures. Students learn the factors that create different dimensions of diversity and the importance of sensitivity training. Total of 8 hours lecture.

ADJ-A22A - Community Policing Skills Awareness .25 unit
Prerequisite: None.
This course addresses the necessary interpersonal skills required to be a successful and effective community police officer. Total of 3 hours lecture.
ADJ-A24A - Introduction to Peer Counseling .25 unit
Prerequisite: None.
This course provides students with an understanding of the Peer Counseling process and its effectiveness in the workplace. Total of 2 hours lecture.

ADJ-A25A - Understanding Law Enforcement Marriages .25 unit
Prerequisite: None.
This course is a general overview of marriage and family relationships with an emphasis on the stress of a law enforcement marriage. Total of 3 hours lecture.

ADJ-A27A - Domestic Violence and Law Enforcement .25 unit
Prerequisite: None.
Domestic violence is a concern for all law enforcement personnel, especially their own. This course profiles domestic violence abusers and discusses preventive measures. Total of 3 hours lecture.

ADJ-A28A - Criminal Investigative Analysis 1.5 units
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an overview of the criminal investigative analysis process. The course will focus on profiling serial killers, child molesters, and rapists. Total of 32 hours lecture and 8 hours laboratory.

ADJ-A29A - Courtroom Testimony and Demeanor .5 unit
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. Total of 9 hours lecture.

ADJ-A30A - Clandestine Lab Recognition and Safety .5 unit
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an overview of the components of a clandestine methamphetamine laboratory. The course will emphasize manufacturing techniques, chemical hazards, and illicit drug manufacturing profiles. Total of 9 hours lecture.

ADJ-A31A - Advanced Civil Procedures (POST) 1 unit
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with an understanding of advanced civil procedures. The course will focus on common writ processes, levy processes, and claims of exemption. Total of 24 hours lecture.

ADJ-A32A - Legal Update .25 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the law enforcement of fire service student with information regarding changes in state mandates or California legislative requirements. Total of 4 hours lecture. May be repeated three times.

ADJ-A33A - Public Safety Seminar .25 unit
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety training mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. Total of 8 hours lecture. May be repeated three times.

ADJ-A34A - Fingerprint Identification 3.5 units
Prerequisite: None.
This course is designed to provide the student with the skills necessary to classify, compare and roll fingerprints. The course emphasizes Evidentiary value of fingerprints and courtroom presentation. Total of 45 hours lecture and 57 hours laboratory.

ADJ-A35A - Elder Abuse .25 unit
Prerequisite: None.
This course is designed to provide the student with an overview of the elder abuse investigative process. The course will focus on physical neglect, intimidation, abandonment, deprivation and fraud against elderly victims. Total of 8 hours lecture.

ADJ-A36A - Inland Boating Enforcement 1 unit
Prerequisite: None.
This course provides law enforcement personnel with the knowledge and procedures necessary for the enforcement of state laws specific to inland waterways and lakes. The course will also include vessel theft, equipment violations, accident investigation, vessel towing, enforcement contacts, boating while intoxicated and the care and safe operation of the patrol boat. Total of 24 hours lecture and 16 hours laboratory.

ADJ-A37A - Latent Fingerprint Retrieval .5 unit
Prerequisite: None.
This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on identification, fiction ridges and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces and powder processing vs. chemical processing. Total of 12 hours lecture and 4 hours laboratory.
ADJ-A39A - Suicide, Suicide by Cop and the Mentally Disordered

Prerequisite: ADJ-B1B or C1D.

This course provides the professional law enforcement student with the skills to understand and evaluate the mentally disordered subject, and will assist the student with effectively communicating with a mentally ill or suicidal subject. Total of 8 hours lecture.

ADJ-A40A - Community Oriented Policing 1 unit

Prerequisite: None.

This course will provide training to persons working in general public safety careers and/or civilians on the concepts of community based policing. Students will learn the definitions of, components and methods of implementing a community-policing program. Total of 20 hours lecture and 4 hours laboratory.

ADJ-A41A – Campus Supervisor’s Course 1 unit

Prerequisite: None.

This course will provide training to persons working on high school campuses in a supervisory role to the students. Students will learn basic concepts about chemical substance abuse, juvenile gang activity, incident documentation, critical incident management, communications and psychological aspects of working with violent and dangerous youths. Total of 24 hours lecture.

ADJ-A42A – Use of Photography for Crime Scene Investigation .5 unit

Prerequisite: None.

This course reviews principles of evidence, crime scene examination, recording, gathering trace evidence, and collecting and packaging biological evidence. Primarily the focus is the introduction of the fundamentals of operating a 35 mm camera in a crime scene investigation. Topics include camera functions and operations, shutter speeds, film exposure, and proper lighting techniques. Total of 16 hours lecture.

ADJ-A43A - Basic Computer-Aided Collision Diagramming using AutoSketch .5 unit

Prerequisite: None.

This course is designed to enhance investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. This three-day, hands-on instructional course discusses the principles and operation of AutoSketch, a powerful drawing tool developed by Autodesk. Total of 8 hours lecture and 16 hours laboratory.

ADJ-A44A - Laser Operator .25 unit

Prerequisite: None.

This course provides students with a review on Doppler Radar and the understanding of the historical development, concepts, characteristics and properties of laser technology. Total of 7 hours lecture and 1 hour laboratory.

ADJ-A46A - Background Investigation 2 units

Prerequisite: ADJ-B1B.

This course provides students with basic techniques and legal information necessary to conduct background investigations for law enforcement agencies. Topics covered will include Legal Aspects, Polygraph Examinations, Psychological Evaluation, Background Investigation Process, Role of the Background Investigator and Pre-Background Investigation Interview/Areas of Inquiry. Total of 40 hours lecture.

ADJ-A48A - Basic Investigator’s Course 2 units

Prerequisite: ADJ-B1B.

This course provides students with basic techniques and procedures necessary to perform follow-up criminal investigations, and to understand the available resources that assist the employee’s transition to an investigative unit from assignments where the primary focus has been that of an “initial reporter.” Total of 40 hours lecture.

ADJ-A50A – Raves and Rave Drugs .25 unit

Prerequisite: None.

This course provides students with a basic understanding of the growing phenomenon of rave parties. Students will be introduced to history and culture of the rave, its social impact, proper considerations when providing law enforcement at rave events, and an overview of drugs that are commonly found at rave parties. Total of 8 hours lecture.

ADJ-A55A – Riverside Sheriff’s Department Employee Orientation .5 unit

Prerequisite: None.

This course is for newly hired Sheriff’s Department employees. The course will welcome, familiarize and orient new employees to the Sheriff’s Department policies and procedures. Total of 16 hours lecture.

ADJ-B1A - Physical Conditioning for Basic Academy Students .5 unit

Prerequisite: None.

This course plans an eight week physical training program targeting weight loss, strength training, physical agility and cardiovascular conditioning. The course is specifically designed to prepare future basic academy students to meet peace officer basic training entrance requirements and is not considered a physical education activity course. Total of 27 hours laboratory.

ADJ-B1B - Basic Peace Officer Training Academy 18 units

Prerequisite: None.

Limitation on enrollment: Completion of POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver’s license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. Total of 602 hours lecture and 268 hours laboratory.

ADJ-B1C – Basic Peace Officer Training Academy-CHP 18 units

Prerequisite: None.

Limitation on enrollment: Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver’s license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. Total of 641 hours lecture and 582 hours laboratory.
ADJ-B1D - Basic Peace Officer Training Academy 18 units
Lecture Component
Prerequisite: None.
Limitation on enrollment: This course is designed for students who hold a POST Basic Certificate.
This course provides lecture only instruction in all aspects of law enforcement required of California peace officers. Instruction includes elements of criminal law, civil law, traffic investigation, and all aspects of patrol procedures, and criminal investigation. Total of 400 hours lecture.

ADJ-B3A - Basic Community Service Officer Academy 3 units
Prerequisite: None.
This course provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. The course will emphasize the practical applications of weapon cleaning and servicing, handcuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. Total of 60 hours lecture and 4 hours laboratory.

ADJ-C1D - Basic Correctional Deputy Academy (C) 12 units
Prerequisite: None.
This course is designed on the intensive academy model and provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections. Total of 185 hours lecture and 111 hours laboratory.

ADJ-C2A - Deputy Sheriff Supplemental Core Course 3 units
Prerequisite: ADJ-B1B or C1B.
This course provides the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is STC certified and meets the requirements of all agencies needing custody-trained officers. Total of 55 hours lecture and 17 hours laboratory.

ADJ-C3A - Advanced Corrections Training .5 unit
Prerequisite: ADJ-B1B or C1B.
This STC certified course is designed to enhance professionalism through continued training in state mandated corrections topics. Total of 14 hours lecture and 10 hours laboratory.

ADJ-C4A - Advanced Corrections Training 1 unit
for Supervisors
Prerequisite: ADJ-B1B or C1B.
This mandated STC certified course is designed to enhance the on-the-job skills of the corrections supervisor. Instruction includes workplace safety regulations, coping with difficult people and advanced supervisory skills. Total of 24 hours lecture.

ADJ-C5A - Basic Writing Skills for Corrections .5 unit
Prerequisite: ADJ-B1B or C1B
This course reviews the basic principles of law enforcement written communications. Fundamentals of note taking, memoranda and reports used in institutional settings for documentation will be reviewed. Total of 16 hours lecture and 8 hours laboratory.

ADJ-C6A - Corrections Training Officer 2 units
Prerequisite: ADJ-B1B or C1B.
This STC certified course is designed to enhance the on-the-job training skills of the corrections training officer. This course includes ethics, coaching techniques, effective supervision methods and learning styles. Total of 40 hours lecture.

ADJ-C7A - Writing Skills for Correctional Deputy (Advanced) .5 unit
Prerequisite: ADJ-C1D.
This course is designed to provide the student with the additional study in methods of criminal report writing. The course will focus on complex criminal investigations, crime scene organization, evidence preservation and effective criminal report writing. Total of 12 hours lecture and 12 hours laboratory.

ADJ-C8A - Facility Security Training .25 unit
Prerequisite: None.
This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. Total of 8 hours lecture.

ADJ-C9A - First Aid/CPR Instructor Refresher Course .25 unit
Prerequisite: None.
This course is designed to give POST Certified First Aid/CPR instructors updates on the latest medical techniques and trends. Total of 8 hours lecture and 4 hours laboratory.

ADJ-C10A - Correctional Deputy Orientation .25 unit
Prerequisite: None.
This course is for recent corrections graduates of the Basic Peace Officer Training Academy and/or the Correctional Deputy Training Academy. The course will welcome, familiarize and orient these new employees to the Sheriff’s Department Corrections program. Total of 8 hours lecture.

ADJ-C11A - Correctional Deputy Training Academy 1.5 units
Prerequisite: ADJ-B1B or C1D.
This course is designed for professional law enforcement officers who wish to instruct basic CPR and first aid to students within their respective agencies. Total of 32 hours lecture and 8 hours laboratory.

ADJ-C12A - First Aid/CPR Instructor Course 1.5 units
Prerequisite: ADJ-B1B or C1D.
This course is designed for professional law enforcement officers who wish to instruct basic CPR and first aid to students within their respective agencies. Total of 32 hours lecture and 8 hours laboratory.

ADJ-C13A - Stun-Tech R.E.A.C.T. Belt Training .25 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide training in the proper utilization of the less-lethal Stun-Tech R.E.A.C.T. Belt for controlling potentially violent incarcerated persons. Total of 6 hours lecture and 2 hours laboratory.

ADJ-C16A - First Aid/CPR Refresher Course (Practitioners/Corrections) .25 unit
Prerequisite: Completion of a basic First Aid/CPR Core Course.
This course is designed to give POST certified First Aid/CPR updates on the latest medical techniques and trends for those individuals working in a custodial environment. Total of 8 hours lecture and 4 hours laboratory.
ADJ-C1A – Basic Inmate Classification .5 unit  
Prerequisite: ADJ-B1B or ADJ-C1D.  
This STC certified course is designed to provide entry-level training for correctional officers on basic inmate classification. The student will be able to identify any inmates housing problems and understand the liability involved with working in a classification unit. Total of 14 hours lecture and 2 hours laboratory.

ADJ-D1A - Basic Public Safety Dispatch Course 5 units  
Prerequisite: None.  
The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Complaint Desk Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management and local emergency medical service systems. Total of 106 hours lecture and 14 hours laboratory.

ADJ-D1B - Dispatcher Update 1 unit  
Prerequisite: ADJ-D1A.  
This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course includes updates in civil liability, ethics, suicidal callers and officer safety. Total of 24 hours lecture.

ADJ-D1C - Communications Training Officer 2 units  
Prerequisite: ADJ-D1A.  
This course is designed to provide communications trainers with the skills, knowledge, roles and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. Total of 40 hours lecture.

ADJ-D2A - Fitness and Nutrition for Public Safety Communication Officers .25 unit  
Prerequisite: None.  
This course introduces fitness and nutrition concepts to persons who are currently working as public safety communication officers. Emphasis will be on proper nutrition and exercise techniques in order to improve productivity, well being and performance. Total of 8 hours lecture.

ADJ-D3A - Responding to Suicidal Callers .25 unit  
Prerequisite: ADJ-D1A.  
This course will assist professional public safety communications officers in coping with suicidal callers. Additionally, the student will learn effective strategies in maintaining and building a rapport with mentally disturbed persons who may wish to end their lives, until the responding agency arrives. Students will develop traits and skills in dealing with both the pre- and post-effects of suicidal callers. Total of 8 hours lecture.

ADJ-D4A - Dispatcher Role in Officer Safety .25 unit  
Prerequisite: ADJ-D1A.  
This course will assist professional public safety communications officers learn their role in assisting officers during high-risk incidents. Students will learn strategies to be more helpful and effective when working with field officers during felony stops, response to high-risk calls and building searches. Total of 4 hours lecture and 4 hours laboratory.

ADJ-D5A – Dispatcher Public Safety Advanced .5 unit  
Prerequisite: None.  
Limitation on enrollment: Currently employed by law enforcement agency.  
This course develops dispatchers professionally and personally, by increasing their knowledge, skills and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. Total of 16 hours lecture.

ADJ-D10A – Legal Aspects for Dispatchers .25 unit  
Prerequisite: ADJ-D1A.  
This course is designed to increase Public Safety Dispatcher’s knowledge of laws pertaining to Restraining Orders and Civil Disputes. Total of 7 hours lecture and 1 hour laboratory.

ADJ-E1A - Emergency Services Academy 2.5 unit  
Prerequisite: ADJ-B1B or ADJ-C1B.  
This course is designed to provide the student with an overview of Special Weapons and Tactics Team (SWAT) operations. The course will focus on scouting, planning and execution of SWAT operations. Total of 44 hours lecture and 36 hours laboratory.

ADJ-P1A - Probation Officer Core Course 8 units  
Prerequisite: None.  
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 and 16 hours laboratory.

ADJ-P2A - Juvenile Counselor Basic Training 4 units  
Prerequisite: None.  
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 114 hours lecture and 12 hours laboratory.

ADJ-P3A - Gang Activity Networking .5 unit  
Prerequisite: None.  
Instruction will include the origin and identification of street and prison gangs, how gangs and gang members are named, establishment of boundaries, dress, search and seizure issues relating to probation and custodial personnel. Black, White, Hispanic and Asian gangs will be discussed. Total of 16 hours lecture.

ADJ-P4A - Arrest, Search and Seizure 1.5 units  
Prerequisite: None.  
This course provides the student with the knowledge and skills necessary to qualify for limited peace officer status powers as required by Penal Code 832. The course will emphasize laws of arrest, search and seizure, evidence and the investigative process. This course meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. Total of 32 hours lecture and 8 hours laboratory.
ADJ-R1A1 Level III Officer Training, Part 1 2 units
(ADJ-382, Arrest and Firearms)
Prerequisite: None.
This course is the first part in the new Level III basic course.
requirements for reserve officers who do not have a basic peace officer.
training certificate. Curriculum includes instruction in laws of arrest,
arrest methods, firearm use, and communication. The course satisfies
Peace Officer Standards and Training (POST) requirements for Level
III police reserve certification. Total of 40 hours lecture and 24 hours
laboratory.

ADJ-R1A2 Level III Officer Training, Part 2 3.5 units
Prerequisite: ADJ-R1A1 or any 64-hour POST Certified 832 course.
This course is designed to meet the state mandated training
requirements to be qualified as a Level III police reserve officer.
Curriculum covers the history and ethics of law enforcement, criminal
justice system, defensive tactics, information systems, criminal law,
crimes against persons and property, laws of arrest, use of firearms,
vehicle operations, crimes in progress and report writing. The course
satisfies Peace Officer Standards and Training (POST) requirements
for Level III police reserve certification. Total of 56 hours lecture and
48 hours laboratory.

ADJ-R1B - Level II Reserve Officer Training 10 units
Prerequisite: ADJ-R1A2.
This course is designed to meet the state mandated training
requirements to be qualified as a Level II police reserve officer.
Curriculum covers victimology and crisis intervention, community
relations, crimes against persons, crimes against property, general crime
statutes, crimes against the justice system, laws of arrest, search and
seizure, presentation of evidence, use of force, weaponless defense,
unusual occurrences, hazardous materials, patrol techniques, vehicle
pullovers, crimes against children, sex crimes, firearms and chemical
agents, weaponless violations, persons with disabilities, crimes in
progress, report writing, preliminary investigations and cultural
diversity. This course satisfies Peace Officer Standards and Training
(POST) requirements for Level II police officer certification. Total of
159 hours lecture and 65 hours laboratory.

ADJ-R1C - Level I Reserve Officer Training 12 units
Prerequisite: ADJ-R1A1, R1A2, R1B.
Limitation on enrollment: Completion of the POST reading and writing
skills examination Completion of POST physical fitness assessment.
Possession of a valid California driver’s license. Successful completion
of a medical examination. Fingerprint clearance through the California
State Department of Justice.
This course is the third module in the Regular Basic Course-Modular
Format training sequence. Intensive instruction designed to meet the
minimum requirements of a peace officer, or Level I police reserve
officer as established by state law. Total of 178 hours lecture and 166
hours laboratory.

ADJ-R3A - Self-Defense for Reserves .25 unit
Prerequisite: None.
Provides the Reserve Officer with a familiarization and update on the
key concepts of weaponless self-defense. Total of 8 hours laboratory.

ADJ-R4A - PR-24 Baton for Reserves .25 unit
Prerequisite: None.
This course provides the Reserve Officer with an update on basic
techniques for the use of the PR-24 baton. Total of 8 hours laboratory.

ADJ-R5A - Straight Stick Baton Update .25 unit
for Reserves
Prerequisite: None.
This course provides the Reserve Officer with an update on the basic
techniques for the use of the straight stick baton. Total of 8 hours
laboratory.

ADJ-R6A - Oleoresin Capsicum for Reserves .25 unit
Prerequisite: None.
This course provides the Reserve Officer with instruction equivalent
to the Basic Academy’s presentation on aerosol chemical agents and
an introduction to the use and effects of oleoresin capsicum (pepper
spray) tear gas. Successful completion of this course is required for
authorization to carry OC tear gas by Department Reserves. Total of 3
hours lecture and 1 hour laboratory.

ADJ-S1A - Supervisory Course 4 units
Prerequisite: Completion of ADJ-B1B or equivalent.
A basic course covering the responsibilities of a law enforcement
supervisor such as leadership, planning, transition, performance
evaluations, investigations, employee relations, discipline, counseling,
training, ethics, stress and motivation. Total of 80 hours lecture.

ADJ-S2A - Training for Supervisory Personnel .25 unit
Prerequisite: None.
This course is designed for newly promoted law enforcement
supervisory personnel and will focus on issues relating to employee
productivity. Total of 4 hours lecture.

ADJ-S3A - Supervisor Stress Management Training .25 unit
Prerequisite: None.
This course outlines various stresses associated with becoming part of
law enforcement management and examines effective stress reducing
leadership styles. Total of 4 hours lecture.

ADJ-S4A - Violence in the Workplace for .25 unit
Civilian Supervisors
Prerequisite: None.
This course is designed to teach supervisors how to detect the early
warning signs of workplace violence, as well as methods to diffuse
situations before the violence occurs. Total of 3 hours lecture.

ADJ-S5A - Dealing With Difficult People - .25 unit
Supervisor Training
Prerequisite: None.
This course examines different and difficult personality types a law
enforcement supervisor may encounter and how the supervisor can
effectively deal with them. Total of 3 hours lecture.

ADJ-S6A - Signs of Domestic Violence .25 unit
for Supervisors
Prerequisite: ADJ-1B or C1B.
This course teaches officers in supervisory positions how to profile
and recognize a domestic violence abuser among their subordinates.
It also teaches supervisors to detect the early warning signs of abuse.
Total of 4 hours lecture.
ADJ-T1A - Traffic Collision Investigation: Basic  1.5 units
Prerequisite: None.
A basic traffic collision investigation course which meets the requirements of 40600(A) of the California Vehicle Code. Topics include traffic law, accident reporting, scene management, skidmark diagramming and determining accident cause. The course includes practical exercises. Total of 34 hours lecture and 6 hours laboratory.

ADJ-T1B - Traffic Collision Investigation:  1.5 units
Intermediate
Prerequisite: ADJ-B1B, C1D and T1A.
A course in the fundamentals of skidmark analysis and documentation which helps students develop advanced skills in accident investigation. The course includes a practical exercise. The class is designed to help students improve their mathematics skills which are necessary for the advanced investigation course. Total of 32 hours lecture and 8 hours laboratory.

ADJ-T1C - Traffic Collision Investigation:  3.5 units
Advanced
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to introduce the student to the fundamentals of vehicle dynamics. The course will emphasize analyzing evidence, collecting evidence, and preparing documentation. Total of 68 hours lecture and 12 hours laboratory.

ADJ-T1D - Traffic Collision Reconstruction  4 units
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to provide the student with the skills necessary to investigate traffic collision reconstruction events. The correlation between actual investigations and mathematical models is emphasized. Total of 72 hours lecture and 8 hours laboratory.

ADJ-T2A - Radar Operations  1 unit
Prerequisite: ADJ-B1B or C1B.
This course is designed to train law enforcement personnel in the operation of traffic RADAR. Total of 20 hours lecture and 4 hours laboratory.

ADJ-T3A - Driving Under the Influence (DUI) .5 unit
Prerequisite: ADJ-B1B or C1B.
This course will provide the student with an historical perspective of laws covering persons driving under the influence of alcohol/drugs. The course will introduce the student to DUI statistics, enforcement techniques, handling DUI related traffic collisions and common field sobriety testing techniques. Additionally, DUI reporting techniques and issues related to case law will be covered. Total of 12 hours lecture and 4 hours laboratory.

ADJ-T4A - Certified Instructor Training  1.5 units
Prerequisite: ADJ-B1B or ADJ-C1B.
This course is designed to prepare the student to become a Certified Instructor for law enforcement courses. The student is exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. Total of 32 hours lecture and 8 hours laboratory.

ADJ-T5A - Techniques of Accident Investigation Training  1.5 units
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the student with the necessary skills to conduct basic traffic accident investigations. The course will focus on reporting procedures, investigation techniques, cause determination and vehicle damage assessment. Total of 32 hours lecture and 8 hours laboratory.

ADJ-T6A - Racial Profiling  1 unit
Prerequisite: None.
This course will examine controversies about racial profiling and presents the conceptual definition of racial profiling. Students will have the opportunity to apply the law to situations that may or may not involve racial profiling. They will examine events that have adversely affected the relationship between law enforcement and minority communities in the past. The importance of understanding these events to improve the relationships between law enforcement and the community today will be stressed. Total of 21 hours lecture and 3 hours laboratory.

ADJ-T7A - Drug Recognition Evaluator Training  3 units
Prerequisite: ADJ-B1B or ADJ-C1D.
This course provides the student with skills necessary to identify physiological symptoms of individuals under the influence of narcotics. Focus is placed on drug evaluation procedures and testing methods. Total of 60 hours lecture and 20 hours laboratory.

ADJ-T8A - CPR Instructor Training  1 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course provides the student with the information and skills necessary to become certified by the American Heart Association as a Basic Life Support (BLS) CPR Instructor. Total of 18 hours lecture and 6 hours laboratory.

ADJ-T9A - Radar Instructor Training  1 unit
Prerequisite: ADJ-B1B.
This course is designed to provide the student with the skills necessary to conduct radar operations instruction. The course will focus on instructor responsibilities, preparation of course outlines, preparation of lesson plans and the delivery of instruction. Total of 20 hours lecture and 12 hours laboratory.

ADJ-T10A - Radar Enforcement Training-CHP  1.5 units
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the student with the operational skills necessary to conduct radar traffic enforcement. The course will focus on the legal issues, nomenclature and practical operation of police speed control radar. Total of 24 hours lecture and 30 hours laboratory.

ADJ-T11A - Basic Crime Scene Investigation  3.5 units
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to present a detailed study of the scientific and investigative processes of a crime scene investigation. The course will focus on the collection, preservation, identification and packaging of crime scene evidence. Topics will include weapon crimes, informant development, interview and interrogation techniques, reporting procedures and computer information resources. Total of 66 hours lecture and 14 hours laboratory.
ADJ-T12A - Spanish Language for Law 1.5 units
Enforcement
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the student with basic Spanish language words and phrases for enhanced communications during field operations. The course will focus on using the Spanish language during vehicle stops, traffic accident investigations, drug interdiction programs and high risk tactical events. Total of 27 hours lecture and 13 hours laboratory.

ADJ-T13A - Communications Operator Training 4 units
Phase I
Prerequisite: ADJ-B1B or ADJ-C1D.
This course provides entry level CHP communications operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications and elementary operation procedures for Computer Assisted Dispatch (CAD). Total of 40 hours lecture and 120 hours laboratory.

ADJ-T13B - Initial Communication Operator 2 units
Training - Phase II
Prerequisite: ADJ-T13A.
This course provides intermediate-level CHP communications operators with the basic functions of their positions. The course will focus on departmental procedures for dispatchers, civil liability, dispatch scenarios, communication techniques and the development of the competent use of the Computer Assisted Dispatch (CAD) systems. Total of 20 hours lecture and 60 hours laboratory.

ADJ-T14A - Vehicle Theft Investigation 2 units
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the student with the techniques utilized in automobile theft investigations. The course will focus on VIN identification, vehicle registration, physical evidence, modus operandi, sources of information, vehicle theft law and case preparation. Total of 36 hours lecture and 4 hours laboratory.

ADJ-T15A - CPR Refresher Course .25 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course provides updated training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. Total of 4 hours lecture and 4 hours laboratory.

ADJ-T16A - Communications Operators In-Service 1 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course provides CHP communication operators with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). Total of 25 hours lecture and 15 hours laboratory.

ADJ-T17A - Communications Supervisors Training .5 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course provides CHP communication supervisors with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). Total of 15 hours lecture and 25 hours laboratory.

ADJ-T18A - Spanish Language for Public Safety Officers 1 unit
Prerequisite: None.
This course instructs students in Spanish required by peace officers. Students will learn sufficient command of the language to permit an officer to communicate with Spanish-speaking individuals. Officers must score a minimum of 70% on the written portion of the final examination. Total of 20 hours lecture and 20 hours laboratory.

ADJ-T19A - Driving Under the Influence Enforcement 1.5 units
Prerequisite: None.
This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of detection, apprehension and processing of intoxicated drivers. The course covers the standardized field sobriety tests, implied consent and administrative pre se laws, recognition of symptoms associated with alcoholic influence and familiarization with alcohol-related offenses. Total of 32 hours lecture and 8 hours laboratory.

ADJ-T20A - School Pupil and Farm Labor 1.5 units
Safety Transportation
Prerequisite: None.
This course is designed to address legislative requirements for law enforcement personnel by providing the proper methods of maintaining an effective School Pupil and Farm Labor Transportation Safety program. The course outlines laws, policies and procedures that govern transportation of school pupils of farm workers on state streets and highways. Total of 32 hours lecture and 8 hours laboratory.

ADJ-T21A - Advanced Officer Training .25 unit
Prerequisite: None.
This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of handling bomb situations, building entry and searches, burglary in progress calls, public property protection and domestic violence training mandates. May be repeated three times. Total of 4 hours lecture and 4 hours laboratory.

ADJ-T22A - EVOC Training .25 unit
Prerequisite: None.
This course provides students with defensive driving skills needed when operating a class “E” patrol vehicle in various situations. Students will become familiar with the Anti-Lock Braking System, vehicle maintenance, vehicle placement, basic skid control and special conditions/defensive driving. Total of 2 hours lecture and 4 hours laboratory.

ADJ-T23A - Drug Recognition Expert Instructor Training 2 units
Prerequisite: None.
This course provides updated training for drug recognition expert instructors as required by the Commission on POST. Total of 40 hours lecture.

ADJ-T24A - Bomb Search Team Training .25 unit
Prerequisite: None.
This course provides law enforcement personnel with information needed to teach a Bomb Familiarization Training course to both uniformed and non-uniformed members of the California Highway Patrol. Total of 4 hours lecture and 4 hours laboratory.
ADJ-T26A - Civil Disturbance Training (CHP)  .25 unit
Prerequisite: None.
This course provides California Highway Patrol personnel with updates on operational guidelines and modes used in handling civil disturbance and crowd control incidents. Total of 3 hours lecture and 2 hours laboratory.

ADJ-T30A - Grade Crossing Collision Investigation  .5 unit
Prerequisite: None.
This course provides law enforcement personnel with information on investigating traffic collisions occurring at railroad grade crossings including train stopping distances, reasons for investigating grade crossing collisions, hazards inherent with train versus motor vehicle collisions, and methods to stop a train. Total of 12 hours lecture and 4 hours laboratory.

ADJ-T31A - Motor Vehicle Inspections-Basic  1.5 units
Prerequisite: ADJ-B1B.
This course provides a collision investigator with basic information and skills necessary to conduct a mechanical systems inspection of a vehicle involved in a collision. The course covers how to conduct a complete motor vehicle inspection, from headlamps to exhaust system, in order to determine if any of the vehicle systems caused or contributed to the outcome of the incident. Total of 32 hours lecture and 8 hours laboratory.

ADJ-T32A - Vehicle Lamp Analysis in Traffic Collisions  .25 unit
Prerequisite: None.
This course is designed to enhance the investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. The course will provide the student with basic principles of analyzing automotive lamps on vehicles involved in traffic collisions. Total of 8 hours lecture.

ADJ-T33A - Human Factors in Collision Investigation  .25 unit
Prerequisite: None.
This course is designed to enhance the investigative techniques of a traffic collision investigator/homicide detective in the area of human factors which cause collisions. Total of 8 hours lecture and 4 hours laboratory.

ADJ-T34A - Principles of Investigating Low-speed Impacts  1.5 units
Prerequisite: ADJ-B1B.
This course is designed to enhance investigation skills. Students will be provided with information necessary for analyzing characteristics of low-speed impact from the initial collision through the litigation process. Total of 32 hours lecture and 8 hours laboratory.

ADJ-T35A - Speed Determination from Crush Analysis  2 units
Prerequisite: ADJ-T1C.
This course is designed to assist experienced traffic investigators with analyzing crush deformation and the procedures for measuring vehicles involved in collisions for profile, crush deformation and principle direction of force (PDOF). Total of 36 hours lecture and 4 hours laboratory.

ADJ-T36A - Reconstruction of Automobile Collisions Involving Pedestrians or Bicycles  1 unit
Prerequisite: ADJ-B1B.
This course emphasizes proper documentation and analysis of physical evidence related to bicycle/pedestrian collisions. Total of 24 hours lecture.

ADJ-T37A - Computer Automated Collision Reporting  2 units
Prerequisite: None.
This course instructs students on the use of computer programs to assist them with collision investigations. This course involves basic computer skills, along with skills specifically relating to report compilation and diagramming software. Total of 40 hours lecture.

ADJ-T40A - CAD TEAM Training  2 units
Prerequisite: None.
This course provides students with knowledge in updating static file information in the CAD system, reporting equipment problems, providing local training to users, acting as site contacts for vendors and headquarters personnel, and disseminating CAD system related information. Total of 40 hours lecture.

ADJ-T41A – Workplace Violence Prevention  1 unit
Prerequisite: None.
This course provides California Highway Patrol (CHP) supervisors and managers with information needed to instruct both uniformed and nonuniformed CHP personnel in identifying and preventing violence in the workplace. Total of 24 hours lecture.

ADJ-T44A – Workplace Violence Prevention  1 unit
Prerequisite: None.
This course provides California Highway Patrol personnel with information needed to instruct both uniformed and nonuniformed CHP personnel in identifying and preventing violence in the workplace. Total of 24 hours lecture.

ADJ-T45A – Drug Recognition Evaluator Recertification  .25 unit
Prerequisite: None.
This course provides the Drug Recognition Evaluator (DRE) with updated drug trends, case law and policies related to the field of drug recognition and evaluation. Total of 4 hours lecture and 4 hours laboratory.

ADJ-T46A – Equal Employment Opportunity (EEO) Recertification  .25 unit
Prerequisite: None.
This course provides annual refresher training for incumbent CHP EEO counselors and investigators covering updates on program trends, case law and other relevant information to maintain appropriate skills and knowledge necessary to provide effective EEO counseling and investigations. Total of 6 hours lecture and 2 hours laboratory.
ADJ-T48A – Intoxilyzer Model 5000 Certification .25 unit  
Prerequisite: None.  
This course provides student with knowledge and background necessary to operate Intoxilyzer Model 5000. Total of 4 hours lecture and 4 hours laboratory.

ADJ-T50A – CPR Instructor Refresher .5 unit  
Prerequisite: None.  
Limitation on enrollment: Student must be a certified Departmental CPR Instructor.  
This course provides the student with an update of the most current CPR instruction guidelines and communicable disease information. Total of 14 hours lecture.

ADJ-T51A – Automated External Defibrillator .25 unit (AED) Training  
Prerequisite: ADJ-B1B, ADJ-B1C or ADJ-C1D.  
This course provides the student with the training and background needed to operate the CHP Automated External Defibrillator. Total of 2 hours lecture and 2 hours laboratory.

ADJ-T53A – Preliminary Alcohol Screening (PAS) Device Coordinator .25 unit  
Prerequisite: None.  
The course provides students with information necessary to maintain and calibrate California Highway Patrol (CHP) departmental PAS devices and perform duties of an area PAS coordinator. Total of 6 hours lecture and 2 hours laboratory.

ADJ-T54A – Aviation Safety Seminar .5 unit  
Prerequisite: None.  
This course provides students with information on current safety practices and information on accident trends to provide a basis for prevention techniques. This course provides law enforcement personnel involved in flight operations with updated information on the tasks facing airborne law enforcement operations including crew resource management, accident causations and defensive flying. Total of 16 hours lecture.

ADJ-T61A – Communications Training Specialist 1 unit  
Prerequisite: None.  
This course provides instruction on how to become communications training instructors. Students are exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. Total of 10 hours lecture and 30 hours laboratory.

ADJ-T65A – National Highway Traffic Safety Administration (NHTSA) Standardized Child Safety Training 1 unit  
Prerequisite: None.  
This course provides students with background and instruction necessary to properly install and evaluate safety aspects of a federally approved child safety seat. Upon completion, students will be certified by NHTSA to instruct on proper utilization of child restraint seats. Total of 22 hours lecture and 18 hours laboratory.

ADJ-T70A – CHP-Explorer Academy Level III 3 units  
Prerequisite: None.  
This course is third in a series of four designed to provide California Highway Patrol (CHP) explorer cadets with an introduction of a California Highway Patrol Officer’s responsibilities. The course will focus on accident investigations, criminal investigations, child abuse, cultural discrimination, controlled substances, crimes against persons and property, domestic violence, gang awareness, traffic enforcement, physical fitness, sexual assault and harassment, search and seizure, unusual occurrences, use of force, vehicle operations and pullovers, and weapons violations. Total of 48 hours lecture and 32 hours laboratory.

ADJ-T73A – General Hazardous Materials 2 units Inspection and Compliance Training Course  
Prerequisite: None.  
This course provides students with instruction and procedures for inspecting hazardous materials shipments in accordance with hazardous materials regulations. Topics covered will include initiating hazardous material inspections, checking proper shipping papers, placarding, marking, labeling, packaging, loading and storage, conducting facility inspections, and documenting inspections. Total of 36 hours lecture and 2 hours laboratory.

ADJ-T74A – Bulk Packaging Inspection 2 units Training Course  
Prerequisite: None.  
The course provides students with required instruction on hazardous materials regulations to inspect bulk packaging shipments that contain hazardous materials. Total of 40 hours lecture.

ADJ-T75A – Specially Marked Patrol Vehicle (SMPV) 1 unit Commercial Enforcement Training Class  
Prerequisite: None.  
This course provides students with knowledge and background necessary for Specialty Marked Patrol Vehicle (SMPV) commercial vehicle violation enforcement in accordance with California Highway Patrol (CHP) policy. Total of 24 hours lecture.

ADJ-W1A - Booby Traps and Explosives .25 unit  
Prerequisite: ADJ-B1B or C1B.  
This course provides instruction in recognition of potentially fatal packages or explosive devices. The student will learn the proper procedure for handling various situations which may utilize the law enforcement bomb team. Total of 6 hours lecture and 2 hours laboratory.

ADJ-W2A - Defensive Tactics Instructors Course 1 unit  
Prerequisite: ADJ-B1B or ADJ-C1D.  
This course is the POST certification for law enforcement defensive tactics instructors. The course will focus on the instructional techniques of control holds, take downs, handcuffing, weapon retention and disarming, side handle baton, collapsible baton and the straight baton. Total of 8 hours lecture and 72 hours laboratory.
ADJ-W3A - Domestic Terrorism, Threats and Sabotage .25 unit
Prerequisite: ADJ-B1B or C1B.
This course provides an overview of major terrorist groups operating in Southern California. The student will learn what recent events that have taken place surrounding the activities of terrorist groups and trends. Some of the more specific topics will cover the identification of types and uses of explosives employed by terrorist organizations. Issues covering the law enforcement response will also be presented. Total of 8 hours lecture.

ADJ-W4A - Psychological Aspects of the Use of Force .25 unit
Prerequisite: ADJ-B1B or C1B.
This course instructs law enforcement personnel in the appropriate application of the use of force during building searches and high risk vehicle stops. Students are exposed to scenarios where they must make decisions on the proper and appropriate levels of force. This course will employ the use of real police equipment and role players. Total of 2 hours lecture and 6 hours laboratory.

ADJ-W7A - Rangemaster Course 1 unit
Prerequisite: ADJ-B1B or ADJ-C1B.
Designed to introduce the student to instructional methods and adult learning styles relative to teaching firearms. The course emphasizes general firearm safety measures, equipment safety, legal aspects, firing line management and fundamentals of shooting. Total of 25 hours lecture and 15 hours laboratory.

ADJ-W8A - ASP Baton Course .25 unit
Prerequisite: ADJ-B1B or C1B.
This course will provide the student with the fundamental techniques for use of the ASP/Collapsible Baton. Additionally, the student will learn the levels of force reasonable for the employment of the ASP/Collapsible Baton and the civil ramifications for using the weapon in a use of force situation. Total of 1 hour lecture and 5 hours laboratory.

ADJ-W9A - PR-24 Baton .25 unit
Prerequisite: ADJ-B1B or C1B.
This course will provide the student with the fundamental techniques for using both collapsible PR-24 baton and the standard PR-24 baton. Additionally, the student will learn the levels of force reasonable for the employment of a PR-24 and the civil ramifications for using a PR-24 in a use of force situation. Total of 2 hours lecture and 6 hours laboratory.

ADJ-W10A - Firearms .5 unit
Prerequisite: None.
This course is designed to provide the student with firearms safety factors and precautions, firearms shooting principles including range firing of both handguns and shotguns. This course fulfills the firearms portion of ADJ-R1B (PC 832 Arrest and firearms). Total of 8 hours lecture and 16 hours laboratory.

ADJ-W11A - Criminal Law and Firearms .5 unit
Prerequisite: None.
This course is designed to provide non-peace officers with an overview of the California criminal law system including statutes pertaining to weapon violations and principles of the use of force. This course also provides instruction in firearms safety and precautions, firearms care and cleaning, firearms shooting principles, including range firing of both handguns and shotguns. Total of 12 hours lecture and 24 hours laboratory.

ADJ-W12A - Non-Lethal Chemical Agent Class .25 unit
Prerequisite: None.
This course is designed to meet the needs of criminal justice system practitioners by providing an overview of the development and use of non-lethal chemical agents. It deals with the historical development of chemical agents from inception through use in contemporary society. The course addresses public attitudes regarding chemical agents. Also, appropriate first aid treatment techniques are discussed. Total of 5 hours lecture and 3 hours laboratory.

ADJ-W13A - Defensive Tactics Update .25 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the student with an update of defensive tactics techniques. The course will focus on control holds, take downs, handcuffing, weapon retention and disarming, side handle baton, collapsible baton and the straight baton. Total of 24 hours laboratory.

ADJ-W14A - Take Down and Ground Control .25 unit
Prerequisite: ADJ-B1B or C1B.
This course is designed to provide the student with the skills necessary to achieve physical control of an uncooperative individual with the minimal amount of physical force. The course will emphasize the five basic components in defense and control. Total of 4 hours lecture and 12 hours laboratory.

ADJ-W16A - Patrol Shotgun Update .25 unit
Prerequisite: ADJ-B1B with a current Department of Justice Firearms clearance letter. Persons who are currently employed by law enforcement agencies meet the prerequisite.
This course will provide updated training for safe and effective use of the shotgun by law enforcement officers. The course covers safety considerations, care, maintenance and training for use in tactical situations. Total of 3 hours lecture and 5 hours laboratory.

ADJ-W18A - Tactical Handgun .5 unit
Prerequisite: ADJ-B1B with a current Department of Justice Firearms clearance letter. Persons who are currently employed by law enforcement agencies meet the prerequisite.
This is an intensive course that will provide the student with necessary skills for utilizing a handgun during tactical operations. Students will learn proper methods for employing platforms, movement, reloading and clearing malfunctions. Total of 8 hours lecture and 16 hours laboratory.

ADJ-W20A - Less-lethal Training .5 unit
Prerequisite: ADJ-C1D or B1B.
This course will familiarize the student with various types of uses for less-lethal munitions. Emphasis will be placed on general firearms safety measures, equipment safety, legal aspects, use and deployment of less-lethal munitions against noncompliant individuals. Total of 10 hours lecture and 6 hours laboratory.

ADJ-Y1A - Explorer Academy - Basic 2.5 units
Prerequisite: None.
This course is designed to provide the police explorer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. May be taken a total of four times. Total of 32 hours lecture and 66 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER-1</td>
<td>Introduction to Aeronautics and Aerospace</td>
<td>3</td>
<td>None</td>
<td>This course is a study of Aeronautics and Aerospace, focusing on the impact of the Aero-industry upon local, national and global enterprise and transportation over the past century; including an overview of the post September 11th proposed strategies for the future of Aviation. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>AER-5</td>
<td>Fundamentals of Flight</td>
<td>3</td>
<td>None</td>
<td>Fundamentals of Flight is a general survey of the art and science of flight, including human factors, aircraft design and function, basic aerodynamic principles, control systems and propulsion; beginning with lighter-than-air (balloons), fixed wing (piston and jet), rotary wing (helicopter), rocket and space vehicles. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>AER-10</td>
<td>Aviation Leadership and Management</td>
<td>3</td>
<td>None</td>
<td>This course is a study of the principles of effective, motivational leadership and practical management styles, with emphasis on subjects unique to Aviation; including administrative, maintenance and operational management for the new Millennium. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>AER-15</td>
<td>Aviation Safety and Security</td>
<td>3</td>
<td>None</td>
<td>Aviation Safety &amp; Security is an analysis of the broad spectrum of maintenance and operational safety issues, with additional emphasis on Aviation Security. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>AIR-50A</td>
<td>Air Conditioning and Refrigeration</td>
<td>5</td>
<td>None</td>
<td>Fundamentals in basic refrigeration. Nomenclature and terminology used in industry in relation to basic refrigeration systems. Physics, chemistry, and engineering of refrigeration systems; systems components and their interactions. Total of 90 hours lecture.</td>
</tr>
<tr>
<td>AIR-50B</td>
<td>Advanced Refrigeration</td>
<td>5</td>
<td>AIR-50A</td>
<td>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.</td>
</tr>
<tr>
<td>AIR-51A</td>
<td>Environmental Control</td>
<td>5</td>
<td>AIR-50B</td>
<td>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.</td>
</tr>
<tr>
<td>AIR-51B</td>
<td>Industrial Commercial Refrigeration</td>
<td>5</td>
<td>AIR-50B</td>
<td>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.</td>
</tr>
<tr>
<td>AIR-53A</td>
<td>Basic Electricity for Air Conditioning and</td>
<td>4</td>
<td>None</td>
<td>Consists of circuit design and repair. Covers basic electrical theory, beginning circuit design, parts identification and diagnostic procedures. Also includes preventive maintenance and repair. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
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<td>None</td>
<td>Consists of circuit design and repair. Covers basic electrical theory, beginning circuit design, parts identification and diagnostic procedures. Also includes preventive maintenance and repair. Total of 54 hours lecture and 54 hours laboratory.</td>
</tr>
</tbody>
</table>
AMERICAN SIGN LANGUAGE

AML-1 - American Sign Language 1 4 units
UC*, CSU
Prerequisite: None.
A study of the basic principles of American Sign Language through cultural appreciation and nonverbal instruction. The culture of Deaf people in North America, visual training, sign vocabulary development, receptive and expressive skills development and basic sentence patterns of American Sign Language (ASL) will be covered. The student should attain a basic vocabulary and proficiency at the sentence level of ASL Discourse. Total of 72 hours lecture and 18 hours laboratory.

AML-1A - American Sign Language 1A 2 units
CSU, UC*
Prerequisite: None.
This course is designed to develop the fundamentals of communicative competence in conversational American Sign Language. The culture of Deaf people in North America, visual training, sign vocabulary development, receptive skills development and basic sentence patterns of American Sign Language (ASL) will be covered. American Sign Language 1A is equivalent to the first half of a regular ASL 1 class. Upon completion of ASL 1A and its continuation, ASL 1B, with a grade of C or better, students may enroll in ASL 2. Total of 36 hours lecture and 9 hours laboratory.

AML-1B - American Sign Language 1B 2 units
CSU, UC*
Prerequisite: AML-1A.
This course reviews and expands the fundamentals of communicative competence in conversational American Sign Language. There is increased emphasis on receptive skill development, sentence structure and the culture of Deaf people in North America. American Sign Language 1B is equivalent to the second half of a regular ASL 1 class. Upon completion of this course with a grade of C or better, students may enroll in ASL 2. Total of 36 hours lecture and 9 hours laboratory.

AML-2 - American Sign Language 2 4 units
UC, CSU
Prerequisite: AML-1.
An expansion of American Sign Language 1 with emphasis on cultural enrichment, additional sign vocabulary, complex grammatical structures, the improvement of basic receptive and expressive skills, and finger spelling. Nonverbal techniques. Total of 72 hours lecture and 18 hours laboratory.

AML-3 - American Sign Language 3 4 units
UC, CSU
Prerequisite: AML-2.
Reviews ASL grammar with special emphasis upon idiomatic constructions. Provides further development of conversational techniques focusing on expressive skills. Expanded study of Deaf culture issues. Total of 72 hours lecture and 18 hours laboratory.

AML-4 - American Sign Language 4 4 units
UC, CSU
Prerequisite: AML-3.
Advanced study of ASL grammar through study of ASL literature. Further development and refinement of ASL skills and fluency. Accentuates aspects of deaf culture and community through spontaneously generated conversations. Emphasis on receptive skills. Semantic comparisons between ASL and spoken English. Total of 72 hours lecture and 18 hours laboratory.

AML-5 - Sign Language for Interpreters 4 units
CSU
Prerequisite: AML-4.
This is an advanced class in American Sign Language Discourse, intended for students currently enrolled in the Interpreter Education Program or for interpreters currently working. Special attention will be given to the linguistics of American Sign Language and to other modes of manual communication, such as Contact Sign, SEE, etc., and their place in the deaf community. Total of 72 hours lecture.

AML-10 - Introduction to Sign Language Interpreting 3 units
CSU
Prerequisite: None.
An introduction to facilitating language between deaf and hearing people. A theoretical course, focusing on the models of interpretation, text analysis and the historical overview of the profession. Total of 54 hours lecture.

AML-11 - Interpreting I 4.5 units
CSU
Prerequisite: AML-10.
Course designed to develop skills necessary for interpreting for the deaf. Emphasis on interpreting and translation skills. Total of 72 hours lecture and 27 hours laboratory observation.

AML-12 - Interpreting II 4.5 units
CSU
Prerequisite: AML-11.
Continues development of interpreting/translating skills. Directed practice in interpreting a variety of communication settings: dialogues, narratives, and lectures with a master interpreter. Total of 72 hours lecture and 27 hours laboratory observation.
AML-13 - Interpreting III 4.5 units
CSU
Prerequisite: AML-12.
Students will be introduced to simultaneous interpreting and provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. Total of 72 hours lecture and 27 hours laboratory observation.

AML-14 - Interpreting IV/Practicum 2 units
CSU
Prerequisite: AML-13.
Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. Total of 108 hours laboratory.

AML-20 - Ethics and Professional Standards of Interpreting 3 units
CSU
Prerequisite: None.
Critical analysis of the Code of Ethics for sign language interpreting and the pragmatic reasons for professional conduct governing this profession. Total of 54 hours lecture.

AML-21 - Fingerspelling (Manual Alphabet) 2.5 units
CSU
Prerequisite: None.
Advisory: Recommended completion of AML-2.
Fingerspelling focuses on hand formations, rhythmic delivery of names, dates, numbers, and information dictating transliteration. Total of 36 hours lecture and 36 hours laboratory.

AML-22 - Cultural and Psychological Aspects of Deafness 3 units
(Same as SOC 22)
CSU
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.

AML-23 - Specialized Interpreting 3 units
CSU
Prerequisite: AML-11 and 13.
Advisory: Concurrent enrollment in AML 12 or 14 recommended.
An introduction to the Sign and English vocabularies associated with specialized areas of interpreting services such as medical, legal, and educational, as well as the accompanying circumstances facing interpreters in these situations. Total of 54 hours lecture.

AML-24 - Creative Signing 2 units
CSU
Prerequisite: AML-2.
Advisory: Concurrent enrollment in AML-3 recommended.
Techniques of facial expression, characterization, body movement, and spatialization as it relates to American Sign Language. Development of expressive sign language skills through the use of poetry, songs, and skits. Total of 36 hours lecture.

AMERICAN INTERPRETER QUALITY ASSURANCE

ANATOMY AND PHYSIOLOGY

AMY-2A - Anatomy and Physiology, I 4 units
UC, CSU (AMY 2A + 2B = CAN BIOL SEQB)
Prerequisite: None.
First of two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. Total of 36 hours lecture and 108 hours laboratory.

AMY-2B - Anatomy and Physiology, II 4 units
UC, CSU (AMY 2A + 2B = CAN BIOL SEQB)
Prerequisite: AMY-2A.
Second of a two course sequence in anatomy & physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive. Total of 36 hours lecture and 108 hours laboratory.

AMY-10 - Survey of Human Anatomy and Physiology 3 units
CSU
Prerequisite: None.
An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. Total of 54 hours lecture. See also biology, botany, and microbiology.

ANTHROPOLOGY

ANT-1 - Physical Anthropology 3 units
UC, CSU (CAN ANTH 2)
Prerequisite: None.
Examination of human biological evolution, physical diversity, and relationship to the animal world, incorporating he study of genetics, fossils, primates, and modern human variation. Total of 54 hours lecture.

ANT-2 - Cultural Anthropology 3 units
UC, CSU (CAN ANTH 4)
Prerequisite: None.
The nature of human culture, with a survey of the range of cultural phenomena of primitive peoples; processes of cultural change; social organization; primitive religions; technology and the impact of western culture on primitive societies. Total of 54 hours lecture.

ANT-3 - Prehistoric Cultures 3 units
UC, CSU
Prerequisite: None.
The development of prehistoric societies from the earliest evidence of human culture to the rise of civilization, using the concepts, methods and data of archaeology. Total of 54 hours lecture.

ANT-4 - Native American Cultures 3 units
UC, CSU
Prerequisite: None.
A survey of Native American cultures of the pre-Columbian period and their persistence into the modern world, incorporating evidence from archaeology, oral history and other sources, with an emphasis on the growth of cultures, social and religious institutions and daily life. Total of 54 hours lecture.
ANT-5 - Native Peoples of Mexico
3 units
UC, CSU
Prerequisite: None.
The indigenous cultures of ancient Mexico, incorporating evidence from archaeology, native and post-conquest written records, and ethnography, emphasizing the history, social and religious institutions and daily life of Aztec, Maya, Olmec and others. Total of 54 hours lecture.

ANT-6 - Introduction to Archaeology
3 units
UC, CSU (CAN ANTH 6)
Prerequisite: None.
Lecture course covering the objectives, methods, history and findings of modern prehistoric archaeology. Course will examine basic concepts, methods of collecting and analyzing archaeological data, major trends in cultural evolution, and how archaeological evidence is used to reconstruct past human societies. Total of 54 hours lecture.

ANT-10 - Forensic Anthropology
3 units
CSU
Prerequisite: None.
Forensic Anthropology is an applied area of anthropology that uses the standard scientific techniques developed in physical anthropology to identify human remains and to assist in the detection of crime. This course provides a basic overview of the field of forensic anthropology and focuses on human osteology, the standard scientific techniques used to make determinations of age, sex, ancestry and stature, recovery techniques and a basic overview of the analytical techniques and procedures used in medico-legal framework. Total of 54 hours lecture.

ANT-20 - Introduction to the Primates
3 units
UC, CSU
Prerequisite: None.
Advisory: ANT-1 or 3 or a recent life science course with lab or a recent high school biology course is recommended.
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.

ANT-21 - Native Peoples of Sub-Saharan Africa:
An Introduction
3 units
UC, CSU
Prerequisite: None.
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.

ARABIC

ARA-1 - Arabic 1
5 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

ARA-2 - Arabic 2
5 units
UC, CSU
Prerequisite: ARA-1A or 1 year high school Arabic.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. ARA-2B is equivalent to the second half of ARA-1. Total of 54 hours lecture and 9 hours laboratory.

ARA-1A - Arabic 1A
2.5 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. ARA-1A is equivalent to the first half of ARA-1. Total of 54 hours lecture and 9 hours laboratory.

ARA-1B - Arabic 1B
2.5 units
UC*, CSU
Prerequisite: ARA-1A or 1 year high school Arabic.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. ARABIC 1B is equivalent to the second half of ARA-1. Total of 54 hours lecture and 9 hours laboratory.

ARA-11 - Culture and Civilization
3 units
UC, CSU
Prerequisite: None.
Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. Total of 54 hours lecture.

ARE-24 - Architectural Drafting
3 units
CSU
Prerequisite: ENE-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 plot plan, foundation plan, floor plan, sections interior and exterior elevations and structural details. Construction and sketching techniques will also be covered. Total of 27 hours lecture and 90 hours laboratory.

ARE-25 - Advanced Architectural Drafting
3 units
CSU
Prerequisite: ARE-24.
This course is designed for advanced study of architectural detailing and construction methods, including the preparation of working drawings. Other topics include the development of construction documents, study of the Uniform Building Code and practice from site selection to completion. A completed portfolio is a requirement of the course. Total of 27 hours lecture and 90 hours laboratory.
ART-26 - Architectural Rendering 3 units
CSU
Prerequisite: None.
This course provides study of pictorial drawing techniques necessary to produce architectural presentations. Finished renderings will include work in felt pen, pen and ink, various pencils, pastels, watercolor and other media variations. A completed portfolio is a requirement of the course. Total of 27 hours lecture and 90 hours laboratory.

ART-36 - History of Architecture 3 units
(Same as ENE-36)
UC, CSU
Prerequisite: None.
The general purpose of this course is to examine the constructive impulses of both distant and recent cultures. Buildings from antiquity to the present day will be studied, analyzed and interpreted in terms of their religious, social and political context. Particular emphasis will be placed on the process and sources of design, the purposes and types of buildings and the source and meaning of beauty. Total of 54 hours lecture.

ART-37 – Architectural Design I 3 units
CSU
Prerequisite: ARE-24.
This course is an introduction into the use of determining factors, which revolve around the design of mankind’s physical and visual environment. Emphasis is placed on two- and three-dimensional representation dealing with design composition, spatial relationships and the use of various media for graphic communication. Total of 27 hours lecture and 90 hours laboratory.

ART-96 - Computer-Aided/Drafting Lab Practicum .5 unit
(Same as ENE-96)
Prerequisite: None.
Corequisite: Concurrent enrollment in ARE-24, 25 or 26
Additional CAD and Drafting Lab access (beyond the hours required for the above corequisite courses) for students who feel they will benefit from further instruction. Total of 27 hours laboratory required for credit. May be repeated five times. (Non-degree credit course. CR/NC only.)

ART

ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval 3 units
UC, CSU (CAN ART-2) ART 1 + 2= (CAN ART SEQ A)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. Total of 54 hours lecture.

ART-2 - History of Western Art: Renaissance through Contemporary 3 units
UC, CSU (CAN ART-4) ART 1 + 2= (CAN ART SEQ A)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Total of 54 hours lecture.

ART-3 - Art for Teachers 3 units
CSU
Prerequisite: None.
Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. Total of 36 hours lecture and 54 hours laboratory.

ART-5 - History of Non-Western Art 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A and college level reading recommended.
An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceana, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. Total of 54 hours lecture.

ART-6 - Art Appreciation 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
An introductory course for the non-art major. The creative process and the diversity of style, technique and media evident in various art forms throughout history and culture. Total of 54 hours lecture.

ART-7 - Women Artists in History 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Survey of the contributions of women artists from the ancient era through the present. Total of 54 hours lecture.

ART-8 - Mexican Art History 3 units
UC, CSU
Prerequisite: None.
Survey of architecture, sculpture, painting, and minor arts of Mexico. From pre-Columbian and Colonial, through contemporary art. Total of 54 hours lecture.

ART-9 - African Art History 3 units
CSU, UC
Prerequisite: None.
A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics and textiles, will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. Total of 54 hours lecture.

ART-10 - Modern and Contemporary Art History 3 units
UC, CSU
Prerequisite: None.
A survey of the development and history of modern art with emphasis on its major movements, leading artists and contemporary trends. Painting, sculpture and architecture will be discussed in terms of their historical, social and political context. Beginning with mid 19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. Total of 54 hours lecture.
ART-11 - Gallery and Exhibition Design 3 units
CSU
Prerequisite: None.
Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students are expected to pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-12 - Asian Art History 3 units
CSU, UC
Prerequisite: None.
A survey of the history of Asian art (China, Japan, Korea and India) from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting and minor arts. Total of 54 hours lecture.

ART-15 - Beginning Ceramics 3 units
UC*, CSU (CAN ART-6)
Prerequisite: None.
An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-15A - Beginning Ceramics, Part 1 1.5 units
UC*, CSU
Prerequisite: None.
An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. Beginning Ceramics 15A is equivalent to the first half of ART-15. Total of 18 hours lecture and 36 hours laboratory.

ART-15B - Beginning Ceramics, Part 2 1.5 units
UC*, CSU
Prerequisite: ART-15A.
An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. Beginning Ceramics 15B is equivalent to the second half of ART-15. Total of 18 hours lecture and 36 hours laboratory.

ART-16 - Intermediate Ceramics 3 units
UC, CSU
Prerequisite: ART-15.
An expansion and refinement of the skills learned and explored in Beginning Ceramics. Projects of greater scope, challenge and complexity will encourage personal artistic development and creativity. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-17 - Beginning Drawing 3 units
UC, CSU (CAN ART-8) Formerly ART-4A
Prerequisite: None.
An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-18 - Intermediate Drawing 3 units
UC, CSU Formerly ART-5A
Prerequisite: ART-17 (or 4A) or 22.
Continued study of the skills acquired in Beginning Drawing, with an emphasis on color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-20 - Beginning Sculpture 3 units
UC, CSU (CAN ART-12)
Prerequisite: None.
An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-21 - Intermediate Sculpture 3 units
UC, CSU
Prerequisite: ART-20.
An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-22 - Basic Design 3 units
UC, CSU
Prerequisite: None.
An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-23 - Design and Color 3 units
UC, CSU (CAN ART-16)
Prerequisite: ART-22 or 17.
A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-24 - Three Dimensional Design 3 units
UC, CSU
Prerequisite: None.
An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.
ART-25 - Watercolor Painting 3 units
UC, CSU
Prerequisite: ART-17 (or 4A) or 22.
Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-26 - Beginning Painting 3 units
UC, CSU Formerly ART-4B
Prerequisite: ART-17 (or 4A) or 22
An introduction to the fundamentals of painting (oil or acrylic); various techniques and the application of color theory. An exploration of the media, the development of visual perception and compositional and creative skills. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-27 - Intermediate Painting 3 units
UC, CSU Formerly ART-5B
Prerequisite: ART-26 or 23.
Continued study of painting (oil or acrylic); various techniques and the application of color theory. Development of visual perception, and compositional and creative skills. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-28 - Studio Painting 3 units
Prerequisite: ART-26 (4B) or ART-27 (5B).
Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. This course may be taken a total of four times. Total of 36 hours lecture and 72 hours laboratory.

ART-30 - Printmaking 3 units
UC, CSU (CAN ART-20)
Prerequisite: None.
Advisory: ART-22 and 17 (or 4A) are highly recommended.
Introduction to the design and creation of original prints using a variety of printmaking techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-34 - Studio Three Dimensional Design 3 units
Prerequisite: ART-24.
Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. This course may be taken a total of four times. Total of 36 hours lecture and 72 hours laboratory.

ART-35 - Illustration 3 units
CSU
Prerequisite: None.
Advisory: ART-17 (or 4A), 22 or 39 recommended.
Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-36 - Computer Art 3 units
CSU, UC
Prerequisite: None.
Advisory: ART-22, 17 (or 4A) and computer experience recommended.
Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. May be taken a total of two times. Total of 36 hours lecture and 72 hours laboratory.

ART-38 - Studio Illustration 3 units
Prerequisite: ART-35.
Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. This course may be taken a total of four times. Total of 36 hours lecture and 72 hours laboratory.

ART-39 - Advertising Layout 3 units
CSU
Prerequisite: None.
Advisory: ART-35, 22, or 17 (or 4A) recommended.
Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-40 - Figure Drawing 3 units
UC, CSU (CAN ART-24)
Prerequisite: ART-17 (or 4A) or 22.
Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. This course may be taken four times.

ART-41 - Figure Painting 3 units
UC, CSU
Prerequisite: ART-17 (or 4A), 26 (or 4B), or 40.
Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. This course may be taken four times.
ART-42 - Studio Figure Drawing  
3 units  
Prerequisite: ART-40.  
Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. This course may be taken a total of four times. Total of 36 hours lecture and 72 hours laboratory.

ART-43 - Studio Figure Painting  
3 units  
Prerequisite: ART-41.  
Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. This course may be taken a total of four times. Total of 36 hours lecture and 72 hours laboratory.

ART-44 - Animation  
3 units  
Prerequisite: ART-17 (4A).  
Advisory: Strongly recommended: ART-22 and ART-40  
Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, background painting, character design, and theme development will be introduced. Students pay for their own materials. This course may be taken a total of three times. Total of 36 hours lecture and 72 hours laboratory.

ART-45 - Studio Watercolor Painting  
3 units  
Prerequisite: ART-25.  
Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. This course may be taken a total of four times. Total of 36 hours lecture and 72 hours laboratory.

ART-46 - Studio Sculpture  
3 units  
Prerequisite: ART-21.  
Continued studio work in sculpture with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. May be taken a total of four times.

ART-47 - Studio Ceramics  
3 units  
Prerequisite: ART-16.  
Continued studio work in ceramics with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. May be taken a total of four times.

ART-48 - Studio Drawing  
3 units  
Prerequisite: ART-17 (4A) or ART-18 (5A).  
Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. This course may be taken a total of four times. Total of 36 hours lecture and 72 hours laboratory.

ART-49 - Studio Printmaking  
3 units  
Prerequisite: Art-30  
Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students are expected to pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. May be taken a total of four times.

ART-50 - Advanced Practicum in Art (Drawing, Painting, Design and Printmaking Studios)  
.5 unit  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any one of the following: ART-15, 16, 20, 21, 46 or 47.  
Self directed skill development in the ceramic and sculpture studio which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. This course may be taken a total of four times. Total of 27 hours laboratory required for credit. (Non-degree credit course. CR/NC only.)

ART-51 - Practicum in Art (Ceramic and Sculpture)  
.5 unit  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any one of the following: ART-15, 16, 20, 21, 46 or 47.  
Self directed skill development in the ceramic and sculpture studio which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. Total of 27 hours laboratory required for credit. This course may be taken four times. (Non-degree credit course. CR/NC only.)

ART-52 - Practicum in Art (Drawing, Painting, Design and Printmaking Studios)  
.5 unit  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any one of the following: ART-15, 16, 20, 21, 46 or 47.  
Self directed skill development in the ceramic and sculpture studio which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. Total of 27 hours laboratory required for credit. This course may be taken four times. (Non-degree credit course. CR/NC only.)
ART-99 - Advanced Practicum in Sculpture .5 units  
Prerequisite: None. 
Corequisite: Concurrent enrollment in any of the following: Art 15, 16, 20, 21, 46 or 47. 
Further self-directed skill development in the sculpture studio to allow access to students who require studio hours past those which the ceramics course allows. This course may be taken a total of four times. Total of 27 hours laboratory. (Non-degree credit course. CR/NC only.)

ART-211-244 - Art Work Experience 1-2-3-4 units  
Prerequisite: None. 
Limitations on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. 
This 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.

ASTRONOMY

AST-1A - 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, nebulae, and galaxies. Principles and methods of astronomical investigation are emphasized. Total of 54 hours lecture.

AST-1B - Introduction to the Stars 3 units  
UC, CSU 
Prerequisite: AST-1A. 
A descriptive course in the astronomy of the sun, stars, star clusters, and galaxies. Total of 54 hours lecture.

AUTOMOTIVE BODY TECHNOLOGY

AUB-1 - Survey of Automotive Body Technology 4 units  
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.

AUB-50 - Introduction to Automotive Body Technology 4 units  
Prerequisite: None. 
Designed for students planning on employment in this field, introduction to the principles of automotive body repair and painting. To provide knowledge of safety, tools and materials necessary for repair, aligning, removing and repairing body parts. Total of 36 hours lecture and 108 hours laboratory.

AUB-51 - Intermediate Automotive Body Technology 4 units  
Prerequisite: None. 
Corequisite: AUB-50 or 52. 
Designed to assist the student in further developing basic skills and to provide the opportunity for additional laboratory work. Introduction to specialized tools, materials and processes, including writing and estimating jobs. Total of 36 hours lecture and 108 hours laboratory.

AUB-52 - Automotive Body Refinishing 4 units  
Prerequisite: None. 
Theory and practice in the art of automotive refinishing with emphasis on paint preparation, spot painting, complete finishing, and special problems. Total of 36 hours lecture and 108 hours laboratory.

AUB-53 - Automotive Body Special Projects 4 units  
Prerequisite: None. 
Corequisite: Concurrent or previous enrollment in an automotive body class. 
A special projects class for students who need indepth experiences in a particular discipline. No more than 8 units may be earned toward graduation through special projects activities. Subsequent enrollment in an additional semester 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. May be repeated once.

AUB-54 - Advanced Automotive Body and Frame 4 units  
Prerequisite: None. 
Corequisite: AUB-50 or 52. 
Theory and practice for the advanced student with emphasis on repairing major damage, frames, and shop management. Total of 36 hours lecture and 108 hours laboratory.

AUB-55 - Auto Body Service and Repair 2 units  
Prerequisite: None. 
Corequisite: Concurrent or previous enrollment in an automotive body class. 
Principles of service and repair procedures relating to an automotive body maintenance program with emphasis being placed upon laboratory experience. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory. May be repeated three times.

AUB-59 - Auto Body Service and Repair 2 units  
Prerequisite: None. 
Corequisite: Concurrent or previous enrollment in an automotive body class. 
Principles of service and repair procedures relating to an automotive body maintenance program with emphasis being placed upon laboratory experience. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory. May be repeated three times.

AUB-60 - Automotive Trim and Upholstery, I 4 units  
Prerequisite: None. 
This course is designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. Total of 36 hours lecture and 108 hours laboratory.

AUB-61 - Automotive Trim and Upholstery, II 4 units  
Prerequisite: AUB-60. 
This course is designed to supplement the Automotive Body Technology program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. Total of 36 hours lecture and 108 hours laboratory.
AUB-70 - Automotive Cooperative Training Entry 7 units
Prerequisite: None.
Limitation on enrollment: Successful application to the ABCT program and sponsorship by an automotive body repair shop.

Designed as the first course in a series to prepare the student for employment as an auto body technician. Instruction in this course and others of the series is based on Inter Industry Conference on Automotive Collision Repair training curriculum. Students will learn safety procedures, tools, metal straightening and shrinking, parts replacement and alignment, body filler uses and the application of trim and hardware. Total of 72 hours lecture and 162 hours laboratory.

AUB-71 - Automotive Cooperative Training Intermediate 7 units
Prerequisite: AUB-70.
Limitation on enrollment: Sponsorship by an automotive body repair shop.

This course presents the fundamentals and skills necessary to replace parts through cutting, MIG welding, plastic welding and adhesive bonding. Sheet metal, plastic and glass parts are included. Special emphasis will be placed on the removal, alignment, structural integrity and corrosion protection of replacement parts. Total of 72 hours lecture and 162 hours laboratory.

AUB-72 - Automotive Cooperative Training Refinishing 4 units
Prerequisite: AUB-71.
Limitation on enrollment: Sponsorship by an automotive body repair shop.

This course presents the ADVANCE-TECH theories and practices of automotive refinishing. Emphasis is placed on paint preparation, tinting, application, blending, defects, safety and environmental practices. Total of 36 hours lecture and 108 hours laboratory.

AUB-73 - Automotive Cooperative Training Advanced 7 units
Prerequisite: AUB-72.

This advanced course presents the fundamentals and skills necessary for collision estimating and repair of heavily damaged vehicles. Special emphasis is placed on measuring, gauging and structural integrity of the vehicle. Frame straightening and body pulling is included. Total of 72 hours lecture and 162 hours laboratory.

AUB-74 - Automotive Cooperative Training Mechanical 7 units
Prerequisite: AUB-73.

This course presents the fundamentals and practices of repairing collision damaged automotive mechanical and electrical systems. Instruction covers steering, suspension, electrical, cooling, brake, restraint, fuel and exhaust systems. Total of 72 hours lecture ad 162 hours laboratory.

AUB-211-244 - Automotive Body Work Experience CSU*
Prerequisite: None
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student’s on-the-job training with their 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. A total of 18 hours lecture is required for section A and may be required in sections B, C and D. Students are required to complete 60 hours of volunteer work or 75 hours of paid service per unit, per semester.

AUT-30 - Ford Minor Services and Pre-Delivery 3 units
Prerequisite: None.
Advisory: Sponsorship by a Ford or Lincoln/ Mercury dealership, or Ford approved repair facility is recommended.

Limitation on enrollment: Successful application to ASSET program is required.

This course serves as an introduction to the Fort ASSET program. Students will learn about Ford Customer Service Division (FCSD), Technical Support Operations (TSO), Ford and Lincoln/Mercury dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, and Wind noise and water leaks. Total of 45 hours lecture and 27 hours laboratory.

AUT-31A - Ford Fuel Management I 8.5 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.

Limitation on enrollment: Sponsorship by a Ford or Lincoln/ Mercury dealership, or Ford approved repair facility is recommended.

This course presents the operating fundamentals of late-model Ford ignition and electronic engine control systems. Replacement of selected ignition system and electronic control system components will be performed. Operation and service of EEC-controlled fuel system components are included. Emphasis will be placed on using specialized test equipment for the diagnosis of drivability problems. Total of 153 hours lecture.

AUT-31B - Ford Fuel Management II 2.5 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.

Limitation on enrollment: Sponsorship by a Ford or Lincoln/ Mercury dealership, or Ford approved repair facility is recommended.

This course presents the fundamentals of Ford fuel and emission system operation and repair. Focus is on the diagnosis and troubleshooting of fuel and emission system using specialized test equipment. Total of 135 hours laboratory.

AUT-32 - Ford Gasoline and Diesel Engine Concepts and Repair 7 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.

Limitation on enrollment: Sponsorship by a Ford or Lincoln/ Mercury dealership, or Ford approved repair facility.

This course presents the fundamentals of Ford gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected Ford gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using Ford test equipment and methods. Total of 99 hours lecture and 81 hours laboratory.
AUT-33 - Ford Alignment, Steering and Suspension  4 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.
Limitation on enrollment: Sponsorship by a Ford or Lincoln/Mercury dealership, or Ford approved repair facility.
This course presents the fundamentals of Ford car and light truck steering and suspension system operation and repair. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford approved test equipment. Total of 54 hours lecture and 54 hours laboratory.

AUT-34A - Ford Electrical Systems  2.5 units
Prerequisite: None.
Corequisite: AUT-30 is required.
Limitation on enrollment: Sponsorship by a Ford or Lincoln/Mercury dealership, or Ford approved repair facility is recommended.
This course presents the fundamentals of Ford electrical system operation. The service of Ford starters, alternators, lighting systems and electrical accessories will be introduced. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using electrical test equipment. Total of 36 hours lecture and 27 hours laboratory.

AUT-34B - Ford Advanced Automotive Electronics  3.5 units
Prerequisite: AUT-30, AUT-34A.
Limitation on enrollment: Sponsorship by a Ford or Lincoln/Mercury dealership, or Ford approved repair facility.
This course examines in-depth, the operation of automotive computer control systems, emphasizing the operation of the microprocessor. Data converters, input/output conditioners, busses, drivers, multiplexers and logic gates are covered with computer system simulators and circuit breadboards. Binary code conversions and memory module operation are also included. Laboratory oscilloscopes and digital meters will be used throughout the course. The emphasis of the course is to relate this information in a relative way to the computer systems found on Ford and Lincoln/Mercury vehicle of today, to aid the student in the diagnosis and repair of today’s computer laden vehicles. Total of 45 hours lecture and 54 hours laboratory.

AUT-35 - Ford Heating and Air Conditioning  4 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.
Limitation on enrollment: Sponsorship by a Ford or Lincoln/Mercury dealership, or Ford approved repair facility.
This course presents Ford climate control system operation and repair; both base and electronic controls systems. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford approved test equipment. Total of 54 hours lecture and 54 hours laboratory.

AUT-36 - Ford Manual Transmissions and Drivetrains  6 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.
Limitation on enrollment: Sponsorship by a Ford or Lincoln/Mercury dealership, or Ford approved repair facility.
This course presents the fundamentals of Ford manual transmission, transaxle, transfer case and driveline operation and repair. The overhaul of selected Ford manual transmissions/transaxles, transfer cases, clutches, all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission/transaxle, transfer case and drive train systems is included. Total of 81 hours lecture and 81 hours laboratory.

AUT-37 - Ford Automatic Transmissions and Transaxles  6 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.
Limitation on enrollment: Sponsorship by a Ford or Lincoln/Mercury dealership, or Ford approved repair facility.
This course presents the operating principles of current production Ford automatic transmissions and transaxles. The overhaul of selected Ford automatic transmissions will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. Total of 72 hours lecture and 108 hours laboratory.

AUT-38 - Ford Automotive Brakes  3.5 units
Prerequisite: AUT-30, AUT-34A, AUT-34B.
Limitation on enrollment: Sponsorship by a Ford or Lincoln/Mercury dealership, or Ford approved repair facility.
This course presents the fundamentals of Ford brake system (hydraulic and electronic, with and without antilock) operation and repair. Brake system overhaul and machining operations will also be covered. Emphasis will be placed on diagnosis of brake system concerns using Ford’s test method and equipment. Total of 45 hours lecture and 54 hours laboratory.

AUT-39 - Ford Advanced Electronics MLR  3.5 units
Prerequisite: AUT-34.
This course examines in-depth, the operation of automotive computer control systems, emphasizing the operation of the microprocessor. Data converters, input/output conditioners, busses, drivers, multiplexers, and logic gates are covered with computer system simulators and circuit breadboards. Binary code conversions and memory module operation are also included. Laboratory oscilloscopes and digital meters will be used throughout the course. The emphasis of the course is to relate this information in a relative way to the computer systems found on Ford and Lincoln/Mercury vehicles of today to aid the student in the diagnosis and repair of today’s computer laden vehicles. This course may be taken a total of two times. Total of 45 hours lecture and 54 hours laboratory.

AUT-40 - Ford Electrical Systems MLR  3.5 units
Prerequisite: None.
This course presents the fundamentals of Ford electrical system operation. The service of Ford starters, alternators, lighting systems, and electrical accessories will be introduced. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using Ford methods and tools. This course may be taken a total of two times. Total of 45 hours lecture and 54 hours laboratory.

AUT-41 - Ford Advanced Electronics MLR  3.5 units
Prerequisite: AUT-40.
This course examines in-depth, the operation of automotive computer controls systems, emphasizing the operation of the microprocessor. Data converters, input/output conditioners, busses, drivers, multiplexers, and logic gates are covered with computer system simulators and circuit breadboards. Binary code conversions and memory module operation are also included. Laboratory oscilloscopes and digital meters will be used throughout the course. The emphasis of the course is to relate this information in a relative way to the computer systems found on Ford and Lincoln/Mercury vehicles of today to aid the student in the diagnosis and repair of today’s computer laden vehicles. This course may be taken a total of two times. Total of 45 hours lecture and 54 hours laboratory.

AUT-42 - Ford Heating and Air Conditioning MLR  4 units
Prerequisite: AUT-41.
This course presents Ford climate control system operation and repair, both base and electronic controls systems. Compressor service and refrigerant recovery and recycling is included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved test equipment. This course may be taken a total of two times. Total of 54 hours lecture and 54 hours laboratory.
AUT-44 - Ford Alignment, Steering and Suspension MLR  4 units
Prerequisite: AUT-41.
This course presents the fundamentals of Ford car and light truck suspension and steering system operation and repair, including basic and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. This course may be taken a total of two times. Total of 54 hours lecture and 54 hours laboratory.

AUT-50 - Automotive Principles  4 units
CSU
Prerequisite: None.
General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis being placed upon component identification, basic functions, minor maintenance and service. Total of 72 hours lecture.

AUT-51A - Internal Combustion Engines  4 units
Rebuilding, Gas and Diesel (Upper End)
Prerequisite: AUT-50.
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of upper end engine components for both gas and diesel engines. Total of 45 hours lecture and 81 hours laboratory.

AUT-51B - Internal Combustion Engines  4 units
Rebuilding, Gas and Diesel (Lower End)
Prerequisite: AUT-50.
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of lower end engine components for both gas and diesel engines. Total of 45 hours lecture and 81 hours laboratory.

AUT-52A - Automotive Tune-up and Electrical Systems  4 units
Prerequisite: AUT-50.
Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition, and electrical systems. Total of 45 hours lecture and 81 hours laboratory.

AUT-52B - Automotive Tune-up and Emission Controls  4 units
Prerequisite: AUT-52A AND AUT-54 OR ASE passing tests in Automotive Electrical Systems and Engine Performance or one year full time paid professional experience in the automotive engine performance tune-up area.
Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. Total of 45 hours lecture and 81 hours laboratory.

AUT-53A - Automotive Chassis and Alignment  4 units
Prerequisite: AUT-50 or AUB-50.
Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Total of 45 hours lecture and 81 hours laboratory.

AUT-53B - Automotive Brakes  4 units
Prerequisite: AUT-50.
Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Total of 45 hours lecture and 81 hours laboratory.

AUT-54 - Automotive Electrical Systems  3 units
Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.
Theory and principles of electrical controlled systems. This course will include wiring diagrams reading, component location and multi-meter operation. Heavy emphasis will be placed on troubleshooting electrical component failure and repair. Total of 36 hours lecture and 54 hours laboratory.

AUT-55A - Automotive Automatic Transmission/Transaxles  4 units
Prerequisite: AUT-50.
Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and testing. Total of 45 hours lecture and 81 hours laboratory.

AUT-55B - Automotive Manual Drivetrain Systems  4 units
Prerequisite: AUT-50.
Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. Total of 45 hours lecture and 81 hours laboratory.

AUT-56 - Automotive Computer Controls  3 units
Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.
Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. Total of 36 hours lecture and 54 hours laboratory.

AUT-57 - Automotive Heating and Air Conditioning  4 units
Prerequisite: AUT-50.
Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. Total of 45 hours lecture and 81 hours laboratory.

AUT-58 - Automotive Diesel Mechanics  4 units
Prerequisite: AUT-50.
This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. Total of 45 hours lecture and 81 hours laboratory.
AUT-59ABCD - Automotive Service 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in automotive technology program.
Principles of service procedures relating to an automotive maintenance program with emphasis being placed upon a laboratory experience to include a minimum of 54 hours per semester and a maximum of 216 hours per semester.

AUT-61 - Introduction to Toyota Service 3 units
Prerequisite: None.
Limitation on enrollment: Admission into the Program.
Operational theory, principles and service procedures relating to an introduction to Toyota maintenance with emphasis being placed upon component identification, basic functions and service. Student will be trained in new model vehicle features and pre-delivery inspections. Total of 36 hours lecture and 54 hours laboratory.

AUT-62 - Toyota Fuel Systems I 3 units
Prerequisite: AUT-61.
The theory and principles of Toyota tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition and engine electrical systems. Total of 36 hours lecture and 54 hours laboratory.

AUT-63 - Toyota Electrical Systems Mastery 3 units
Prerequisite: AUT-61.
Engine electrical, chassis electrical, electronics systems and accessory diagnosis. Use of wiring diagrams, service equipment and testing instruments. Diagnosis of solid state electronics will be included. Emphasis placed upon problem diagnosis, inspection and wiring repairs. Total of 36 hours lecture and 54 hours laboratory.

AUT-64 - Toyota Brakes and Suspension 3 units
Prerequisite: AUT-61.
Theory and principles of Toyota braking and suspension system components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Use of special equipment and repair of anti-lock brake systems is included. Total of 36 hours lecture and 54 hours laboratory.

AUT-65A - Toyota Manual Transmissions and Transaxles 2 units
Prerequisite: AUT-61.
Theory and principles of operation of Toyota manual transmissions/transaxles, transfer cases and clutch systems. Emphasis placed upon problem diagnosis, disassembly, measurements and repairs. Total of 18 hours lecture and 54 hours laboratory.

AUT-65B - Toyota Automatic Transmissions and Transaxles 2 units
Prerequisite: AUT-61.
Theory and principles of operation of Toyota automatic transmissions/transaxles. Emphasis placed upon problem diagnosis, disassembly, measurements and repairs. Total of 18 hours lecture and 54 hours laboratory.

AUT-66 - Toyota Climate Control Systems 3 units
Prerequisite: AUT-61.
Theory and principles of Toyota heating and air conditioning systems. Overview of system components, system operation and diagnosis of automatic temperature control systems. System disassembly, measurements and repair are emphasized. Total of 36 hours lecture and 54 hours laboratory.

AUT-67 - Toyota Fuel Systems II 3 units
Prerequisite: AUT-62 and AUT-63.
Basic theory, system construction and operation of Toyota Electronic Fuel Injection and Electronic Computer Control systems. Major emphasis placed upon Computer Command theory, operation and construction. Diagnosis of related components, service adjustments and use of special service tools included. Total of 36 hours lecture and 54 hours laboratory.

AUT-68 - Toyota Brakes and E-Brakes 1.5 units
Prerequisite: AUT-61.
Theory and principles of Toyota anti-lock brake systems and components. Emphasis placed upon problem diagnosis, disassembly, measurements and repairs. Total of 18 hours lecture and 54 hours laboratory.

AUT-69 - Toyota Transmission Control Systems 1.5 units
Prerequisite: AUT-61.
Theory and principles of Toyota electronic control systems. Emphasis placed upon problem diagnosis, disassembly, measurements and repairs. Total of 18 hours lecture and 54 hours laboratory.

AUT-80 - General Motors Minor Services and Pre-Delivery 3 units
Prerequisite: None.
This course serves as an important introduction to the GM (ASEP) Automotive Service Educational Program. Students will learn about GM Customer Service, Technical Assistance Network, General Motors dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, GM diagnostic and service information. Application to the ASEP program is required and sponsorship by a General Motors dealership or General Motors approved repair facility is required. Total of 45 hours lecture and 27 hours laboratory.

AUT-81 - General Motors Electrical Systems 2.5 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the fundamentals of General Motor’s electrical system operation. The service of GM starters, alternators, lighting systems and electrical accessories will be introduced. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using GM methods and tools. Sponsorship by a GM dealership required. Total of 36 hours lecture and 27 hours laboratory.

AUT-82 - General Motors Advanced Automotive Electronics 3.5 units
Prerequisite: AUT-81.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course examines in-depth, the operation of automotive computer control systems, emphasizing the operation of the microprocessor. The emphasis of the course is to relate this information in a relative way to the computer systems found on General Motors vehicles of today, to aid the student in diagnosis and repair of today’s computer controlled vehicles. Laboratory oscilloscopes and digital meters will be used throughout the course. Sponsorship by a GM dealership required. Total of 45 hours lecture and 54 hours laboratory.
AUT-83 - General Motors Fuel Management I  6 units
Prerequisite: AUT-82.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the operation, diagnosis and analysis of GM ignition, exhaust, emission, fuel and air systems as well as the advanced drivability diagnosis of GM electronic engine control systems. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling systems. This course may be taken a total of two times. Total of 18 hours lecture.

AUT-84 - General Motors Fuel Management II  2.5 units
Prerequisite: AUT-83.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the operation, diagnosis and analysis of GM's ignition, exhaust, emission, fuel and air systems as well as the advanced drivability diagnosis of the GM electronic engine control systems. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling systems using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. Total of 99 hours laboratory.

AUT-85 - General Motors Gasoline and Diesel Engine Concepts and Repair  7 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the fundamentals of General Motor's gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motor's gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. Total of 99 hours lecture and 81 hours laboratory.

AUT-86 - General Motors Alignment, Steering and Suspension  4 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the fundamentals of GM car and light truck suspension and steering system operation and repair; both base and electronically controlled systems will be covered. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using GM testing methods and equipment. Sponsorship by a GM dealership required. Total of 54 hours lecture and 54 hours laboratory.

AUT-87 - General Motors Heating and Air Conditioning (HVAC) Systems  4 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. Total of 54 hours lecture and 54 hours laboratory.

AUT-88 - General Motors Manual Transmissions and Drive Trains  6 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the fundamentals of GM manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, and differentials will be introduced. Students will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The inspection and certification process for compressed natural gas fuel tanks will be covered. This course may be taken a total of two times. Total of 18 hours lecture and 27 hours laboratory.

AUT-89 - General Motors Automatic Transmissions and Transaxles  6 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the fundamentals of GM automatic transmissions and transaxles. The disassembly, inspection, measurement and reassembly of selected GM automatic transmissions and transaxles will be performed. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Student will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, and differentials will be introduced. Sponsorship by a GM dealership required. Total of 72 hours lecture and 108 hours laboratory.

AUT-90 - General Motors Automotive Brakes  3.5 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the principles of GM brake system (hydraulic and electronic, with and without antilock) operation and repair. Brakes will be taught the proper method to maintain, diagnose and repair dedicated and bi-fuel compressed natural gas vehicles. Safe work practices during maintenance, diagnosis and repair of compressed natural gas vehicles will also be covered. Emphasis will be placed on the diagnosis of brake system concerns using GM's test method and equipment. Sponsorship by a GM dealership required. Total of 45 hours lecture and 54 hours laboratory.

AUT-91– Introduction to Alternative Fuels  1 unit
Prerequisite: None. AUT-50 recommended.
This course serves as an introduction to the alternative fuels program. Students will learn about a variety of alternative fuels, the infrastructure supporting these fuels, pros and cons associated with alternative fuels, and safety when working with or around them. Example of fuels discussed include: compressed natural gas, electric, fuel ethanol, fuel methanol, hydrogen, liquefied natural gas, liquefied petroleum gas, and nuclear energy. This course may be taken a total of two times. Total of 18 hours lecture.

AUT-92 – Compressed Natural Gas Fuel Systems  1.5 unit
Prerequisite: AUT-91.
This course covers compressed natural gas as a vehicular fuel. Students will be taught the proper method to maintain, diagnose and repair dedicated and bi-fuel compressed natural gas vehicles. Safe work practices during maintenance, diagnosis and repair of compressed natural gas vehicles will also be covered. Students will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The inspection and certification process for compressed natural gas fuel tanks will be covered. This course may be taken a total of two times. Total of 18 hours lecture and 27 hours laboratory.
BIOLOGY

BIO-1 - General Biology 4 units
UC*, CSU (CAN BIO 14)
Prerequisite: None.
This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with an emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Total of 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates 5 units
UC, CSU (CAN BIO 4)
BIO 11 + 2A + 2B + 5 = (CAN BIOL SEQA)
Prerequisite: None.
Advisory: 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, preveterinarian, premedical, predental, and naturalist. Total of 54 hours lecture and 108 hours laboratory.

BIO-2B - General Zoology II, Vertebrates 5 units
UC, CSU (CAN BIO 4)
BIO 11 + 2A + 2B + 5 = (CAN BIOL SEQA)
Prerequisite: None.
Advisory: BIO-1, 2A, 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, premedical, predental, preveterinarian, prepharmacy, physical therapy, dental hygienist and naturalist. Total of 54 hours lecture and 108 hours laboratory.

BIO-3 - Field Botany 4 units
UC, CSU
Prerequisite: None.
Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. Total of 54 hours lecture and 54 hours laboratory.

BIO-4 - 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 gardening, growing house plants, propagation, soils, composting, irrigation, fertilization, pruning, pests, disease and plant selection. Total of 54 hours lecture.

BIO-5 - General Botany 4 units
UC, CSU (CAN BIOL 6)
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.

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

BIO-8 - Principles of Ecology 4 units
UC*, CSU
Prerequisite: None.
Ecology is the study of interactions between organisms and their environment. Basic principles include evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and in addition, the major biomes found on Earth. Discussion on human impacts on the environment will also be included. Total of 54 hours lecture and 54 hours laboratory.

BIO-9 - Introduction to the Natural History of Southern California 3 units
UC*, CSU
Prerequisite: None.
This course offers an introduction to the environmental conditions and the indicator flora and fauna species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. Total of 36 hours lecture and 54 hours laboratory.

BIO-10 - Principles of Life Science 3 units
UC*, CSU
Prerequisite: None.
For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1. Total of 54 hours lecture.
BIO-11 - Introduction to Molecular and Cellular Biology (Majors)  5 units
UC*, CSU (CAN BIOL 2)
Prerequisite: BIO-1.
Advisory: High school chemistry and algebra or equivalent recommended.
An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, and genetics. Course material includes introduction, principles of biochemistry, cells, genetics, and diversity. Total of 72 hours lecture and 54 hours laboratory.

BIO-12 - Introduction to Organismal and Population Biology (Majors)  5 units
UC*, CSU
Prerequisite: BIO-1.
Advisory: High school chemistry and algebra or equivalent recommended.
An intensive course designed for all Life Science majors to prepare the students for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory including population genetics. Some field trips are required. Total of 72 hours lecture and 54 hours laboratory.

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

BIO-34 - Human Genetics  3 units
UC, CSU
Prerequisite: None.
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.

BIO-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.

BIO-40 - Interactive Video Biology Supplement  0.5 unit
Prerequisite: None.
Advisory: Concurrent enrollment in either BIO-1 or 10 recommended.
This course is designed to have students use the interactive system for various problems and testing in General Biology. Students will be provided with the opportunity to learn biology and improve their skills in using the computer and the laser disk. Total of 27 hours laboratory.

BIO-96 – Practicum in the Life Sciences  .5 unit
Prerequisite: None.
Limitation on enrollment: Concurrent enrollment in any life science course with lab.
This course is a supplemental course within the life sciences, with the objective of providing faculty-directed instruction in a laboratory environment. May be taken a total of four times. Total of 27 hours laboratory required for credit. (Non-degree credit course. CR/NC only.)

BIO-97 – Practicum in Life Sciences  1 unit
Prerequisite: None.
Limitation on enrollment: Concurrent enrollment in any life science course with lab.
This course is a supplemental course within the life sciences, with the objective of providing faculty-directed instruction in a laboratory environment. May be taken a total of four times. Total of 54 hours laboratory required for credit. (Non-degree credit course. CR/NC only.)

BIOTECHNOLOGY

BIT-1 - Introduction to Biotechnology  1 unit
CSU
Prerequisite: None.
Lecture course to introduce students to career options and general work skills in biotechnology. General work skills include record keeping, business ethics and safety. Total of 18 hours lecture.

BIT-2 – Basic Laboratory Skills: Solution Preparation  1 unit
CSU
Prerequisite: CHE-24.
Laboratory course developing solution preparation skills including molarity and percent calculations, reagent/media preparation, care and use of volumetric glassware, pipetting, pH adjustment and serial dilution. This course may be taken a total of two times. Total of 54 hours laboratory.

BIT-3 – Basic Laboratory Skills: Titration  1 unit
CSU
Prerequisite: CHE-2A.
Advisory: BIT-2 recommended.
Laboratory course developing titration skills to collect accurate and precise data, record the data and results, and calculate the results. Acid-base and oxidation-reduction titrations will be performed. This course may be taken a total of two times. Total of 54 hours laboratory.

BIT-4 - Basic Laboratory Skills: Spectrometry  1 unit
CSU
Prerequisite: CHE-2A.
Advisory: BIT-2 recommended.
Laboratory course developing skills in use of the visible spectrometer for carrying out colorimetric analysis. Collection and analysis of data appropriate for industry. This course may be taken a total of two times. Total of 54 hours laboratory.

BIT-5 – Literature Research and Presentation in Biotechnology  .5 units
CSU
Prerequisite: None.
Lecture/presentation course to develop skills in library research (including using the Internet) and giving an oral presentation for topics in biotechnology. Students will gain exposure to the breadth of the biotechnology field through the presentation on different topics. Total of 9 hours lecture.
BIT-6 – Basic Laboratory Skills: Microscopy .5 unit
CSU
Prerequisite: MIC-1
A laboratory class designed to develop student competency using various types of light microscopes and specimen preparation using both prokaryote and eukaryote cells. The operation of transmission and scanning microscope will be discussed. Total of 27 hours laboratory.

BIT-7 - Basic Laboratory Skills: Chromatography and Electrophoresis 1 unit
CSU
Prerequisite: CHE-2A.
Advisory: BIT-2 and 4 are recommended.
A laboratory class to develop student skills in paper chromatography, size exclusion column chromatography, thin layer chromatography, and agarose gel electrophoresis. General principles of chromatography and electrophoresis shall be demonstrated. Total of 54 hours laboratory.

BIT-8 – Technical Writing for Scientists 2 units
CSU
Prerequisite: ENG-1A.
Lecture course introducing technical writing for scientific documents, proposals and papers. Total of 36 hours lecture.

BIT-11 – Molecular Techniques in Nucleic Acid Analysis 3 units
CSU
Prerequisite: MIC-1.
Advisory: BIT-2, 3, 4, 6 and 7 highly recommended.
Lecture and laboratory course developing knowledge and skills in bacterial transformation, DNA and RNA extraction and analysis, PCR, restriction digests and ligations, restriction mapping and analysis. Total of 36 hours lecture and 54 hours laboratory.

BIT-12 – Protein Analysis (Amino Acid Sequencing) .5 unit
CSU
Prerequisite: MIC-1.
Advisory: BIT-2, 3, 4, 6 and 7 highly recommended.
Laboratory course developing skills in protein (enzyme) purification, analysis of enzyme kinetics, and predicting protein structure by analyzing amino acid sequence. Total of 27 hours laboratory.

BIT-13 – Safety and Laboratory Practices 1 unit
CSU
Prerequisite: None.
Lecture course introducing safety, good laboratory practices (GLP) and good manufacturing practices (GMP) for the biotechnology industry. Total of 18 hours lecture.

BIT-14 – Field Experience Presentation 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Must have work experience in biotechnology.
Lecture/presentation course with students conducting oral presentations based on their work experience in biotechnology. Students will gain exposure to the breadth of the biotechnology field through the presentations on different worksites. Total of 18 hours lecture.

BIT-15 – Basic Laboratory Immunology 1.5 units
CSU
Prerequisite: MIC-1.
An introductory course in basic theoretical concepts of immunology and the underlying theory of procedures performed in immunology/serology labs. Course topics are antigen-antibody reactions, antibody-mediated and cell-mediated immunity, monoclonal antibodies and their use, agglutination reactions and immunochemical techniques including fluorescent-antibody methods, enzyme-linked immunosorbent assay (ELISA) and immunoelectrophoresis techniques including Western blot. Total of 18 hours lecture and 27 hours laboratory.

BIT-16 – Industry Regulations 1 unit
CSU
Prerequisite: None.
Advisory: BIT-13 recommended.
Lecture course introducing government and industry regulations for the biotechnology industry. Total of 18 hours lecture.

BIT-211-244 – Biotechnology Work Experience 1-2-3-4 units
CSU
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This 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.

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 Africa: An Introduction
English 21 - African American Literature I
English 22 - African American Literature II
History 14 - Black History: African
History 15 - Black History: American
Philosophy 14 - Survey of Black Thought
Sociology 10 - Race and Ethnic Relations
Sociology 35 - Sociology of the Black Community
**BORDER STUDIES**

**BOR-31 – U.S.-Mexico Border Studies:** 3 units

**Health and Human Services**

*Prerequisite: None.*

Survey of U.S.-Mexico transborder topics related to health and human services. Includes focused study of healthcare and educational systems. Emphasizes cultural traditions and their impact upon care giving, health maintenance and education. Total of 54 hours lecture.

**BOR-32 – U.S.-Mexico Border Studies:** 1 unit

**Health Care Field Component**

*Prerequisite: None.*

Advisory: SPA-I and BOR-31 strongly recommended; recommended for student in Community Interpreting or Nursing programs.

Field component designed to increase cultural awareness and practical working knowledge of healthcare services in the U.S. and Mexico. Provides opportunities to apply subject and language skills in the most natural settings possible. To be offered in Mexico or the border region, primarily during intersession breaks or cumulatively over weekends. This course may be taken a total of four times. Total of 54 hours laboratory.

**BOR-33 – U.S.-Mexico Border Studies: Education** 1 unit

**Field Component**

*Prerequisite: None.*

Advisory: SPA-I and BOR-31 highly recommended; recommended for students in the RCC-CSUSB Bilingual Sequential Degree Program.

Field component designed to increase cultural awareness and practical working knowledge of educational services in the U.S. and Mexico. Provides opportunities to apply subject and language skills in the most natural settings possible. To be offered in Mexico or the border region, primarily during intersession breaks or cumulatively over weekends. This course may be taken a total of four times. Total of 54 hours laboratory.

**BUSINESS ADMINISTRATION**

**BUS-10 - Introduction to Business** 3 units

UC, CSU

*Prerequisite: None.*

Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. Total of 54 hours lecture.

**BUS-18A - Business Law, I** 3 units

UC*, CSU (CAN BUS 8)

*Prerequisite: None.*

The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. Total of 54 hours lecture.

**BUS-18B - Business Law, II** 3 units

UC*, CSU

*Prerequisite: None.*

Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. Total of 54 hours lecture.

**BUS-20 - Business Mathematics** 3 units

*Prerequisite: None.*

Application of fundamental problem solving concepts, techniques, and skills to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandise pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. Total of 54 hours lecture.

**BUS-22 - Management Communications** 3 units

CSU

*Prerequisite: None.*

Advisory: OFC-30 recommended.

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. Total of 54 hours lecture.

**BUS-30 - Entrepreneurship and Small Business** 3 units

Management

CSU

*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. The course will particularly focus on the entrepreneur, the opportunity and the resources, pulling it all together with a business plan. Total of 54 hours lecture.

**BUS-40 - International Business-Principles** 3 units

CSU

*Prerequisite: None.*

A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, and the operation of multi-national corporations. Total of 54 hours lecture.

**BUS-41 - U.S.-Mexico Border Studies: Business Topics** 3 units

**Business Topics**

*Prerequisite: None.*

Survey of U.S.-Mexico transborder topics related to business and commerce, including international banking and finance (legal/illegal operations), the North American Free Trade Agreement, information technology and telecommunications, environmental technology, import/export policies, transportation and shipping “maquiladora” industries, insurance and warrants, advertising, and international business protocol. Total of 54 hours lecture.

**BUS-42 - U.S.-Mexico Border Studies Field** 1 unit

**Component: Business**

*Prerequisite: None.*

Advisory: BUS-41 and Spanish fluency highly recommended.

An enhancement to BUS-41, this field component is designed to increase cultural awareness and practical working knowledge through individualized study, lecture and excursions. Provides an opportunity to apply subject and language skills in the most natural settings possible; to be offered in Mexico or the border region primarily during semester breaks, vacation periods, or cumulatively, over weekends. Total of 54 hours laboratory. May be taken a total of four times.
BUS-43 - International Business-Marketing 3 units
CSU
Prerequisite: None.
Advisory: BUS-10 or 40 is recommended.
Prepares the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. Total of 54 hours lecture.

BUS-46 - International Business-Basics of Exporting 3 units
CSU
Prerequisite: None.
An introduction to the current U.S. position in the global trade arena with an emphasis on the export concerns of the small U.S. firm. Includes export assessment, methods of export, resources of export advice, international market research methods, aspects of overseas selling practices, and export documentation and shipping. Total of 54 hours lecture.

BUS-48 - International Management 3 units
CSU
Prerequisite: None.
Advisory: BUS-10 or 40 recommended.
A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. Total of 54 hours lecture.

BUS-51 – Principles of E-Commerce 3 units
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in OFC/CIS-96 or 97 recommended.
An introduction to electronic commerce focusing on business, technological and social issues in today’s global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. Total of 54 hours lecture.

BUS-52 – Introduction to PDAs 1.5 units
(Same as CIS/OFC-52)
Prerequisite: None.
An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. Total of 27 hours lecture.

BUS-60 – Introduction to Insurance and Risk Management 3 units
Prerequisite: BUS-10.
A general outline that provides a practical introduction to the role that insurance and risk management play in the success of organizations. Covers liability and property insurance, workers’ compensation, group health, self-insurance, safety and accident prevention, working with brokers and agents, negotiating with claims adjusters, analyzing hazards and risk exposures. Total of 54 hours lecture.

BUS-70- Introduction to Organization Development 3 units
(Same as MAG-70)
Prerequisite: None.
Advisory: MAG-44 recommended.
This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. Total of 54 hours lecture.

BUS-71 – Introduction to Productivity Management 3 units
(Same as MAG-71)
Prerequisite: None.
Advisory: MAG-44 and MAG-70 recommended.
An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. Total of 54 hours lecture.

BUS-72 – Introduction to Quantitative Methods 3 units
(Same as MAG-72)
Prerequisite: None.
Advisory: BUS-20 and MAG-70 recommended.
A study of the basic concepts in product distribution including distribution planning and terminology, transportation methods, traffic management, inventory control and warehousing. Total of 54 hours lecture.

BUS-74 - Computerized Logistics 1.5 units
Prerequisite: None.
Review of the concepts and techniques available for planning and controlling inventories. Total of 27 hours lecture.

BUS-81 - Inventory Control 1.5 units
Prerequisite: None.
A study of loss avoidance and mitigation in transit and the preparation, filing and resolution of freight claims. Total of 27 hours lecture.

BUS-82 - Freight Claims 1.5 units
Prerequisite: None.
A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehousemen and other logistics service providers. Total of 27 hours lecture.

BUS-83 - Contracts 1.5 units
Prerequisite: None.
A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehousemen and other logistics service providers. Total of 27 hours lecture.

BUS-84 - Computerized Logistics 1.5 units
Prerequisite: None.
A study of the need for and use of computers in the logistics and freight industry and an introduction to the software that is available. Total of 27 hours lecture.
BUS-85 - Warehouse Management 3 units
Prerequisite: None.
Analysis of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. Total of 54 hours lecture.

BUS-86 - Transportation and Traffic Management 3 units
Prerequisite: None.
A study of the domestic freight transportation system including the demand for freight movement, laws, regulations, pricing and policies, traffic management and international transportation issues. Total of 54 hours lecture.

BUS-87 - Introduction to Purchasing 3 units
Prerequisite: None.
Study of basic purchasing functions including establishing requirements and quantities, developing policies and procedures for purchasing, making purchasing decisions, receiving acceptable goods, arranging packaging and shipping and managing inventory levels. Total of 54 hours lecture.

BUS-211-244 - Business Administration 1-2-3-4 units
Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This 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.

CHEMISTRY

CHE-1A - General Chemistry, I 5 units
UC*, CSU (CAN CHEM 2)
CHE 1A+1B=(CAN CHEM SEQ A)
Prerequisite: CHE-2A or 3 and MAT-35.
The students will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Total of 54 hours lecture and 108 hours laboratory.

CHE-1B - General Chemistry, II 5 units
UC*, CSU (CAN CHEM 4)
CHE 1A+1B=(CAN CHEM SEQ A)
Prerequisite: CHE-1A.
Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Total of 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I 4 units
UC*, CSU (CAN CHEM 6)
Prerequisite: MATH 52.
Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. Total of 54 hours lecture and 54 hours laboratory.

CHE-2B - Introductory Chemistry, II 4 units
UC*, CSU
Prerequisite: CHE-2A.
Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, inhalation therapy and home economics majors. Total of 54 hours lecture and 54 hours laboratory.

CHE-3 - Fundamentals of Chemistry 4 units
UC*, CSU
Prerequisite: MAT-52.
A systematic presentation of the chemical, mathematical and laboratory skills underlying chemistry. Topics will include 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.

CHE-10 - Chemistry for Everyone 3 units
UC*, CSU
Prerequisite: None.
A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. Total of 54 hours lecture.

CHE-12A - Organic Chemistry, I 5 units
UC*, CSU
Prerequisite: CHE-1B.
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.
CHE-12B - Organic Chemistry, II 5 units
UC, CSU
Prerequisite: CHE-12A.
Continues discussions based on the content of CHE-12A. Develops a
detailed study of nucleophilic and elimination reactions from a
mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully
integrated throughout CHE-12AB. Considerable emphasis on
synthesis. Laboratory includes techniques of syntheses, separation and
identification of several compounds, and an introduction to qualitative
organic analysis. Total of 54 hours lecture and 108 hours laboratory.

CHE-17 - Introduction to the Development of Modern Science 3 units
(Same as PHS-17)
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of the rise of modern science in Western civilization from
the Scientific Revolution of the 16th and 17th centuries through the
biological and earth science revolutions of the 20th century. The
historical forces that led to major scientific developments and the
impact of science and science-based technology on society will be
examined. Total of 54 hours lecture.

CHICANO STUDIES
Several courses have been developed to meet the special needs of
Chicano (Mexican-American) students. In varying degrees, these seek
to (1) establish the Chicano student’s identity with the culture, the
history, and the elements of the Chicano lifestyle today; (2) provide
all Riverside Community College students with objective, well-planned
courses involving the often neglected multiracial aspects of American
society; and (3) offer learning experiences that will develop and
improve scholastic abilities.

Among these courses are:
Anthropology 5 - Native Peoples of Mexico
ART 8 - Mexican Art
ESL 54 - High Intermediate Grammar & Writing
ESL 55 - Advanced Grammar & Writing
ESL 73 - Advanced Reading & Vocabulary
ESL 93 - Advanced Oral Skills
History 8 and 9 - History of the Americas
History 25 - History of Mexico
History 30 and 31 - Introduction to Chicano Studies
Sociology 10 - Race and Ethnic Relations

CHINESE

CHI-1A - Mandarin Chinese 1A 2.5 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading,
speaking and writing. Emphasis is placed on acquisition of vocabulary,
structures and grammatical patterns necessary for native spoken and
written Mandarin Chinese at the beginning level. This course includes
discussion of Chinese culture and daily life. Mandarin Chinese 1A is
equivalent to the first half of Mandarin Chinese 1. Total of 54 hours
lecture and 9 hours laboratory.

CHI-1B - Mandarin Chinese 1B 2.5 units
UC*, CSU
Prerequisite: CHI-1A.
This course concentrates on developing basic skills in listening, reading,
speaking and writing. Emphasis is placed on acquisition of vocabulary,
structures and grammatical patterns necessary for native spoken and
written Mandarin Chinese at the beginning level. This course includes
discussion of Chinese culture and daily life. Mandarin Chinese 1B is
equivalent to the second half of Mandarin Chinese 1. Total of 54 hours
lecture and 9 hours laboratory.

CHI-2 - Chinese 2 5 units
UC, CSU
Prerequisite: CHI-1.
Further development of basic skills in listening, reading, speaking and
writing. A continued emphasis on the acquisition of vocabulary,
structures and grammatical patterns necessary for comprehension of
standard spoken and written Mandarin Chinese at the beginning level.
This course includes an expanded discussion of Chinese culture and
daily life. Total of 90 hours lecture and 18 hours laboratory.

CHI-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of Chinese culture and civilization as reflected in
language, literature, art, history, politics, customs and social institutions.
Class conducted in English. Total of 54 hours lecture.

COMMUNITY INTERPRETATION

CMI-61 – Introduction to Translation 4 units
Prerequisite: None.
Advisory: Qualification for ENG-2A recommended. Concurrent
enrollment in CIS-96 or CIS-97 recommended.
This course is intended for students with near native writing skills in
Spanish and English. This course is an introduction to written
translation skills with an emphasis on Spanish to English translation.
Text types covered will include business correspondence, news media
texts, informational texts and public service materials. Students will
concentrate on developing writing style appropriate to different text
types. The course will cover the appropriate use of research materials
and the application of parallel texts to the practice of translation. Total
of 72 hours lecture.
COMPUTER INFORMATION SYSTEMS

CIS-1A - Introduction to Computer Information Systems 3 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.
An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. Total of 54 hours lecture.

CIS-1B - Advanced Concepts in Computer Information Systems 3 units
CSU
Prerequisite: CIS-1 or CIS-1A.
Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.
Advanced computer concepts, theory and computer applications. Advanced skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. Concepts covered include communications and networks, E-Commerce, ethical issues, security, privacy, databases and information management, information systems development, programming languages, computer careers and certification. Total of 54 hours lecture.

CIS-2 - Fundamentals of Systems Analysis 3 units
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 recommended.
Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. Total of 54 hours lecture.

CIS-3 - Computer Applications Using Windows 3 units
(Same as OFC-3)
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/OF Creek-96 or 97 recommended.
Introduction to Windows and office suite of computer application skills for non-Computer Science majors. Computer applications include word processing, spreadsheets, database management, presentation graphics, scheduling/time management and the Internet. Total of 54 hours lecture.

CIS-5 - Fundamentals of Programming Logic using C++ 3 units
UC, CSU
Prerequisite: None.
Advisory: CIS-1A and concurrent enrollment in CIS-96 or CIS-97 recommended.
Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. Total of 54 hours lecture.

CIS-6 - Fundamentals of Programming Logic using PASCAL 3 units
UC, CSU
Prerequisite: CIS-1 or CIS-1A.
Advisory: Concurrent enrollment in CIS-96 is recommended.
Introduction to the fundamentals of problem definition, algorithm development and structured programming logic for business, scientific and mathematical applications. The PASCAL language will be used for programming problems. Total of 54 hours lecture.
CIS-11 - Computer Programming using ASSEMBLER
UC, CSU (CAN CSCI 10)
Prerequisite: None.
Advisory: CIS-5 and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course is an introduction to the 80286 microprocessor and its assembler language. The relationship between the hardware and software will be studied in order to understand the interaction between a program and the total system. Total of 54 hours lecture.

CIS-13A - COBOL Programming: Introduction
UC, CSU (CAN CSCI 8)
Prerequisite: None.
Advisory: Previous programming experience-writing functions on PC platforms as well as CIS-5 and concurrent enrollment in CIS-96 or CIS-97 recommended.
Programming digital computer for business data processing applications using the COBOL language. Use of the Merant Net Express compiler for web applications. Total of 54 hours lecture.

CIS-13B - COBOL Programming: Intermediate
UC, CSU
Prerequisite: None.
Advisory: CIS-13A and concurrent enrollment in CIS-96 or CIS-97 recommended.
Advanced concepts of COBOL language programming. Creation of Web applications. Total of 54 hours lecture.

CIS-14A – Web Programming: JavaScript
UC
Prerequisite: None.
Advisory: Previous programming experience and knowledge of HTML as well as CIS-5, 72A and concurrent enrollment in CIS-96 or CIS-97 recommended.
Fundamentals of JavaScript programming for the World Wide Web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. Total of 54 hours lecture.

CIS-14B – Web Programming: Active Server Pages
UC
Prerequisite: None.
Advisory: CIS-5, CIS-15A and CIS-72A are recommended and concurrent enrollment in CIS-96 or CIS-97 suggested.
Fundamentals of server-side Web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. Total of 54 hours lecture.

CIS-15A – Visual Basic Programming: Objects
UC, CSU
Prerequisite: None.
Advisory: Previous programming experience writing function and using arrays on PC platforms as well as CIS-5, 72A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course in Visual Basic programming assumes the student has existing fundamental programming skills. The course emphasizes object-based programming with an introduction object-oriented-programming. Topics include event-driven programming, GUI design principles, modular programming, structured programming, string processing, arrays, file I/O, Windows common controls, graphics and multimedia programming, multiple forms, drag and drop functionality, debugging and error handling. Total of 54 hours lecture.

CIS-15B – Visual Basic Programming: Advanced Objects
UC
Prerequisite: None.
Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes object-oriented programming topics. Topics include dynamic cloning and resizing objects, multiple document interface, advanced Windows controls, OOP principles, designing classes and class hierarchies, inheritance, Office automation, COM, Windows API, ActiveX control creation and Internet controls. Total of 54 hours lecture.

CIS-15C – Visual Basic Programming: Databases
UC
Prerequisite: None.
Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes database programming topics and techniques. Topics include random access files, relational databases, MS Access programming, SQL Queries, Data Controls, Data-Bound Controls, ADO Programming, Data Forms, Data Reports, Data Validation, Universal Data Access and Remote Data Access. Total of 54 hours lecture.

CIS-16 – Computer Programming: Intermediate
UC, CSU
Prerequisite: CIS-5 or 6.
Advisory: Concurrent enrollment in CIS-96 is recommended.
Computer programming using the PASCAL language for solving business, scientific, and mathematical problems. Total of 54 hours lecture.

CIS-17A - C++ Programming: Objects
UC, CSU (CAN CSCI 16)
Prerequisite: None.
Advisory: Previous Programming experience writing functions and using arrays on PC platforms as well as CIS and concurrent enrollment in CIS-96 or CIS-97 recommended.
A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. Total of 54 hours lecture.
CIS-17B - C++ Programming: Windows 3 units
Programming using Visual C++ and MFC
UC, CSU
Prerequisite: None.
Advisory: Previous Programming experience in C++ and Object-Oriented programming as well as CIS-17A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course will use the Microsoft Foundation Class (MFC) library and the Visual C++ development system to design and create custom Microsoft Windows-based applications. The course will emphasize object-oriented methodology, essential MFC development concepts and effective interface design. Total of 54 hours lecture.

CIS-17C - C++ Programming: Data Structures 3 units
UC, CSU
Prerequisite: None.
Advisory: Previous programming experience in C++ and object-oriented programming as well as CIS-17A and concurrent enrollment in CIS-96 or 97 recommended.
This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. Total of 54 hours lecture.

CIS-18A - Java Programming: Objects 3 units
CSU, UC
Prerequisite: None.
Advisory: Previous programming experience writing functions on PC platforms and CIS-5 and concurrent enrollment in CIS-96 or 97 recommended.
An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. Total of 54 hours lecture.

CIS-18B - Java Programming: Advanced Objects 3 units
UC, CSU
Prerequisite: None.
Advisory: Previous Java programming experience and CIS-18A and concurrent enrollment in CIS-96 or 97 recommended.
An advanced Java programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with exception handling, multithreading, multimedia and database connectivity. Other topics include servlets, collections and Java Beans. Total of 54 hours lecture.

CIS-18C - Java Programming: Data Structures 3 units
UC, CSU
Prerequisite: None.
Advisory: Previous Java programming experience as well as CIS-18A and concurrent enrollment in CIS-96 or 97 recommended.
This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. Total of 54 hours lecture.

CIS-19A - Network+: Fundamentals of Computer 3 units
Networking
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.
Limitation on enrollment: Ability to use a computer and the Internet for research and writing.
This course provides a vendor-neutral introduction to the theory and practice of networking, for students already familiar with basic computer skills and concepts. It includes the terminology and technologies of current networking environments. It provides a foundation for continued study in the field and may help students prepare for CompTIA’s Network+ Certification Exam. Total of 54 hours lecture.

CIS-19B - NetPrep: Local Area Networks 3 units
CSU
Prerequisite: CIS-1A or 19A.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.
A course on the theory, features and functions of Local Area Networks (LANs). Content includes LAN topologies, protocols and network operating systems. The course covers how LANs are built, what physical cables are used, how those cables are connected and how servers and workstations attach to LANs. The class will explore how LANs are linked to form Wide Area Networks. Total of 54 hours lecture.

CIS-19C - NetPrep: Wide Area Networks 3 units
CSU
Prerequisite: CIS-19A.
Advisory: CIS-19B recommended. Concurrent enrollment in CIS-96 or 97 also recommended.
This course covers aspects of networking related to WAN, including telecommunications components, concepts used to build WANs and the protocols used to provide transport of voice and data over a wide area. A WAN spans multiple sites that are geographically dispersed, typically using local and long distance carrier facilities. Total of 54 hours lecture.

CIS-19D - NetPrep: Network Architectures 3 units
CSU
Prerequisite: CIS-19A.
Advisory: CIS-19B recommended. Concurrent enrollment in CIS-96 or 97 also recommended.
A course for students who plan to work in the field of computer networking, covering the primary architectures widely deployed within industry. Special emphasis is given to TCP/IP and SNA. Knowledge of fundamental networking concepts and terminology is assumed, including those related to LANs and the OSI model. Total of 54 hours lecture.

CIS-19E - NetPrep: The Internet 3 units
CSU
Prerequisite: CIS-19A.
Advisory: CIS-19C recommended. Concurrent enrollment in CIS-96 or 97 also recommended.
This course is to familiarize students planning a career in computer networking with the operation and function of the Internet. The class will cover the underlying components and protocols that make up the Internet and the services that are provided by the Internet. Internet tools will be used to illustrate the concepts. This course will provide students with concepts necessary to establish and maintain Internet connectivity. Total of 54 hours lecture.
CSU
CIS-19F - NetPrep: Internetworking Devices and Concepts 3 units
Prerequisite: CIS-19A.
Advisory: CIS-19B recommended. Concurrent enrollment in CIS-96 or 97 also recommended.
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of internetworking. Techniques and components for managing network growth and connecting disparate network architectures will be presented, and solutions to internetworking problems will be developed. Total of 54 hours lecture.

CSU
CIS-19G - NetPrep: Protocol Analysis 3 units
Prerequisite: CIS-19D.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of the processes and protocols used in today’s networks. Network architectures will be discussed from an OSI model perspective of the networking protocol stack. A detailed analysis of the protocols will ensue using traces taken with protocol analyzers. Total of 54 hours lecture.

CSU
CIS-19H - NetPrep: Design and Management of Enterprise Networks 3 units
Prerequisite: CIS-19F.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of network design and analysis. This course will present methods for analyzing, designing and managing computer networks. Total of 54 hours lecture.

CSU
CIS-20 - Systems Analysis and Design 3 units
Prerequisite: CIS-2 or equivalent.
Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of a new system, implementation considerations, data base design and development, file organization, and modular programming techniques. Total of 54 hours lecture.

CSU
CIS-21 - Introduction to Operating Systems 3 units
Prerequisite: CIS 1 or CIS-1A.
Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.
An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as DOS, OS/2, UNIX, NT or Windows 95 is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. Total of 54 hours lecture.

CSU
CIS-23 - Software and End User Support 3 units
Prerequisite: None.
Advisory: CIS 1A and CIS-1B are recommended. Concurrent enrollment in CIS-96 and CIS-97 are recommended.
Study of computer software installation, configuration, maintenance, troubleshooting and optimization, operating system commands and utilities and network software. Total of 54 hours lecture.

CSU
CIS-25 - Introduction to Data Communications 3 units
Prerequisite: CIS-1 or CIS-1A.
Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. Total of 54 hours lecture.

CSU
CIS-26A – Cisco Networking Academy 1A 4 units
Prerequisite: None.
Advisory: CIS-1A, 23 and 21 strongly recommended
This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator’s role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. Total of 72 hours lecture.

CSU
CIS-26B – Cisco Networking Academy 1B 4 units
Prerequisite: CIS-26A.
This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator’s role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. Total of 72 hours lecture.

CSU
CIS-26C – Cisco Networking Academy 1C 4 units
Prerequisite: CIS-26B.
This course introduces students to configure IPX access lists, LAN segmentation using bridges, using routers, using switches, half-duplex Ethernet operations, network segmentation, dynamic routing, and the network administrator’s role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. Total of 72 hours lecture.

CSU
CIS-26D – Cisco Networking Academy 1D 4 units
Prerequisite: CIS-26C.
This course introduces students to configure WAN services, frame relay, Integrated Services Digital Network (ISDN/LAPD), encapsulate WAN data, High-Level Data Link Control (HDLC), Point-to-Point Protocol (PPP), dial-on-demand routing (DDR), and the network administrator’s role and function. Students will learn to configure the Frame Relay operations and configurations for specific WAN routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. Total of 72 hours lecture.
CIS-26E - Advanced Routing, Semester Five
(Cisco Networking Academy)
Prerequisite: CIS-26D.
This advanced curriculum trains students to install, configure and operate local- and wide-area networks (LANs and WANs) and dial access services for organizations with networks from 100 to more than 500 nodes with protocols and technologies such as TCP/IP, OSPF, EIGRP, BGP, ISDN, and Frame Relay. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. Total of 72 hours lecture.

CIS-26F - Remote Access, Semester Six
(Cisco Networking Academy)
Prerequisite: CIS-26E.
Cisco Semester Six focuses on Remote Access to the network. The course will provide students with learning experiences in asynchronous dial-up, ISDN, DDR, X25, Frame Relay, ODR, WAN backup, queuing, compression, NAT and AAA. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. Total of 72 hours lecture.

CIS-26G - Multilayer Switching, Semester Seven
(Cisco Networking Academy)
Prerequisite: CIS-26E.
Cisco Semester Seven focuses on Multilayered Switching competencies to the network. The course will provide students with learning experiences in LAN media types, basic switch configurations, VLANS, multi-layer switching, HSRP, multicast and restricting network access. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. Total of 72 hours lecture.

CIS-26H - Network Troubleshooting, Semester Eight
(Cisco Networking Academy)
Prerequisite: CIS-26G.
Cisco Semester Eight focuses on Multilayered Network Troubleshooting. The course will provide students with learning experiences in troubleshooting methodologies. It will include Protocol Overview, Management and Diagnostic tools, Troubleshooting TCP/ IP, LAN Switches, VLANs, Routing and Switching Processes, Frame Relay, ISDN and AppleTalk. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. Total of 72 hours lecture.

CIS-28A – MS Access Programming
(CSU)
Prerequisite: None.
Advisory: CIS-5 and concurrent enrollment in CIS-96 or 97 recommended.
Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. Total of 54 hours lecture.

CIS-29A – Introduction to Oracle
(CSU)
Prerequisite: None.
Advisory: Working knowledge of the Structured Query Language (SQL).
This course provides an in-depth introduction to the fundamentals of Oracle. The course will present the following: developing a database schema; creating and maintaining tables; developing and using views and sequences; creating objects and collection types; maintaining integrity and enforcing security. A programming component will include the use of PL/SQL in understanding the PL/SQL syntax; create and manipulate data; managing cursors; working with objects; programming collection types; creating triggers and building packages. The course includes a hands-on component in utilizing the SQL and PL/SQL languages. Total of 54 hours lecture.

CIS-29B – Oracle Application Development
(CSU)
Prerequisite: None.
Advisory: Working knowledge of the Structured Query Language (SQL).
This course provides a comprehensive review of creating and maintaining Oracle applications. This course will present the following: design and implement efficient database applications; ensure data integrity; use Oracle data types and techniques in application design; perform debugging and implement error handling; apply GUI design principles; develop forms and menus; create tabular, master-detail and matrix reports. Define chart items and graphical displays and integrate forms, reports and charts into one application. The course includes a hands-on component in developing applications. Total of 54 hours lecture.

CIS-29C – Oracle Database and Server Administration
CSU
Prerequisite: None.
Advisory: Working knowledge of the Structured Query Language (SQL).
This course provides an in-depth review of database administration and server administration. The course will present the following administration tasks: configure and manage Oracle databases; understand the Oracle architecture; manage users’ accounts; perform effective storage management; implement partitions; select backup and recovery options; troubleshooting, using events and generating trace files. The following Server functions will be covered: tuning memory structures; configuring disk storage; using the Enterprise Manager toolset. The course includes a hands-on component in developing applications. Total of 54 hours lecture.

CIS-34A - Introduction to Microsoft Word
(CSU)
Prerequisite: None.
Skill development in the use of Microsoft Word for Windows for Word Processing. For non-Office Administration majors. Total of 27 hours lecture.
CIS-34B - Intermediate Microsoft Word for Windows (Same as OFC-34B)  
CSU  
Prerequisite: None.  
Advisory: CIS/OFC-34A or CIS/OFC-3 recommended.  
This course is to provide a continuation of instruction in Microsoft Word for Windows to students who have taken the introductory level and would like to further their skills in word processing applications. Not open to Office Administration majors. Total of 27 hours lecture.

CIS-43 - Internetworking with Microsoft Windows 2000 Professional  
CSU  
Prerequisite: CIS-19A.  
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.  
This course prepares the student to install, configure and support Microsoft Windows 2000 Professional operating system. Provides hands-on experience with standard installation, network connectivity, troubleshooting and security. Offers in-depth study of the major functions and features of Windows 2000 Professional as a client operating system. Lecture provides the student with the theoretical aspects of the operating system; hands-on projects give the student experience with the processes involved in Windows 2000 Professional management. Total of 54 hours lecture.

CIS-44 - Windows 2000 Active Directory Services  
CSU  
Prerequisite: None.  
Advisory: CIS-43 recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
This course introduces concepts necessary to plan a Windows 2000 Server network utilizing new features of Active Directory directory service. Other topics include the theory of a network directory services, and trouble-shooting skills to maintain a modern and advanced distributed directory service. This course combines the theory of computer directory service with hands-on classroom activities. Total of 54 hours lecture.

CIS-45 - Supporting Microsoft Windows Active Directory Server  
CSU  
Prerequisite: None.  
Advisory: CIS-43 and concurrent enrollment in CIS-96 or CIS-97 recommended.  
This course instructs you to install, configure and troubleshoot Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, this course teaches you the skills required to manage, monitor and optimize the desktop environment by using Group Policy. Total of 54 hours lecture.

CIS-46 - Supporting Microsoft Internet Explorer  
CSU  
Prerequisite: CIS-41.  
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.  
This course teaches students the ability to implement, administer and troubleshoot information systems that incorporate the Microsoft Internet Explorer Administration Kit (EAK) for Microsoft Internet Explorer. Students will have hands-on experience setting up Internet Explorer in a network environment with particular emphasis on intranet use. Total of 27 hours lecture.

CIS-47 - Microsoft Internet Security and Acceleration  
CSU  
Prerequisite: CIS-1A.  
Advisory: Competency in the use of a computer and familiarity with the networks recommended. CIS-19A also recommended.  
This course provides the core foundation for implementing and supporting Internet Security and Acceleration Server on Microsoft Windows 2000 operating system. This course provides hands-on experience in securing the network environment with a firewall, controlling user access, monitoring user activity, optimizing web server caching and troubleshooting. Total of 54 hours lecture.

CIS-48 - System Administration for Microsoft SQL Server  
CSU  
Prerequisite: CIS-42.  
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.  
This course provides students with the knowledge and skills required to install, configure, administer and troubleshoot Microsoft SQL Server client/server database management system. The course will provide students with hands-on experience restoring databases, publishing database data on the Web and managing replication. Total of 54 hours lecture.

CIS-50 - Keyboarding and Document Processing (Same as OFC AD 50)  
CSU  
Prerequisite: None.  
Develops motor coordination, memory, thinking and problem-solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. Total of 36 hours lecture and 54 hours laboratory.

CIS-44B - Supporting Microsoft Internet Explorer  
CSU  
Prerequisite: CIS-41.  
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.  
This course teaches students the ability to implement, administer and troubleshoot information systems that incorporate the Microsoft Internet Explorer Administration Kit (EAK) for Microsoft Internet Explorer. Students will have hands-on experience setting up Internet Explorer in a network environment with particular emphasis on intranet use. Total of 27 hours lecture.

CIS-47 - Microsoft Internet Security and Acceleration  
CSU  
Prerequisite: CIS-1A.  
Advisory: Competency in the use of a computer and familiarity with the networks recommended. CIS-19A also recommended.  
This course provides the core foundation for implementing and supporting Internet Security and Acceleration Server on Microsoft Windows 2000 operating system. This course provides hands-on experience in securing the network environment with a firewall, controlling user access, monitoring user activity, optimizing web server caching and troubleshooting. Total of 54 hours lecture.

CIS-48 - System Administration for Microsoft SQL Server  
CSU  
Prerequisite: CIS-42.  
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.  
This course provides students with the knowledge and skills required to install, configure, administer and troubleshoot Microsoft SQL Server client/server database management system. The course will provide students with hands-on experience restoring databases, publishing database data on the Web and managing replication. Total of 54 hours lecture.

CIS-50 - Keyboarding and Document Processing (Same as OFC AD 50)  
CSU  
Prerequisite: None.  
Develops motor coordination, memory, thinking and problem-solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. Total of 36 hours lecture and 54 hours laboratory.
CIS-52 – Introduction to PDAs 1.5 units
(Same as BUS/OFC-52)
Prerequisite: None.
An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. Total of 27 hours lecture.

CIS-53 - Keyboarding for Computer Users 1 unit
(Same as OFC-53)
Prerequisite: None.
Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight copy rate of 20 words a minute. Total of 9 hours lecture and 27 hours laboratory.

CIS-54A – Introduction to Flash 3 units
(Same as OFC-54A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, working with symbols, creating interactive buttons and streaming sound. Total of 54 hours lecture.

CIS-56A – Designing Web Graphics 1.5 units
(Same as OFC-56A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-78A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course provides students with the knowledge and skills required to create, modify and prepare graphics for placement within web pages. Focus on the understanding of file compression, color palettes and visual design. The course uses Adobe PhotoShop and ImageReady. Total of 27 hours lecture.

CIS-60 - Introduction to Microsoft Access 1.5 units
(Same as OFC-60)
Prerequisite: None.
Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. Total of 27 hours lecture.

CIS-61 – Introduction to Database Theory 3 units
Prerequisite: None.
This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using “Entity-Relationship” models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. Total of 54 hours lecture.

CIS-62 – Microsoft Access DBMS: Comprehensive 3 units
Prerequisite: None.
Advisory: Previous computer experience recommended.
This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. Total of 54 hours lecture.

CIS-63 – Introduction to Structured Query 3 units
Language (SQL)
Prerequisite: None.
This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) JOINS, UNIONS, DIFFERENCES and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. Total of 54 hours lecture.

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units
for the IBM PC
(Same as OFC AD 65)
Prerequisite: None.
Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. Total of 27 hours lecture.

CIS-72A - Introduction to Web Page Creation 1.5 units
(Same as OFC-72A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.
An introduction to Web page creation using Hypertext Markup Language (HTML). Use HTML to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames and forms. Total of 27 hours lecture.

CIS-72B – Intermediate Web Page Creation 1.5 units
using Cascading Style Sheets (CSS)
(Same as OFC-72B)
Prerequisite: None.
Advisory: Knowledge of HTML and the Internet recommended. CIS/OFC-72A and CIS-95A recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.
Intermediate Web page creation using cascading style sheets (CSS) to format and lay out Web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. Total of 27 hours lecture.
CIS-72C – Introduction to XML 1.5 units  
Prerequisite: None.  
Advisory: Knowledge of HTML and CSS recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. Total of 27 hours lecture.

CIS-73A - Introduction to Multimedia Authoring 3 units  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.  
Introduction to the fundamentals of interactive multimedia authoring. There is an emphasis on producing applications incorporating text, audio, graphics, animation and digitized video which effectively communicate to the user. Total of 27 hours lecture.

CIS-74A - Introduction to CorelDraw 1.5 units  
(Same as OFC AD 74A)  
Prerequisite: None.  
Techniques taught include using existing clipart and creating basic design compositions using the program. Students will learn how to transform objects, change shapes and color, apply special effects and use fills and blends. Students will create professional quality illustrations for business reports, advertisements, multimedia presentations and business media. Total of 27 hours lecture.

CIS-74B - Advanced CorelDraw 1.5 units  
(Same as OFC-74B)  
Prerequisite: CIS/OFAC-74A.  
Advanced aspects of CorelDraw will be presented. This will include features on Corel PhotoPaint, working with digital images, applying color masks and 3-D design. Total of 27 hours lecture.

CIS-75 - Desktop Publishing using QuarkXPress 3 units  
(Same as OFC-75)  
Prerequisite: None.  
Page creation techniques for the microcomputer using QuarkXPress. Mastery of beginning and intermediate techniques of document creation and design skills with emphasis on incorporation of drawing and painting software programs. Total of 54 hours lecture.

CIS-76A – Website Creation using Microsoft FrontPage 3 units  
(Same as OFC-76A)  
Prerequisite: None.  
Advisory: Competency in using the Internet and in managing files and folders recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.  
Learn to design, create, publish and maintain quality Web sites using Microsoft FrontPage. Use FrontPage to streamline and automate Web site management. Features include hyperlinks, navigation bars, image maps, tables, frames, forms, databases, site maps, discussion groups, themes, shared borders cascading style sheets, hover buttons and Dynamic HTML effects. Total of 54 hours lecture.

CIS-76B – Introduction to Dreamweaver 3 units  
(Same as OFC-76B)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.  
This course provides students with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Dreamweaver. The course uses Macromedia Dreamweaver to streamline and automate Web site management on your web site. Total of 54 hours lecture.

CIS-77 - Beginning Desktop Publishing Using PageMaker 3 units  
(Same as OFC-77A)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with Windows recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
Introduction to text processing, graphics, composition, layout and design on the IBM PC. Includes instruction on desktop publishing using PageMaker software. Preparation of camera-ready copy using word processing, draw/paint software and desktop publishing software. Total of 54 hours lecture.

CIS-78A - Introduction to Adobe Photoshop on the IBM PC 3 units  
(Same as OFC-78)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with Windows recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
Introduction to Adobe Photoshop fundamentals on the IBM, including selecting, editing and manipulating images. This course includes retouching images, special effects, working with image color and various file formats. Total of 54 hours lecture.

CIS-78B - Advanced Adobe Photoshop 1.5 units  
Prerequisite: CIS-78A.  
Advanced Adobe Photoshop presents an alternative approach to using layers, filters and masks. Valuable tips and techniques for using Photoshop’s tools and palettes. Special effects and color control are presented. Total of 27 hours lecture.

CIS-79 - Introduction to Adobe Illustrator 3 units  
(Same as OFC-79)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with Windows recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
Introduction to Adobe Illustrator fundamentals on the IBM, creating objects, drawing paths and designing with type. This course includes creating and manipulation of freehand drawing and illustration. Develop a working knowledge of the processes that generate graphic images: layering and shadowing and color use. Importing and working with graphics will be discussed. Total of 54 hours lecture.
CIS-80 - Word Processing: Microsoft Word - 3 units for Windows
(Same as OFC-80)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 recommended. Recommend typing knowledge/skills with at least 40 wpm.
This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. Total of 54 hours lecture.

CIS-81 - Introduction to Desktop Publishing - 3 units using Adobe InDesign
(Same as OFC-81)
Prerequisite: None.
Page creation techniques for the microcomputer using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation and design skills with emphasis on incorporation of drawing and painting software programs. Total of 54 hours lecture.

CIS-82A - MOSPrep Microsoft Word - Core Level - 1 unit
(Same as OFC-82A)
Prerequisite: None.
Advisory: CIS-1A, CIS/OFC-3, CIS/OFC-34A or CIS/OFC-80 recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Program in the Word application, core level. The course provides the direction for students to develop the necessary skills to perform standard and complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

CIS-82B - MOSPrep: Microsoft Word - Expert Level - 1 unit
(Same as OFC-82B)
Prerequisite: None.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Word application, expert level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

CIS-83A - MOSPrep: Microsoft Excel - Core Level - 1 unit
(Same as OFC-83A)
Prerequisite: None.
Advisory: CIS-1A, CIS/OFC-3 or CIS/OFC-98A recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Excel application, core level. The course provides the direction for students to develop the necessary skills to perform tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

CIS-83B - MOSPrep: Microsoft Excel - Expert Level - 1 unit
(Same as OFC-83B)
Prerequisite: None.
Advisory: CIS-1B, CIS/OFC-83A or CIS/OFC-98B recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Excel application, expert level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

CIS-84 - Word Processing: WordPerfect for Windows - 3 units
(Same as OFC-84)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 recommended. Recommend typing knowledge/skills with a minimum speed at least 40 wpm.
This course is designed to provide introductory and intermediate skill levels necessary to produce a variety of professional documents using WordPerfect for Windows. CR/NC only. Total of 54 hours lecture.

CIS-85 - MOSPrep Microsoft Access - Core Level - 1 unit
(Same as OFC-85)
Prerequisite: None.
Advisory: CIS-1A. CIS/OFC-3, or CIS/OFC-65 recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Access application, core level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Access. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

CIS-86 - MOSPrep Microsoft PowerPoint - Core Level - 1 unit
(Same as OFC-86)
Prerequisite: None.
Advisory: CIS-1A, CIS/OFC-3, or CIS/OFC-65 recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the PowerPoint application, core level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft PowerPoint. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

CIS-87 - MOSPrep Microsoft Outlook - Core Level - 1 unit
(Same as OFC-87)
Prerequisite: None.
Advisory: CIS/OFC-90 and concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Outlook application, core level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Outlook. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.
CIS-90 – Microsoft Outlook 3 units  
(Same as OFC-90)  
Prerequisite: None.  
Advisory: Enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
This course is not recommended for AOL users.  
This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company, on the Internet, as well as peer to peer collaboration. Total of 54 hours lecture.

CIS-91 – Microsoft Project 3 units  
(Same as OFC-91)  
Prerequisite: None.  
Advisory: Enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. Total of 54 hours lecture.

CIS-93A - Introduction to Windows 1.5 units  
(Same as OFC-93A)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS-96 is recommended  
Skill development in the concepts of Microsoft Windows on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with Microsoft Windows using personal computers. Total of 27 hours lecture.

CIS-93B - Intermediate Windows 1.5 units  
(Same as OFC-93B)  
Prerequisite: None.  
Advisory: Current enrollment in CIS-96 is recommended.  
Continued development in the concepts of Microsoft Windows on microcomputer-based systems. Topics will include File Manager, Accessories, Recorder and Object-Linking. Total of 27 hours lecture.

CIS-95A - Introduction to the Internet 1.5 units  
(Same as OFC-95A)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS-96 recommended.  
Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. Total of 27 hours lecture.

CIS-95B – Preparation for Online Learning 1 unit  
(Same as OFC-95B)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
An introduction to the skills necessary to successfully complete a class on the Internet. Introduction to the Internet and the World Wide Web, managing email, online services, search engine techniques and WebCT basics are covered through lecture, discussion and hands-on computer assignments. Total of 18 hours lecture.

CIS-96 - Practicum in Computers 0.5 units  
(Same as ACC/OFC-96)  
Prerequisite: None.  
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. (Non-degree credit course. CR/NC only.) Total of 27 hours laboratory required for credit.

CIS-97 - Practicum in Computers 1 unit  
(Same as ACC/OFC-97)  
Prerequisite: None.  
Self-paced competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. (Non-degree credit course. CR/NC only.) Total of 54 hours laboratory required for credit.

CIS-98A - Introduction to Excel 1.5 units  
(Same as OFC-98A)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS-96 recommended.  
Skill development in electronic spreadsheets using Excel for business and scientific related applications. Total of 27 hours lecture.

CIS-98B - Advanced Excel 1.5 units  
(Same as OFC-98B)  
Prerequisite: CIS/OFC-98A.  
Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeking and solver. Total of 27 hours lecture.

CIS-211-244 - Computer Information Systems 1-2-3-4 units  
Work Experience  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This 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

CON-31 – Line Erector Apprenticeship I 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course is designed as a basic entry-level apprenticeship orientation to power grids, transmission and distribution systems, switchyard systems and station operations. Basic safety requirements are included for personnel working as groundsmen, in climbing positions and for logistics personnel. Total of 18 hours lecture and 18 hours laboratory.

CON-32 – Line Erector Apprenticeship II 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course is designed as an Apprenticeship course for transmission and line distribution systems, switchyard systems and substation operations. Basic safety requirements are included for personnel working as groundsmen, in climbing positions and for logistics personnel. Total of 18 hours lecture and 18 hours laboratory.

CON-33 – Line Erector Apprenticeship III 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course is designed as an introduction to interpreting electrical system diagrams, determining material requirements, safety, mobile hydraulic systems and hydraulic hand tools. Total of 18 hours lecture and 18 hours laboratory.

CON-34 – Line Erector Apprenticeship IV 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course is designed as an introduction to compressors and pneumatic tools, hydraulic derricks and digging equipment such as backhoes and trenchers and bucket truck systems. Total of 18 hours lecture and 18 hours laboratory.

CON-35 – Line Erector Apprenticeship V 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course covers the basic components that make up a typical distribution system and all of the components that allow power to flow from a substation to the consumer. Basic electricity, electromagnetic induction and electrical safety are introduced. Total of 18 hours lecture and 18 hours laboratory.

CON-36 – Line Erector Apprenticeship VI 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course covers the principles of, and types of utility poles and guyng. The safe and accurate installation and replacement of utility poles is included as one of the most common jobs performed on a distribution system. Information on overhead distribution systems as opposed to underground systems will also be presented. Total of 18 hours lecture and 18 hours laboratory.

CON-37 – Line Erector Apprenticeship VII 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course includes techniques in the safe and efficient use of bucket trucks, a review of DC fundamentals, and the use of electrical test equipment. Also covered are general procedures involved in completing a typical distribution line installation, removal and replacement. Total of 18 hours lecture and 18 hours laboratory.

CON-38 – Line Erector Apprenticeship VIII 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course continues to expand upon the area of customer service and safety procedures for the apprentice. The course includes the protection and monitoring of transmission and distribution systems; the care and testing of tools and equipment such as line hose, sleeves, hot sticks and insulated bucket trucks; and working on distribution poles. Total of 18 hours lecture and 18 hours laboratory.

CON-39 – Line Erector Apprenticeship IX 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course is an introduction to and application of test equipment such as ammeters, voltmeters and voltage testers. The apprentice will also learn how transformers, capacitors, voltage regulators and other essential components function in transmission and distribution systems. Understanding the basics of high voltage AC power is an important part of this course. Total of 18 hours lecture and 18 hours laboratory.

CON-40 – Line Erector Apprenticeship X 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course introduces the apprentice to transformer connections and transformer troubleshooting. The apprentice will also begin the study of pole top equipment replacement needed when natural or mechanical problems cause equipment damage or failure. Total of 18 hours lecture and 18 hours laboratory.

CON-41 – Line Erector Apprenticeship XI 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course will introduce the apprentice to poletop equipment used to make an overhead distribution feeder system operate efficiently and reliably. Service installations and the basic components and operations of street lighting systems and multiple street lighting are also covered. Total of 18 hours lecture and 18 hour laboratory.

CON-42 – Line Erector Apprenticeship XII 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course will introduce the apprentice to troubleshooting as an important part of the power restoration process. Distribution line repair using rubber gloves and the use of hot sticks for safety and efficiency is an integral part of this course. Total of 18 hours lecture and 18 hours laboratory.
CON-43 – Line Erector Apprenticeship XIII 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course covers the basic components that make up the transmission portion of a transmission and distribution system. Also included is a basic overview of tools and equipment, planning and techniques for climbing steel poles and towers safely and efficiently. Transmission line installation and rigging for high voltage will also be presented. Total of 18 hours lecture and 18 hours laboratory.

CON-44 – Line Erector Apprenticeship XIV 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
The apprentice will focus on safely de-energizing and isolating a transmission line and transmission line repair. Building temporary transmission structures, and bare hand repair of transmission lines are also included in this course. Additionally, this course examines the role that substations and switchyards play in the transmission and distribution system. Total of 18 hours lecture and 18 hours laboratory.

CON-45 – Line Erector Apprenticeship XV 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
This course will cover a brief overview of how a transformer works and introduce some of the more basic types of transformers found in substations and switchyards. Routine power transformer inspection, maintenance and testing are included. Additionally, the apprentice will receive training that covers the functions of substation capacitors and reactors. Total of 18 hours lecture and 18 hours laboratory.

CON-46 – Line Erector Apprenticeship XVI 1 unit
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
The apprentice will be introduced to voltage regulators and the operation, control, inspection and replacement of substation voltage regulators. The functions and operation of protective relays commonly found in substations and switchyards is included in this training, along with the components of high voltage terminations. This course will end with the important discussion of safety in substations and switchyards. Total of 18 hours lecture and 18 hours laboratory.

CON-51 - Principles of Roofing I 3 units
Prerequisite: None.
This course provides roofing apprentices with an overview of the roofing apprenticeship program; the requirements of being an apprentice; safety in the industry; types, styles and structural designs of roofs, tools, materials and equipment of the trade and first aid procedures. (FT) Credit can be earned toward the associate degree. Total of 54 hours lecture and 18 hours laboratory.

CON-52 - Principles of Roofing II 3 units
Prerequisite: None.
This course covers built-up roofing, and includes such topics as safety, roof preparation, handling of built-up roofing materials, mopping operations, application of built roof assemblies, insulation and its application, cutting and folding corners, sumps and drains; and flashing. Total of 54 hours lecture and 18 hours laboratory.

CON-53 - Principles of Roofing III 3 units
Prerequisite: None.
This course covers rigid roofing and asphalt and wood shingling. Content topics include hoisting and handling of rigid roofing materials, types of tile, slate and rigid asbestos shingles, other rigid roofing materials, application of asphalt shingles in new construction, reroofing with asphalt shingles, application of roll roofing, and application of wood shingles and shakes. Total of 54 hours lecture and 18 hours laboratory.

CON-54 - Principles of Roofing IV 3 units
Prerequisite: None.
This course covers common roofing and waterproofing materials and equipment as well as cold-applied roofing systems and waterproofing and dampproofing. Total of 54 hours lecture and 18 hours laboratory.

CON-55 - Principles of Roofing V 3 units
Prerequisite: None.
This course provides roofing apprentices with an overview of the roofing apprenticeship program; the requirements of being an apprentice; safety in the industry; types, styles and structural designs of roofs, tools, materials and equipment of the trade and first aid procedures. (FT) Credit can be earned toward the associate degree. Total of 54 hours lecture and 18 hours laboratory.

CON-56 - Principles of Roofing VI 3 units
Prerequisite: None.
This course covers plans and specifications as used in the roofing industry. Content includes regulations governing the roofing and waterproofing industry; overview of blueprints; overview of specifications; mathematics; and common measurement and calculation problems. Total of 54 hours lecture and 18 hours laboratory.

CON-57 - Special Topics in Roofing 1-4 units
Prerequisite: None.
Continued lecture and lab practice for properly indentured apprentices. Instruction topics will relate to the specific apprenticeship program the student is indentured into. Hours and units vary.

CON-60 - Introduction to Construction 3 units
Prerequisite: None.
An overview of the basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting and production work normally associated with construction. An overview of how building codes affect the design, materials and methods of constructing buildings and other projects. Students will be expected to participate in several field trips. Total of 54 hours lecture.

CON-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.
CON-62 - Blueprint Reading and Cost Estimating  3 units
Prerequisite: None.
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.

CON-63A - Uniform Building Code and Ordinances  3 units
Prerequisite: None.
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.

CON-63BCD - Analysis of Revisions to the Uniform Building Code  3 units
Prerequisite: CON-63A.
An analysis which discusses the changes, amendments, and the intent of the code. This analysis to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. Total of 54 hours lecture.

CON-64 - Office Procedure and Field Inspection  3 units
Prerequisite: None.
Office organization, procedures and necessary paper work pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Several field trips. Total of 54 hours lecture.

CON-65 - Plumbing Code  3 units
Prerequisite: None.
Review of plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. Total of 54 hours lecture.

CON-66 - National Electrical Code  3 units
Prerequisite: None.
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.

CON-67 - Mechanical Code  3 units
Prerequisite: None.
Review of mechanical systems including discussion and analysis of the application of physical laws in development of the code requirements. Total of 54 hours lecture.

CON-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.

CON-69 - Construction Math I  3 units
Prerequisite: None.
A course in mathematical problems frequently used by construction apprentices. This course reviews whole numbers, fractions, decimals, percent, linear measurement, compound numbers and beginning algebra as applied to construction trades. Total of 56 hours lecture.

CON-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.

CON-71 - Energy Conservation Standards  1.5 units
Prerequisite: None.
Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. Total of 27 hours lecture.

CON-72 - California State Accessibility Standards  1.5 units
Prerequisite: None.
This course examines the provisions of Title 24 accessibility standards of the California Uniform Building Code for application in the construction industry. These legal requirements establish minimum facility accessibility standards and requirements to provide or improve access to and use by people with physical disabilities. Students will gain an understanding of the legal requirements and will interpret, analyze and apply these provisions to various construction, alteration, remodeling, repair and use of building and related facilities. Total of 27 hours lecture.

CON-73 - Project Planning for Site Construction  3 units
Prerequisite: None.
Organization, procedures and necessary paperwork pertinent to the planning and construction of site improvements. Site analysis by evaluating the needs of the property as well as the needs of those using the property and the design correlations with scope, specifications and control of local, state and federal agencies. Total of 54 hours lecture.

CON-74 - Construction Math II  3 units
Prerequisite: CON-74.
A course in advanced mathematical problems frequently used by construction apprentices. This course briefly reviews whole numbers, fractions, decimals, percentages, linear measurement and compound numbers with emphasis placed on beginning algebra, geometry and trigonometry used by construction workers. Total of 56 hours lecture.

CON-75 - Construction Blueprint Reading I  3 units
Prerequisite: None.
This is a beginning course in the study of blueprints, specifications and their interpretation, including understanding projections, symbols and abbreviations for the residential and commercial construction industries. This course is designed for students interested in blueprint reading for the construction trades. Total of 56 hours lecture.
CON-77 - Construction Blueprint Reading II  3 units
Prerequisite: CON-76.
This course continues the series in construction blueprint specification reading. The relationship of drawing and specifications to the contract and/or the responsibilities of various construction personnel are examined. Comprehensive and detailed analysis of commercial construction projects that includes an introduction to computer aided drafting techniques and symbols is evaluated and reviewed. Total of 56 hours lecture.

CON-78 - Construction Safety  3 units
Prerequisite: None
A comprehensive study of potential hazardous working conditions along with expository training in basic safety, proper tool use, care and storage, hazardous material awareness, documentation requirements, personal protective equipment and proper rigging techniques. Total of 56 hours lecture.

CON-79 - Construction Estimating  3 units
Prerequisite: None
A course designed to assist students, contractors and builders with making quick, accurate quantity calculations and labor-time estimates. The construction trades use detailed cost estimating methodologies universally and this class prepares construction personnel for the task of job estimating. Total of 56 hours lecture.

CON-81 - Introduction to Masonry I  2 units
Prerequisite: None.
Overview of the masonry trade including the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students fundamentals and supply the opportunity for skill development. The course prepares students for entry level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. Total of 18 hours lecture and 54 hours laboratory.

CON-82 - Introduction to Masonry II  2 units
Prerequisite: None.
Continued study of the masonry trade including a review of the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students advanced fundamentals of masonry construction, material estimation and procurement and supply the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. Total of 18 hours lecture and 54 hours laboratory.

CON-83 - Masonry III  2 units
Prerequisite: None.
Course provides bricklaying students with material handling and storage procedures for advanced laying techniques, joints, corners and corner poles. Provides instruction in the handling and storage of brick and block, brick and CMU, control and expansion, joints and masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. Total of 18 hours lecture and 54 hours laboratory.

CON-84 - Masonry IV  2 units
Prerequisite: None.
Course provides bricklaying students with procedures for installing flashing and counter flashing, and safety precautions when doing elevated masonry, reading commercial and residential drawings, adverse weather conditions, insulation, window and door openings and piers, columns and pilasters. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. Total of 18 hours lecture and 54 hours laboratory.

CON-85 - Masonry V  2 units
Prerequisite: None.
Course provides bricklaying students with basic procedures for working safely on walk and work surfaces, basic construction techniques for panels, prisms, arches, decorative pattern bonds, stone work and residential masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. Total of 18 hours lecture and 54 hours laboratory.

CON-86 - Masonry VI  2 units
Prerequisite: None.
Course provides students with basics of glass block, refractory masonry, structural glazed tile, repair and restoration, panel construction, brick paving, and welding. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. Total of 18 hours lecture and 54 hours laboratory.

CON-90 – Carpenter Apprentice I  3 units
Prerequisite: None.
Limitation on enrollment: Must be indentured in a state-approved apprenticeship program.
Course provides carpenter apprentices with basic project procedures and application of the knowledge and performance skills of carpentry hand, power, and measuring tools, scaffolds and ladders. Provides knowledge of types and uses of fasteners and building materials used in carpentry and related mathematics and safety procedures. Total of 56 hours lecture.

CON-91 – Carpenter Apprentice II  3 units
Prerequisite: CON-90.
This course is designed for continuing apprentices in carpentry. It includes an introduction for students to various building strategies, loads and performance of building products commonly used in residential and commercial building projects. Students work in groups to develop examples of building processes and procedures. This course may be taken a total of two times. Total of 56 hours lecture.
CON-92 – Carpenter Apprentice III  3 units  
Prerequisite: CON-91.
This course is designed for continuing apprentices in carpentry and provides them with basic project procedures and application of the knowledge and performance skills related to exterior and interior finishes and mathematics related to these areas. This course may be taken a total of two times. Total of 56 hours lecture.

CON-93 – Carpenter Apprentice IV  3 units  
Prerequisite: CON-92.
This course is designed for continuing apprentices in carpentry and provides them with basic project procedures and application of knowledge and performance skills related to exterior and interior finishes and mathematics related to these areas. This course may be taken a total of two times. Total of 56 hours lecture.

CON-211-244 - Construction Work Experience  1-2-3-4 units 
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This 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 summer session to complete. It prepares the student to qualify for the California State Board of Cosmetology examination. Upon passing this examination, the student will be given a cosmetologist license by the state. In addition, 35 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 Cosmetology Department.
2. Send one copy of high school transcript to Admissions and Records Office. (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 (909) 222-8185.
   a) Cosmetology Principles and Practices - approximately $2,000-$2,300 for the total program.
   b) Manicuring and Pedicuring - approximately $300-400 for the total program.
   c) Esthetician - approximately $1,000 for the total program.

COS-60A - Beginning Cosmetology Concepts  7 units  
Prerequisite: None.
An introduction to professional ethics; hygiene, poise, personality development, California Cosmetology State Board Rules and Regulations, bacteriology, sanitation and disinfection, trichology, chemistry, hair color, nail structure, permanent waving, hair styling, chemical relaxing, manicuring, massage, and safety and hazardous chemicals. Instruction in manipulative skills and in basic techniques of plain facials, daytime makeup, eyebrow arching, scalp treatment, shampooing, basic haircutting, threading, permanent waving, NaOH chemical straightening, hair coloring, hair styling techniques, finger waving techniques, hair pressing techniques, marcel styling techniques, water manicure, hand and arm massage. Total of 42 hours lecture/demonstration and 288 hours laboratory.

COS-60B - Level II Cosmetology Concepts  7 units  
Prerequisite: COS-60A.
A study of safety and related hazardous chemicals, a basic study of the anatomy and physiology of the body, nail disorders and diseases, skin disorders and diseases, dermatology, hair coloring, and bleaching theory. Intermediate instruction in manipulative skills and in basic techniques of artificial eyelash application, lash and brow tint, eyebrow arching manual, facial masks and packs, corrective makeup, hair cutting technical II, acid permanent waving, soft permanent waving, bleaching and toning, hair coloring special effects, wet hair styling technical development, thermal styling, blow drying, finger waving technical development, acrylic nails, oil manicuring. Total of 42 hours lecture/demonstration and 288 hours laboratory.

COS-60C - Level III Cosmetology Concepts  7 units  
Prerequisite: COS-60B.
A study of safety and related hazardous chemicals, hair color problem solving, electricity, electrical facial concepts, product knowledge, telephone techniques, appointment booking, lab procedures, trichology, histology, diseases and disorders of scalp and hair. Instruction in manipulative skills and application to patron services of chemical formulating and dispensing, electrical facials, including high frequency, faradic, sinusoidal, and galvanic currents, dermal lights, creative makeup techniques, nail tips, nail wraps and repair, manicuring, eyebrow arching, chemical straightening, color, hair styling techniques, water manicure, hand and arm massage. Total of 42 hours lecture/demonstration and 288 hours laboratory.

COS-60D - Level IV Cosmetology Concepts  7 units  
Prerequisite: COS-60C.
State Board preparation. All related cosmetology theory subjects of the State Board examination will be studied in depth, as preparation for the State Board examination and a laboratory application of each operation as it will be performed at State Board. Total of 42 hours lecture/demonstration and 288 hours laboratory.

COS-60E - Level V Cosmetology Concepts  7 units  
Prerequisite: COS-60D.
A study of safety and related hazardous chemicals, principles of salon management, employment skills and opportunities, retailing and salesmanship, relaxing, manicuring, facials, pedicuring, and current fashion concepts of hair styling. Advanced level instruction and practice of salon clinic principle. Total of 42 hours lecture/demonstration and 288 hours laboratory.
COS-61AB - Cosmetology Teacher Training 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 of Cosmetology Rules and Regulations. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development under 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.

COS-62AB - Esthetician 6 units  
Prerequisite: None for 62A. 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. Students 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.

COS-64A - Manicuring and Pedicuring 5 units  
Prerequisite: None for 64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

This course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act: related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; manicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in Section B will provide the student with an opportunity for additional skill and competency development within the subject matter. Total of 202 hours lecture - demonstration/lab.

COS-64B - Manicuring and Pedicuring 5 units  
Prerequisite: 64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

This course is designed to complete preparation of the student for a career in manicuring and pedicuring. It is an advanced in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act: related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; manicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter and the hours required by state regulation. Total of 202 hours lecture - demonstration/lab.

COS-67ABCD - New Trends and Techniques in Hairdressing 2 units  
Prerequisite: Completion of 1600 hours of cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Designed for practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in Sections B, C, and/or D will provide the student with an opportunity for additional skill and competency development within the subject matter. Total of 27 hours lecture and 27 hours laboratory.

COS-68A - Principles and Practices of Competition Hairstyling 2 units  
Prerequisite: None.

Limitation on enrollment: Currently enrolled cosmetology students.

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

COS-68B - Special Artistic Effects Used in Competition Hairstyling 2 units  
Prerequisite: None.

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

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

Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in 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.

CULINARY ARTS

CUL-20 - Fundamentals of Baking I 2 units  
Prerequisite: None.

Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. Total of 27 hours lecture and 27 hours laboratory.

CUL-21 - Fundamentals of Baking II 2 units  
Prerequisite: None.

Advisory: CUL-20 recommended.

Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries and cakes; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. Total of 27 hours lecture and 27 hours laboratory.
CUL-22 - Cake Decorating I  
2 units

Prerequisite: None.
This course presents a study of professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of extra fine desserts. Artistic design is used in the presentation of these products. May be taken a total of three times. Total of 27 hours lecture and 27 hours laboratory.

CUL-23 - Advanced Cake Decorating  
2 units

Prerequisite: CUL-22.
Continued study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste - dark, white and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. May be taken a total of three times. Total of 27 hours lecture and 27 hours laboratory.

CUL-36 - Introduction to Culinary Arts  
10 units

Prerequisite: None.
Limitation on enrollment: Negative TB test/chest x-ray within the last three years.
Overview of the culinary arts industry, its history and interrelationships with restaurants, hotels, fine dining, travel, managed care and allied leisure industries. Prepares for entry level skills as a server and bus person; use of standardized recipes, fruit and vegetable identification, breakfast cookery, short order cooking, safety and sanitation. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service and Servesafe Certification as part of their course requirements. Total of 60 hours lecture and 420 hours laboratory.

CUL-37 - Intermediate Culinary Arts I  
10 units

Prerequisite: CUL-36.
Limitation on enrollment: Negative TB test/chest x-ray within the last three years.
Fundamentals of food preparation and cookery, emphasizing high standards of production. Preparation and handling of vegetables and fruits, garde manger, garnishes, salad preparation, breakfast cookery, service line setup, grilling, poaching, deep fat frying, broiling, sautéing, slicing machine and sandwich production. Apply safety and sanitation procedures. Receiving, storing and issuing procedures. Total of 54 hours lecture and 426 hours laboratory.

CUL-38 - Intermediate Culinary Arts II  
10 units

Prerequisite: CUL-37.
Limitation on enrollment: Negative TB test/chest x-ray within the last three years.
Intermediate level of food preparation and cookery, emphasizing high standards of production with decreasing levels of supervision. Preparation and handling of catered events including planning, preparation, setup and service of the event. Baking theory, techniques and production are introduced. Safety and sanitation procedures are applied. Total of 54 hours lecture and 426 hours laboratory.

CUL-39 - Advanced Culinary Arts  
10 units

Prerequisite: CUL-38.
Limitation on enrollment: Negative TB test/chest x-ray within the last three years.
This course examines advanced fundamentals of food preparation and cookery, emphasizing high standards of production, preparation, food handling, cutting meats, poultry, fish and baked products. Further development in supervision and restaurant skills. Total of 54 hours lecture and 426 hours laboratory.

DANCE

ACADEMIC COURSES

DAN-3 - World Dance Survey  
2 units

UC, CSU

Prerequisite: None.
This course is designed to introduce students to dance technique from a specific regional area, culture or ethnic group. International styles to be studied might include Spanish, Balinese, Flamenco and will be the choice of the instructor. May be taken a total of four times. Total of 18 hours lecture and 54 hours laboratory.

DAN-4 - Music for Dance  
2 units

CSU

Prerequisite: None.
Music for Dance is designed to develop the skills necessary for a dancer/choreographer/musician to make the best use of sound in relationship to movement. The student will gain the tools needed to communicate intelligently with the composer/musician and dancer/choreographer. Total of 18 hours lecture and 54 hours laboratory.

DAN-5 - Introduction to Movement Education for Preschool and Elementary Children  
3 units

CSU

Prerequisite: None.
An individualized approach to teaching children to become aware of their physical abilities through the use of movement and dance in the classroom. Total of 45 hours lecture and 27 hours laboratory.

DAN-6 - Dance Appreciation  
3 units

UC, CSU

Prerequisite: None.
A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. Total of 54 hours lecture.

DAN-7 - Choreography I  
2 units

UC, CSU

Prerequisite: DAN-6 or concurrent enrollment in DAN-6.
The study of dance as an art form with emphasis on the basic elements and forms of dance composition. Total of 18 hours lecture and 54 hours laboratory.

DAN-8 - Choreography II  
2 units

UC, CSU

Prerequisite: DAN-7
The continuing study of dance as an art form with emphasis on exploring space, time and energy as elements of choreographic style on the intermediate level. Total of 18 hours lecture and 54 hours laboratory.
DAN-9 – Choreography III  
2 units  
UC, CSU  
Prerequisite: DAN-8.  
The continuing study of dance composition with emphasis on improvisation as a choreographic tool. Total of 18 hours lecture and 54 hours laboratory.

DAN-50 – Dance Techniques for Musical Theater  
.5 units  
UC, CSU  
Prerequisite: None.  
Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. This course may be taken a total of four times. Total of 27 hours laboratory.

**ACTIVITY COURSES**

DAN-D9 - Concert Dance Ensemble  
.5 units  
UC, CSU  
Prerequisite: None.  
Advisory: High competence in performance area.  
Limitation on enrollment: Audition on or before the first class meeting.  
This course is designed to provide students with an opportunity for intensive preparation, performance and appraisal of choreography for public performance. This course may be taken a total of four times. Total of 27 hours laboratory.

DAN-D10 - Dance Performance  
3 units  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
This course provides the opportunity for students to rehearse and perform in the Student Dance Concert. Auditions are held to determine technical and choreographic skill. Student and faculty dances are performed in concert. May be taken a total of four times. Total of 162 hours laboratory.

DAN-D11 - Rehearsal and Performance  
2 units  
UC, CSU  
Prerequisite: None.  
Advisory: DAN-D22 or D38 or equivalent dance experience.  
Limitation on enrollment: Audition on or before the first class meeting.  
In this course, the student develops material for lecture-demonstrations, master classes and mini-concerts. It involves development of the material as well as rehearsal and performance. May be taken a total of four times. Total of 108 hours laboratory.

DAN-D12 - Dance Touring Ensemble  
2 units  
UC, CSU  
Prerequisite: DAN-D11.  
The student will develop ensemble performance skills through creating, rehearsing and performing a repertory of various dance genres and choreographic styles for the RCC Dance Touring Ensemble school performance season. May be taken a total of four times. Total of 108 hours laboratory.

DAN-D13 - Dance Repertoire, Modern  
1 unit  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
Develop a concert repertoire in the genre of modern dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D14 - Dance Repertoire, Jazz  
1 unit  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
Develop a concert repertoire in the genre of jazz, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D15 - Dance Repertoire, Ballet  
1 unit  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
Develop a concert repertoire in the genre of ballet, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D16 - Dance Repertoire, Tap  
1 unit  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
Develop a concert repertoire in the genre of tap, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D17 - Dance Repertoire, Ethnic  
1 unit  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
Develop a concert repertoire in the genre of ethnic dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D18 - Dance Performance Production  
1 unit  
Prerequisite: None.  
Corequisite: DAN-D10.  
Directed dance projects for stage, integrating all aspects of choreographic design with the elements of theatre production resulting in the public studio or stage performance of work-in-progress or completed works during the semester. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. This course may be taken a total of four times. Total of 54 hours laboratory.
DAN-D19 - Conditioning for Dance 1 unit
UC, CSU
Prerequisite: None.
Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. Total of 54 hours laboratory.

DAN-D20 - Introduction to Social Dance 1 unit
Prerequisite: None.
This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D21 - Ballet, Beginning 1 unit
UC, CSU
Prerequisite: None.
This class will provide an opportunity to learn, practice and apply fundamental ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D22 - Ballet, Intermediate 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Learn, practice and apply basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Introduce the study of historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D23 - Ballet, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D22.
Learn, practice and apply intermediate ballet skills learned in intermediate ballet toward the refinement of technical and artistic expression characteristic of advanced level technique. The study of historical and cultural context of ballet will be augmented. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D24 - Pointe Technique, Beginning 1 unit
UC, CSU
Prerequisite: DAN-D22 or 23.
Introduction and development of the technical aspects of pointe work in the ballet curriculum. Beginning skills will be the foundation for more demanding vocabulary at the barre, in center work, pirouette technique and turns across the floor. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D25 - Floor Barre 1 unit
Prerequisite: None.
This course is designed for students of all levels. Students will concentrate on ballet-based floor exercises designed to build strength and true alignment of the body. By improving flexibility and agility, the students will learn how to prevent injuries and increase movement longevity. This course may be taken a total of four times. Total of 54 hours laboratory.

DAN-D26 - Modern Dance, Beginning 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D27 - Modern Dance, Intermediate 1 unit
UC, CSU
Prerequisite: DAN-D26.
Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D28 - Modern Dance, Advanced 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D29 - Modern Dance, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D28.
Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation, as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D30 - Social Dance Styles 1 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. This course may be taken a total of four times. Total of 54 hours laboratory.

DAN-D31 - Jazz, Beginning 1 unit
UC, CSU
Prerequisite: None.
Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D32 - Jazz, Intermediate 1 unit
UC, CSU
Prerequisite: DAN-D31.
Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D33 - Jazz, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D32.
Learn, practice and apply intermediate jazz dance skills learned in intermediate jazz toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation, as applied to performance. The study of historical and cultural context of jazz dance will be augmented. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D34 - Modern Dance, Beginning 1 unit
UC, CSU
Prerequisite: None.
Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D35 - Modern Dance, Intermediate 1 unit
UC, CSU
Prerequisite: DAN-D34.
Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D36 - Modern Dance, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D35.
Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation, as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. Total of 54 hours laboratory.
DAN-D43 - Tap Beginning 1 unit
UC, CSU
Prerequisite: None.
Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. May be taken a total of four times. Total of 27 hours laboratory.

DAN-D44 - Tap, Intermediate 1 unit
UC, CSU
Prerequisite: DAN-D44.
Limitation on enrollment: Audition on or before the first class meeting. Learn, practice and apply intermediate tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D45 - Tap, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D44.
Learn, practice and apply advanced tap dance skills through a series of intensive strengthening and stretching exercises based on Pilates principles. This course may be taken a total of four times. Total of 54 hours laboratory.

DAN-D46 - Body Control Mat Work .5 unit
UC, CSU
Prerequisite: None.
This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises emphasize stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. May be taken a total of four times. Total of 27 hours laboratory.

DAN-D47 - Pilates Beginning 1 unit
UC, CSU
Prerequisite: None.
This beginning level course in alignment and correctives work is based on exercises and concepts developed by Joseph Pilates. The course will include mat work and apparatus work on the universal reformer and will emphasize alignment and balance of muscle groups through strengthening, stretching, breathing and concentration. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D48 - Universal Reformer Technique 1 unit
UC, CSU
Prerequisite: DAN-D47.
Intensive mat work and repertoire on the universal reformer developed by Joseph Pilates will emphasize alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration. May be taken a total of four times. Total of 54 hours laboratory.

DAN-D49 - Pilates, Intermediate 1 unit
Prerequisite: DAN-D47.
This intermediate level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive strengthening and stretching exercises based on Pilates principles. This course may be taken a total of four times. Total of 54 hours laboratory.

DAN-D50 - Pilates, Advanced 1 unit
Prerequisite: DAN-D49.
This advanced level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include advanced mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive advanced level strengthening and stretching exercises based on Pilates principles. This course may be taken a total of four times. Total of 54 hours laboratory.

DAN-D61 - Summer Ballet Intensive .5 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular ballet technique or style from a visiting guest artist or dance faculty. Techniques or styles to be studied might include turns, jumps, or a comparison of the various schools of ballet (such as Balanchine, Cecchetti, Royal Academy of Dance, and Vaganova.) This course may be taken a total of four times. Total of 27 hours laboratory.

DAN-D62 - Summer Jazz Intensive .5 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include hip-hop, Commercial Jazz, Luigi technique, Giordano technique, Broadway Jazz, or Fosse based dance. This course may be taken a total of four times. Total of 27 hours laboratory.

DAN-D63 - Summer Modern Dance Intensive .5 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular modern dance style from a visiting guest artist or dance faculty. Styles to be studied might include Cunningham technique, Limon technique, Dunham technique, or Graham technique. This course may be taken a total of four times. Total of 27 hours laboratory.

DAN-D64 - Summer Tap Dance Intensive .5 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include rhythm tap, Broadway tap, soft shoe, and tap improvisation. This course may be taken a total of four times. Total of 27 hours laboratory.

DAN-D65 - Summer World Dance Intensive .5 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include Balinese dance, Flamenco, Bharat Natyam, Folklorico or Irish step dance. This course may be taken a total of four times. Total of 27 hours laboratory.
DAN-D66 - Summer Social Dance Intensive .5 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include “42nd Street,” “Chicago,” “On Your Toes,” “Oklahoma!” or “West Side Story.” This course may be taken a total of four times. Total of 27 hours laboratory.

DAN-D67 - Summer Musical Theatre Dance Intensive .5 unit
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular musical by a visiting guest artist or dance faculty. Musicals to be studied might include “42nd Street,” “Chicago,” “On Your Toes,” “Oklahoma!” or “West Side Story.” This course may be taken a total of four times. Total of 27 hours laboratory.

DENTAL HYGIENE

DEH-10A - Pre-Clinic Dental Hygiene #1 2.5 units
Prerequisite: AMY-2A, AMY-2B, MIC-1, ENG-1A, SPE-1.
Corequisite: DEH-11, 12A, 12B, 13, 14, 15, 16, 17.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of pre-clinical experiences. This course is a laboratory course designed to orient the student to the role of the dental hygienist and develop basic skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. Total of 144 hours laboratory.

DEH-10B - Pre-Clinic Dental Hygiene #2 1 unit
Prerequisite: None.
Corequisite: DEH-19.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of DEH 10A and is designed to facilitate the development of clinical skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. Total of 54 hours laboratory.

DEH-11 - Principles of Dental Hygiene 2 units
Prerequisite: AMY-2A, AMY-2B, ENG-1A, SPE-1.
Corequisite: DEH-10A, 12, 13, 14, 15, 16, 17.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This is an introductory course that will provide the student with the scientific knowledge and theory of the basic principles of dental hygiene techniques and procedures for the clinical aspect of dental hygiene. Total of 36 hours lecture.

DEH-12A - Principles of Oral Radiology 1 unit
Prerequisite: AMY-2A, ENG-1A, MAT 52.
Corequisite: DEH-10A, 11, 12B, 13, 14, 15, 16, 17.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to the basic principles and techniques of exposing and processing dental radiographs. Emphasis will be placed on the concepts of radiologic imaging, quality assurance, legal aspects, hazardous waste management, radiation health, and basic radiologic imaging interpretation. Total of 18 hours lecture.

DEH-12B - Oral Radiology Laboratory 1 unit
Prerequisite: AMY-2A, MAT-52.
Corequisite: DEH-10A, 11, 12A, 13, 14, 15, 16, 17.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This laboratory course is designed to provide the student the avenue to implement knowledge obtained from the lecture course: DEH-12A and 13. Students will experience exposing, processing, mounting, charting, critiquing and interpreting radiographs on manikins and patients. Total of 54 hours laboratory.

DEH-13 - Infection Control in Dentistry 1 unit
Prerequisite: MIC-1, CHE-2A, CHE-2B, ENG-1A.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to provide the student with the principles and practical application of universal precaution and other infection control concepts. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC), and the Dental Board of California (DBC) standards will be presented and discussed. Procedures and policies learned will be applied in all clinical dental hygiene courses. Total of 18 hours lecture.

DEH-14 - Systems Analysis of Dental Anatomy, 3.5 units
Morphology, Histology, Embryology
Prerequisite: AMY-2A, AMY-2B.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a systematic approach to histological structures and embryonic development of oral human tissues, morphological characteristics of teeth with emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. Total of 67 hours lecture and 16 hours of laboratory.
DEH-15 - Head and Neck Anatomy 2 units
Prerequisite: AMY-2A, AMY-2B.
Corequisite: DEH-10A, 11, 12, 13, 14, 16, 17.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The course emphasizes specialized and interrelated structures of the head and neck, and associated structures surrounding and including the oral cavity. Total of 36 hours lecture.

DEH-16 - Preventive Dentistry 1 unit
Prerequisite: CHE-2A, CHE-2B, MIC-1, ENG-1A, SOC-1, PSY-1, SPE-1, HES-4.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course provides the fundamentals of preventive dentistry concepts and modalities including the dental assessment, diagnosis, treatment planning, and implementation of clinical preventive procedures. Emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. Total of 18 hours lecture.

DEH-17 - General Pathology 2 units
Prerequisite: AMY-2A, AMY-2B, MIC-1.
Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 16.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will learn about the basic pathologic mechanisms in human disease. There will be emphasis on the inflammation and repair, and immunity. Students will also learn about clinical aspects of diseases and disorders that will be encountered in the clinical setting. Total of 36 hours lecture.

DEH-19 - Pain Control 1.5 units
Prerequisite: None.
Corequisite: DEH-10B.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to the theory, concepts, techniques, and drugs utilized in dentistry to achieve adequate pain control through local anesthesia and nitrous oxide/oxygen sedation. Students practice local anesthesia injections and administer nitrous oxide/oxygen on classmates. Total of 25 hours lecture and 36 hours laboratory.

DEH-20A - Clinical Dental Hygiene #1 3 units
Prerequisite: None.
Corequisite: DEH-21, 22, 23, 24, 25, 26, 27, 28.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and basic clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. Total of 162 hours laboratory.

DEH-20B - Clinical Dental Hygiene #2 1 unit
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early to moderate periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. Total of 72 hours laboratory.

DEH-21 - Clinical Seminar #1 1 unit
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. This course focuses on clinical issues and experiences of the students. Emphasis will be placed on communication, clinical protocols, chart management, and patient management and assessment issues. The dental hygiene portfolio will be introduced. Total of 18 hours lecture.

DEH-22 - Oral Radiology Interpretation 1 unit
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is focused on radiographic interpretation of full mouth series, periapical, and panoramic radiographs. Identification of anatomical landmarks, developmental defects, and lesions affecting the oral structures, carious lesions, periodontal disease and other maxillofacial radiographic pathology will be covered. Total of 18 hours lecture.
DEH-23 - Introduction to Periodontology  
Prerequisite: None.  
Corequisite: DEH-20A, 21, 22, 24, 25, 26, 27, 28.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to a continuation of the study of Periodontics. This course is an introduction of the basic concepts of Periodontics. Emphasis will be placed on the periodontium and the etiology, diagnosis, treatment planning, and prevention of periodontal disease. Total of 36 hours lecture.

DEH-24 - Ethics  
Prerequisite: None.  
Corequisite: DEH-20A, 21, 22, 23, 25, 26, 27, 28.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to ethics and professionalism as it relates to the profession of dental hygiene. Emphasis will be placed on the challenges of providing ethical care in the clinical setting. Total of 18 hours lecture.

DEH-25 - Medical/Dental Emergencies  
Prerequisite: None.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course will introduce the student to planning for the patient’s medical management, including prevention, anticipation of potential medical emergencies and implementing appropriate treatment. Emphasis is placed on a problem-based approach to management of medical emergencies. Total of 18 hours lecture.

DEH-26 - Dental Treatment of Geriatric and Medically Compromised  
Prerequisite: None.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to the special needs of the geriatric and medically compromised patients. Emphasis will be placed on the value of a thorough evaluation and risk assessment of patients, and determining the need for supplemental laboratory test and medical consultations. Total of 36 hours lecture.

DEH-27 - Oral Pathology  
Prerequisite: None.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course provides the student with an introduction to pathologic conditions that directly or indirectly affect the oral cavity and adjacent structures. Students will learn a spectrum of signs and symptoms accompanied by clinical slides to learn how to correctly make a differential diagnosis. Total of 54 hours lecture.

DEH-28 - Basic and Applied Pharmacology  
Prerequisite: None.  
Corequisite: DEH-20A, 21, 22, 23, 24, 25, 26, 27.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The course introduces the student to the basic principles of pharmacology. Emphasis is on the use, actions, and clinical implications/contraindications to medications. Total of 36 hours lecture.

DEH-30A - Clinical Dental Hygiene #3  
Prerequisite: None.  
Corequisite: DEH-31, 32, 33, 34, 35, 36, 37.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. Total of 192 hours laboratory.

DEH-30B - Clinical Dental Hygiene #4  
Prerequisite: None.  
Corequisite: DEH-31, 32, 33, 34, 35, 36, 37.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. Total of 72 hours laboratory.

DEH-31 - Clinical Seminar #2  
Prerequisite: None.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that are implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis will be placed on assessment and treatment planning of moderate to advanced periodontal cases. The development of the dental hygiene portfolio will be continued. Total of 18 hours lecture.
DEH-32 - Dental Materials 2.5 units
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is the study of the properties, composition and manipulation of materials used in dentistry. The study of dental materials provides the student with the scientific rationale for selecting and using specific materials as well as understanding the varied relationships of dental biomaterials. Total of 36 hours lecture and 27 hours laboratory.

DEH-33 - Periodontology 1 unit
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students will expand their knowledge of Periodontology to include analysis of periodontal tissues, and the mechanisms and causes in various pathologic processes. Emphasis will be placed on therapeutic goals and techniques to attain and maintain periodontal health in the clinical setting. Total of 18 hours lecture.

DEH-34 - Community Dental Health Education #1 1 unit
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Emphasis is placed on the role of the dental health educator. Total of 18 hours lecture.

DEH-35 - Community Dental Health Education Practicum #1 1 unit
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Students will participate in the dental hygiene education practicum that introduces concepts of school lesson planning, development and evaluation mechanisms. Students will also have the opportunity to coordinate dental health education with educational and community systems. Total of 9 hours lecture and 27 hours laboratory.

DEH-36 - Research Methodology 2 units
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This is an introductory course that will allow the student to learn the fundamentals of research design and methodology, and acquire skills to critique scientific literature. The use of internet and different search engines will be incorporated in this course. Total of 36 hours lecture.

DEH-37 - Nutrition in Dentistry 1 unit
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to nutritional principles as they relate to overall health of the patient with special emphasis on the nutrition as it relates to oral health. Total of 18 hours lecture.

DEH-40 - Clinical Dental Hygiene #5 4 units
Prerequisite: None.
Corequisite: DEH-41, 42, 43, 44, 45, 46.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. Total of 216 hours laboratory.

DEH-41 - Clinical Seminar #3 1 unit
Prerequisite: None.
Corequisite: DEH-40, 42, 43, 44, 45, 46.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis is on developing critical thinking skills when implementing dental hygiene treatment plans. The development of the dental hygiene portfolio will be completed in this course. Total of 18 hours lecture.

DEH-42 - Practice Management and Jurisprudence 2 units
Prerequisite: None.
Corequisite: DEH-40, 41, 43, 44, 45, 46.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course will introduce the student to the dental economics of a dental hygiene practice within a private dental practice. Students will become familiar with dental office procedures including computer dental office management programs as well as tissue management systems. Emphasis will be placed on the scope of practice of dental professionals as outlined by the California State Dental Practice Act (DPA). Total of 36 hours lecture.
DEH-43 - Advanced Periodontology 1 unit  
Prerequisite: None.  
Corequisite: DEH-40, 41, 42, 44, 45, 46.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students will perform an in-depth analysis of current literature and how to implement the information to accomplish evidence-based dental hygiene care. Total 18 hours lecture.

DEH-44 - Community Dental Health Education #2 1 unit  
Prerequisite: None.  
Corequisite: DEH-40, 41, 42, 43, 45, 46.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. Total of 18 hours lecture.

DEH-45 - Community Dental Health Education Practicum #2 1 unit  
Prerequisite: None.  
Corequisite: DEH-40, 41, 42, 43, 44, 46.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of dental health practicum that emphasis the assessment, diagnosis, planning, implementation, and evaluation of community programs. Total of 9 hours lecture and 27 hours laboratory.

DEH-46 - Advanced Topics in Dental Hygiene 1 unit  
Prerequisite: None.  
Corequisite: DEH-40, 41, 42, 43, 44, 45.  
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.  
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course examines advanced topics in the field of dental hygiene to prepare students to transition into the private practice arena. Students will discuss how to integrate topics into their clinical practices. Latest clinical duties approved by the Dental Board of California will be discussed. Total of 18 hours lecture.

DENTAL TECHNOLOGY  
The curriculum prepares a student for employment in a private or commercial dental laboratory or dental office performing laboratory techniques and procedures. Emphasis is on fundamental laboratory procedures including all five specialized areas: dentures, crown and fixed partial dentures, ceramics, removable partial dentures, and orthodontic/ pedodontics. The two year (41 unit) full time program provides for student-centered teaching. The student will receive a Dental Technology certificate upon completing the curriculum in Dental Technology, provided the student has maintained a “C” average or better in each course.

Four internal certificates may be earned while enrolled in the 41 unit certificate pattern. These certificates are in Basic Sciences, Orthodontic Techniques, Removable Techniques, and Fixed Techniques.

Riverside Community College awards an Associate in Science Degree in Dental Technology upon successful completion of the prescribed two year program, plus meeting all other graduation requirements.

Recommended Courses:  
- Health Science 1  
- Sociology 1  
- Art 22, Art 23, Art 24  
- CIS-1A, CIS-96  
- English 50A or 1A  
- Math 52  
- Speech 1 or 9  
- Business Administration 30  
- History 7 or Political Science 1  
- Anatomy & Physiology 10

Requirements for Admissions to Dental Technology Program:  
Completion of DEN-70.

Expenses of Program:  
1. Students are required to purchase a set of hand tools that cost about $350 for both semesters.
2. Textbooks and supplies cost about $200.
3. The student furnishes his or her own laboratory coat that is required for wear in the laboratory.
4. Students are urged to carry some form of health and accident insurance. Policies are available to college students at reasonable rates.

DEN-70 - Introduction to Dental Technology 2 units  
Prerequisite: None.  
An introductory course to acquaint the student with the field of dental technology, the categories of training and employment, the professional relationship of the technician and the dentist, professional growth and trade associations and the ethics and laws governing laboratory practices. Fundamental, hands-on procedures for model and die work as necessary to five core specialties. Additional emphasis on manual dexterity and spatial relationship skills. Successful completion necessary for program admission. Total of 9 hours lecture and 81 hours laboratory.

DEN-71 - Dental Morphology 3 units  
Prerequisite: None.  
Tooth anatomy, physiology and terminology will be covered to allow the student a thorough study of the terms unique to the dental profession; additional emphasis on the principles of occlusion. Students are required to carve tooth forms to develop manipulative skill and to learn tooth anatomy. Total of 36 hours lecture and 54 hours laboratory.

DEN-72A - Dental Materials I 1 unit  
Prerequisite: None.  
Composition, characteristics, physical properties and use of non-metallic materials used by the dental technician. Emphasis will be on gypsum products, duplicating materials, resins, waxes and polishing agents. Additional emphasis on infection control indications and procedures. Total of 18 hours lecture.
DEN-72B - Dental Materials II  
Prerequisite: None.  
Composition, characteristics, physical properties and use of metallic materials and dental porcelains used by the dental technician. Emphasis will be on precious, semi-precious and non-precious metals, their respective solders and proper techniques and situations for selection; additional emphasis on preventive maintenance, safety and hazardous communication. Total of 18 hours lecture.

DEN-74 - Dental Anatomy and Physiology  
Prerequisite: None.  
Designed to teach the student the anatomy of the head, face and the oral cavity. Emphasis on the bony anatomy of the head, muscles of mastication and their attachments, the blood and nerve supply and the movements of the mandible. Total of 18 hours lecture.

DEN-75A - Complete Denture Techniques I  
Prerequisite: DEN-70.  
Theory and procedural steps involved in the construction of complete dentures, nightguards, relines, repairs and rebases. Involves the concepts behind model development articulation, and dental tooth arrangement. Total of 18 hours lecture and 108 hours laboratory.

DEN-75B - Complete Denture Techniques II  
Prerequisite: DEN-75A.  
Theory and applied techniques for denture construction: investing, packing, tinting, resin processing, remount, selective grinding and finishing. Included theory and applied techniques in construction of relines, rebases and repairs. Total of 18 hours lecture and 108 hours laboratory.

DEN-77A - Removable Partial Denture Techniques I  
Prerequisite: DEN-70.  
Theory and fundamental techniques in the construction of chrome-cobalt partial dentures; model preparation, refractory casts, elementary principles of survey and design, blockout, duplication and wax-up of refractory casts. Total of 18 hours lecture and 108 hours laboratory.

DEN-77B - Removable Partial Denture Techniques II  
Prerequisite: DEN-77A.  
Theory and applied techniques in the construction of chrome-cobalt dentures; spruing, investing, casting and finishing of the metal frameworks; soldering and repair. Set-up, process and finish of dentures bases. Total of 18 hours lecture and 108 hours laboratory.

DEN-79A - Crown and Bridge Techniques I  
Prerequisite: DEN-70.  
Theory and fundamental techniques in the construction of inlays, onlays and full metal crowns; emphasis on model preparation, waxing, investing, casting and finishing. The student will acquire an understanding of how the anatomical structures will influence the construction of a fixed dental prosthetic restoration. Total of 18 hours lecture and 108 hours laboratory.

DEN-79B - Crown and Bridge Techniques II  
Prerequisite: DEN-79A.  
Theory and applied techniques for crown and bridge construction; principles of bridge design for aesthetics, function, sanitation and comfort; emphasis on abutments, retainers and pontics, bridge assembly utilizing soldered and cast connectors. Total of 18 hours lecture and 108 hours laboratory.

DEN-82 - Dental Laboratory Management  
Prerequisite: None.  
Fundamentals of accounting: financial statements, basic record keeping procedures, sales and cash receipts, transactions with individual dentists, end-of-period procedures, financial statement analysis and pricing, as they apply to the dental laboratory industry. Total of 18 hours lecture.

DEN-85 - Orthodontic/Pedodontic Techniques  
Prerequisite: DEN-70.  
Designed to familiarize the student with the laboratory requirements of orthodontics; wire bending procedures and the fabrication of orthodontic appliances and pedodontic preventive appliances; emphasis on space maintainers, both fixed and removable, habit breaking appliances, appliances for effective tooth movement. Total of 18 hours lecture and 108 hours laboratory.

DEN-89A - Dental Ceramics I  
Prerequisite: DEN-79B.  
Theory and fundamental techniques for fabricating cast metal substructures; opaquing, porcelain manipulation, color control, blending, firing, shaping and glazing single crowns with emphasis on porcelain fused to metal restorations. Total of 18 hours lecture and 108 hours laboratory.

DEN-89B - Dental Ceramics II  
Prerequisite: DEN-89A.  
Theory and advanced techniques for constructing porcelain fused to metal multiple crowns and bridgework; framework design, assembly, porcelain buildup, add-ons and staining; pre and post soldering, porcelain jacket crowns and porcelain veneers. Total of 18 hours lecture and 108 hours laboratory.

DEN-90 - Advanced Techniques in Dental Technology  
Prerequisite: At least two of the following: DEN-75B, DEN-77B, DEN-79B, DEN-85B, DEN-89B.  
An exit level skills course in advanced procedures to reinforce techniques and processes that were taught in basic courses. Emphasis on student generated case development in two specialty areas and clinical acceptability of final product. Successful completion necessary for program certificate. Total of 9 lecture and 189 hours laboratory.

DEN-211-244 - Work Experience  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units, including work experience units and in a major related to the course.  
This course is designed to coordinate the student’s on-the-job training with 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 required in Section A and may be required in Sections B, C and D. In addition, Students are required to complete 60 hours volunteer or 75 hours paid services per unit, per semester.
EARLY CHILDHOOD STUDIES

EAR-19 - Observation Methods in Early Childhood 3 units

Prerequisite: None.

An overview of the field of Child Development/Early Childhood Education, including the history, current trends, legal issues and career options. Emphasis will be placed on methods of observation, recording and interpreting child behaviors. Total of 54 hours lecture.

EAR-20 - Child Development 3 units

Prerequisite: None.

This course is a comprehensive overview of concepts, issues and theories of human development from conception through adolescence. Emphasis is on typical and atypical development that occurs through the following areas: physical, cognitive, language, social and emotional stages of growth. Students will be introduced to theories, research and applications that constitute the field of child development. Students will examine culturally diverse and innovative methods that support the growth and development of children. Outside observations required. Total of 54 hours lecture.

EAR-22 - Careers and Programs in Early Childhood 3 units

Prerequisite: None.

The course explores the historical backgrounds and philosophies of different types of community early childhood programs. Also includes ethical issues encountered by early childhood professionals, state licensing, laws and regulations that affect children, community agencies and referral systems and exploration of possible careers in the field. Observation required. Total of 54 hours lecture.

EAR-24 - Creative Activities Through Curriculum 3 units

Prerequisite: None.

Introduction to creativity as it relates to both typically developing young children and those with disabilities and other special needs, in education. Integration of creative activity into various aspects of the early childhood curriculum. Total of 54 hours lecture.

EAR-26 - Child Health 3 units

Prerequisite: EAR-20.

A study of health, safety, and nutrition factors of importance to the teacher, child, and family of the young child. Topics included are common childhood diseases, general physical and mental health, first aid and emergency procedures, as well as health protection provided by the home, school, and the local community. Total of 54 hours lecture.

EAR-28 - Introduction to Principles and Practices of Early Childhood Education 3 units

Prerequisite: None.

An overview of the field of early childhood studies including history; fostering child’s self worth through creative, physical, emotional, cognitive and social development; licensing and Child Development Permit requirements; the role of the teacher; working with parents; guidance of young children; mandated reporter requirements; full inclusion of children with disabilities and other special needs; implementing developmentally and culturally appropriate curriculum; and current issues and trends in early childhood education. Total of 54 hours lecture.

EAR-30 - Internship in Early Childhood Education 4 units

Prerequisite: EAR-22 and 28 or concurrent enrollment

Supervised experience and participation in a group program for preschool children at the RCC Child Development Center or community child development centers. Emphasis on curriculum planning and evaluation; discipline and guidance techniques; instructional methods; cooperative relationships with staff, parents, and children; and professional ethics and job search skills. Total of 36 hours lecture and 108 hours laboratory.

EAR-31 - Home Visiting 3 units

Prerequisite: EAR-20 or concurrent enrollment

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, and developing appropriate home based interventions for the child and family. Students will be required to complete home visits with an Early Intervention agency as part of this course. Total of 54 hours lecture.

EAR-33 - Caring for Infants and Toddlers in Group Settings 3 units

Prerequisite: None.

Advisory: EAR-20 recommended.

This course is intended to provide care givers in family day care homes or infant-toddler centers the components of quality care and education for children ages 0-3. The specific development of the child from prenatal to age three will be studied in relation to the development of appropriate activities and materials to meet the child’s development needs. Health, safety and nutrition as well as the components of physical space, equipment and play of the young child will be examined. Total of 54 hours lecture.

EAR-34 - Curriculum Activities for Infants and Toddlers 3 units

Prerequisite: None.

Advisory: EAR-33 recommended.

An introduction to organizing and developing activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, arts and crafts, imaginative play, music and movement, language, self-concept and discipline. Total of 54 hours lecture.
EAR-37 - School Age Child Care 3 units
CSU
Prerequisite: None.
Advisory: EAR-20 recommended.
This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child’s interests and abilities into a developmentally appropriate curriculum to meet individual needs. Total of 54 hours lecture.

EAR-38 - Adult Supervision in ECE/CD Classrooms 2 units
CSU
Prerequisite: None.
Advisory: EAR-20, 22, 42, 44, and 45 recommended.
This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. Total of 36 hours lecture.

EAR-40 - Introduction to Infants and Children with Disabilities and other Special Needs 3 units
CSU
Prerequisite: None.
The course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. Total of 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education I 4 units
CSU
Prerequisite: EAR-20.
This course provides a supervised practicum as an assistant in an early intervention/special education setting. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum and identification and assessment will be discussed. Total of 36 hours lecture and 108 hours laboratory.

EAR-42 - Home, School and Community Relations 3 units
CSU
Prerequisite: None.
Designed for parents, teachers, teacher-aides, and others interested in or participating in parent education. Broad overview of child development, prenatal through early childhood periods. Communication and interaction within the family and school for young children. Total of 54 hours lecture.

EAR-43 - Children with Challenging Behaviors 3 units
Prerequisite: EAR-19 and EAR-20.
This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. Total of 54 hours lecture.

EAR-44 - Administration of Early Childhood Education I 3 units
CSU
Prerequisite: None.
Advisory: Nine units in nursery school courses recommended.
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, recordkeeping and public relations. Total of 54 hours lecture.

EAR-45 - Administration of Early Childhood Education II 3 units
CSU
Prerequisite: EAR-44.
Advisory: Twelve units of early childhood studies recommended.
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.

EAR-47 - Childhood Stress and Trauma 3 units
Prerequisite: EAR-19 and EAR-20.
This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child’s development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. Total of 54 hours lecture.

EAR-48 - Parent Participation and Involvement 2 units
CSU
Prerequisite: None.
Advisory: Recommended class for EAR 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.
EAR-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.

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

EAR-53 - Parenting: Guiding Young Children -  1 unit
   Approaches to Discipline
   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.

EAR-54 - Parenting: Contemporary Parenting  1 unit
   Issues and Problems
   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.

EAR-55 - Parenting: Common Problems in Infancy  1 unit
   and Childhood
   Prerequisite: None.
   A course designed to study and examine some of the difficult behaviors
   that even normal and well adjusted children exhibit. It will present
   common problems like disruptive children, shyness, fearfulness,
   aggressiveness, thumb sucking and others. Total of 18 hours lecture.

EAR-56 - 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.

EAR-57 - 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.

EAR-58 - 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.

EAR-211-244 - Early Childhood Studies 1-2-3-4 units
   Work Experience
   CSU*
   Prerequisite: EAR-28.
   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
   additional semesters 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 the first semester
   and may be required in subsequent semesters. In addition students are
   required to complete 60 hours of volunteer work or 75 hours of paid
   service per unit, per semester. May be repeated three times.

ECONOMICS

ECO-4 - 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.

ECO-7 - Principles of Macroeconomics  3 units
   UC, CSU (CAN ECON 2)
   Prerequisite: None.
   Advisory: Completion of ECO-4 recommended. Introductory algebra
   skills also recommended.
   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.

ECO-8 - Principles of Microeconomics  3 units
   UC, CSU (CAN ECON 4)
   Prerequisite: None.
   Advisory: Completion of ECO-4 recommended. Introductory algebra
   skills also recommended.
   Economic theory and analysis as applied to consumer and producer
   behavior in markets. Emphasizes the allocation of resources and the
   distribution of income through the price mechanism, and deals with
   the microeconomic concepts of equilibrium in product and factor
   markets, perfect and imperfect competition, government interdiction
   in the private sector, and international trade and finance. Total of 54
   hours lecture.

ECO-30 - Consumer Economics  3 units
   (Same as HOM-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.
EDUCATION

EDU-1 – Teaching in the Multicultural Classroom 3 units
UC, CSU
Prerequisite: None.
This is the first course en route to teaching as a profession. In addition to an introduction to the history of public education, the following topics are covered within the context of a multicultural/multilingual classroom: motivation, lesson design, teaching strategies, discipline and management and professionalism. A required guided observation of classes component in the elementary and secondary schools is based on these last five areas. Total of 54 hours lecture.

EDU-3 – Introduction to Literacy Instruction 3 units
CSU
Prerequisite: None.
Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.
This course is designed for students participating in the Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. Total of 54 hours lecture.

EDU-4 – Introduction to Literacy/Service Learning 1 unit
CSU
Prerequisite: None.
This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. Total of 18 hours lecture.

EDU-5 – AmeriCorps Community Service-Learning 3 units
CSU
Prerequisite: None.
This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. This course may be taken a total of two times. Total of 54 hours lecture and 360 hours classroom tutoring.

EDU-51 - Leadership Development Studies 3 units
CSU
Prerequisite: None.
Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. Total of 36 hours lecture and 54 hours laboratory.

EDU-211-244 - Education Work Experience 1-2-3-4 units
CSU
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s 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.

ELECTRONICS

ELE-10 - 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 superheterodyne receivers, and test equipment operation (emphasis on voltmeter and oscilloscope operation). Total of 54 hours lecture and 54 hours laboratory.

ELE-21 - DC-AC Electronics 4 units
CSU
Prerequisite: None.
Basic electrical theory including electrical circuit parameters, Ohm’s Law, DC, AC, time constants, resonant circuits, filters, and circuit parameter measurement. Total of 54 hours lecture and 54 hours laboratory.

ELE-22 - Passive Circuit Analysis 3 units
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in ELE-21 recommended.
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.

ELE-23 - Electronics Devices and Circuits 4 units
CSU
Prerequisite: None.
Advisory: ELE-21 recommended.
Characteristics, construction, and circuit applications of electronic devices including diodes, bipolar transistors, thyristors, integrated circuits, and optoelectronic devices. Total of 54 hours lecture and 54 hours laboratory.
ELE-24 - Active Circuit Analysis 3 units
CSU
Prerequisite: None.
Advisory: ELE-23 recommended.
Mathematical analysis of electronic devices and circuits including power supplies, amplifiers, oscillators, and control circuits. Total of 54 hours lecture.

ELE-25 - Digital Techniques 4 units
CSU
Prerequisite: None.
Advisory: Completion of or concurrent enrollment in ELE-10 or 23 recommended.
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 and 54 hours laboratory.

ELE-26 - Microprocessors and Microcontrollers 4 units
CSU
Prerequisite: None.
Advisory: ELE-25 recommended.
Computer number systems, codes, and arithmetic functions; microprocessor and microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PL/IA interfacing, and I/O operations. Introduction to operating systems. Total of 54 hours lecture and 54 hours laboratory.

ELE-27 - Technical Communication 3 units
(Same as ENE-27)
CSU
Prerequisite: None.
Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. Total of 54 hours lecture.

ELE-28 - Automated Electronics Design and Documentation Tools 2 units
CSU
Prerequisite: ELE-10 or 21.
This course covers basic Computer-aided Design (CAD) drafting, with emphasis on such procedures as apply directly to electronics. Schematic capture, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component-templates will be emphasized. Total of 18 hours lecture and 54 hours laboratory.

ELE-32 – FCC Radiotelephone License Exam Preparation 3 units
Prerequisite: ELE-10.
This class will focus intensively on advanced topics related to the Federal Communications Commission (FCC) licensing examination, elements I and III, for the commercial-class, General Radiotelephone Operator License. There will also be an introduction to element VIII, for the radar endorsement to the GROL. The FCC requires any technician or engineer who must repair or make adjustments to any radio frequency (RF) transmitting device of significant power output to hold a valid General Radiotelephone Operator License. Once issued, this license is valid for the lifetime of the bearer. This course may be taken a total of four times. Total of 54 hours lecture.

ELE-36 - Advanced Microprocessors 4 units
CSU
Prerequisite: None.
Advisory: ELE-26 recommended.
The IAPX 88 microprocessor including function, architecture, instruction set, addressing modes, internal operations, interfacing and I/O operations. Total of 54 hours lecture and 54 hours laboratory.

ELE-38 - Computer Systems Troubleshooting 4 units
CSU
Prerequisite: None.
Advisory: ELE-25 and ELE-26 recommended.
Introduction to computer system troubleshooting and repair. System configurations are analyzed and evaluated. Problems are isolated using schematics, electronic test equipment, and software diagnostics. Preventive maintenance, safety and quality are stressed. Total of 54 hours lecture and 54 hours laboratory.

ELE-39 - PCM and Digital Transmission 3 units
CSU
Prerequisite: None.
Advisory: ELE-25 and ELE-39 recommended.
Pulse code modulation theory and applications, channel banks, cross connects, transmission facilities, frequency and time division multiplexing. Number systems, waveforms and digital basics are reviewed. Total of 54 hours lecture.

ELE-40 - Fiber Optic Basics 3 units
CSU
Prerequisite: None.
Advisory: ELE-25 and ELE-39 recommended.
Basic fiber optic theory, transmission theory, system components and cable; communication transmission systems, fiber multiplexing techniques and terminals, tests and test sets, and current technology trends are also presented. Total of 54 hours lecture.

ELE-50 - Basic Electronics 1 unit
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.

ELE-52 - Video Display Systems Servicing 4 units
CSU
Prerequisite: ELE-10, or 21 and 23.
Analysis of black and white and color television receivers and video display terminals. Troubleshooting and repair of television receivers and video display terminals. Total of 54 hours lecture and 54 hours laboratory.

ELE-56 - Computer Mathematics 3 units
CSU
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.
ELE-211-244 - Electronics Work Experience  
1-2-3-4 units  
CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This 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.

ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College’s courses which are equivalent to the Engineering Core requirements are listed as follows:

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-1A, 1B, 2A, 2B</td>
<td>16</td>
</tr>
<tr>
<td>CHE-1A, 1B</td>
<td>10</td>
</tr>
<tr>
<td>CIS-9 or 16</td>
<td>3</td>
</tr>
<tr>
<td>PHY-4A, 4B, 4C</td>
<td>12</td>
</tr>
<tr>
<td>ENE-9</td>
<td>3</td>
</tr>
<tr>
<td>ENE-10</td>
<td>1</td>
</tr>
<tr>
<td>ENE-17</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22 or 23 or 30</td>
<td>3</td>
</tr>
<tr>
<td>ENE-35</td>
<td>3</td>
</tr>
<tr>
<td>ENE-45</td>
<td>2</td>
</tr>
<tr>
<td>ENG-1A</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>4 or more</td>
</tr>
<tr>
<td>TOTAL</td>
<td>64-67</td>
</tr>
</tbody>
</table>

Electives

Possible courses include, but are not limited to, the following. Choice would depend upon the engineering major requirements and specific engineering option at the school where graduation is expected.

- ENE-1A  
- ENE-20  
- ENE-33  
- ENE-46  
- MAC-51  
- MAT-12  
- CHE-5   
- CHE-12A 
- BIO-1   
- CIS-11  

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENE-1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

ENE-1A - Plane Surveying, I  
3 units  
UC, CSU (CAN ENGR 10)

Prerequisite: None.

Advisory: MAT-36 recommended.

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.

ENE-1B - Plane Surveying, II  
3 units  
UC, CSU

Prerequisite: ENE-1A.

Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. Total of 36 hours lecture and 54 hours field practice.

ENE-10 - Introduction to Engineering  
1 unit  
UC, CSU

Prerequisite: None.

An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering. Total of 18 hours lecture.

ENE-17 - Electrical Circuit Analysis  
4 units  
UC, CSU

Prerequisite: PHY-4B and MAT-2B.

Direct-current circuit analysis, circuit theorems, RL and RC transients, second-order circuits, phasor concepts, steady state sinusoidal analysis, current voltage and power relationships, polyphase circuits, elementary transformers, principles of electrical instruments, and computer-aided circuit analysis. Total of 54 hours lecture and 54 hours laboratory.

ENE-18 - Legal Aspects of Surveying  
3 units  
CSU

Prerequisite: ENE-1AB 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.

ENE-20 - Applied Strength of Materials  
3 units  
UC, CSU

Prerequisite: PHY-10 and 11 and MAT-5.

Stress-strain diagrams, tension and compression, working stresses and safety factors, torsion, stresses in beams, riveted joints, welded connections and columns. Total of 36 hours lecture and 54 hours laboratory.
ENET-21 - Drafting 3 units

CSU

Prerequisite: None.
Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. Total of 27 hours lecture and 90 hours laboratory.

Materials fee does not include substantial cost of equipment and text(s) required to be purchased by the student.

ENET-22 - Engineering Drawing 3 units

UC, CSU

Prerequisite: ENE-21.
Advisory: ENE-30 recommended.
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 27 hours lecture and 90 hours laboratory.

ENET-23 - Descriptive Geometry 3 units

UC, CSU

Prerequisite: ENE-22 and MAT-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 27 hours lecture and 90 hours laboratory.

ENET-25 - Advanced Architectural Drafting 3 units

CSU

Prerequisite: None.
This course is designed for advanced study of architectural detailing and construction methods, including the preparation of working drawings. Other topics include the development of construction documents, study of the Uniform Building Code, and practice from site selection to completion. A completed portfolio is a requirement of the course. Total of 18 hours lecture and 108 hours laboratory.

ENET-26 - Civil Engineering Drafting 3 units

CSU

Prerequisite: ENE-21.
Advisory: ENE/MAT-60, or MAT-36 is recommended.
This course is designed to provide exposure to civil engineering drafting. Emphasis will be placed upon developing topographic and contour maps, including their use in site preparation and basic earthwork calculations. Techniques for interpreting field notes and legal descriptions will also be examined. Total of 27 hours lecture and 90 hours laboratory.

ENET-27 - Technical Communication 3 units

(Same as ELE-27)

CSU

Prerequisite: None.
Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. Total of 54 hours lecture.

ENET-28 - Technical Design 3 units

CSU

Prerequisite: ENE-22.
Advisory: ENE-30 and 52 recommended
A study of industrial design and drafting procedures relating to the basic elements of mechanisms, including drawing of machine parts in various stages of manufacturing. Studies will include terminology, power transmission, bearings, fixtures, dies, ANSI-Y-14.5 standards of drawing, geometric dimensioning and tolerancing and manufacturing processes. Related problems include design layouts, detail and assembly drawings. A portfolio of completed drawings is a project requirement for this course (drawings may be drawn using the Computer-Aided Design system or the drawing board.) Total of 27 hours lecture and 90 hours laboratory.

ENET-30 - Computer Aided Drafting (CAD) 3 units

CSU

Prerequisite: None.
Advisory: CIS-1A recommended.
A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop “computer drawn” drawings which are typical to this field of drafting. Total of 27 hours lecture and 90 hours laboratory.

ENET-31 - Computer Aided Drafting and Design 3 units

CSU

Prerequisite: ENE-30.
This is the second course which presents an intensive study utilizing a two-dimensional Computer Assisted Drafting and Design (CAD) system to obtain graphic solutions, design refinements, modifications, and delineations of working technical drawings using AutoCAD. This course emphasizes basic high technology skills which are necessary to function as an entry level CAD operator. Total of 27 hours lecture and 90 hours laboratory.

ENET-32 - CAD Workstation Customization 3 units

CSU

Prerequisite: ENE-30.
This course is designed for experienced CAD users. Students in this course will learn how to customize the CAD workstation for specific applications. Emphasis will be on producing a more efficient CAD workstation. Total of 18 hours lecture and 108 hours laboratory.

ENET-33 - Machine Design 3 units

CSU

Prerequisite: ENE-22.
Introduction to machine and product design techniques including the design and selection of power transmission elements such as couplings; roller and silent chains; V, flat and gilmer belts; gears and gear transmissions; cams, and friction drives. Introduction to shaft design, bearings and attachments. The execution of layouts and engineering specifications for manufacture and production requirements. Total of 36 hours lecture and 54 hours laboratory.

ENET-34A - Metal Joining Processes 2 units

(Same as MAN-34 and WEL-34)

CSU

Prerequisite: None.
An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. Total of 18 hours lecture and 54 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-35</td>
<td>Statics (Engineering Mechanics)</td>
<td>3</td>
<td>UC, CSU (CAN ENGR 8)</td>
<td>Prerequisite: PHY-4A. A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>ENE-36</td>
<td>History of Architecture</td>
<td>3</td>
<td>UC, CSU</td>
<td>Prerequisite: None. The general purpose of this course is to examine the constructive impulses of both distant and recent culture. Buildings from antiquity to the present day will be studied, analyzed and interpreted in terms of their religious, social and political context. Particular emphasis will be placed on the process and sources of design, the purposes and types of buildings and the source and meaning of beauty. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>ENE-42</td>
<td>3-D Parametric Solid Modeling</td>
<td>3</td>
<td>CSU</td>
<td>Prerequisite: ENE-31. This course is designed to introduce the student to three-dimensional parametric solid modeling software techniques. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies requiring animation. Total of 27 hours lecture and 90 hours laboratory.</td>
</tr>
<tr>
<td>ENE-43</td>
<td>3D Technical Computer Animation</td>
<td>3</td>
<td>CSU</td>
<td>Prerequisite: ENE-43. This is the second course which presents an intense study of three-dimensional technical animation. Students will be encouraged to explore animation techniques used in engineering, architecture, forensics and the entertainment industries. May be taken a total of three times. Total of 27 hours lecture and 90 hours laboratory.</td>
</tr>
<tr>
<td>ENE-44</td>
<td>Advanced 3D Technical Computer Animation</td>
<td>3</td>
<td>CSU</td>
<td>Prerequisite: ENE-43. This is the second course which presents an intense study of three-dimensional technical animation. Students will be encouraged to explore animation techniques used in engineering, architecture, forensics and the entertainment industries. May be taken a total of three times. Total of 27 hours lecture and 90 hours laboratory.</td>
</tr>
<tr>
<td>ENE-45</td>
<td>Properties of Materials</td>
<td>2</td>
<td>UC, CSU (CAN ENGR 4)</td>
<td>Prerequisite: CHE-1A and either PHY-2A or 4A. 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.</td>
</tr>
<tr>
<td>ENE-46</td>
<td>Basic Manufacturing Processes</td>
<td>3</td>
<td>CSU</td>
<td>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.</td>
</tr>
<tr>
<td>ENE-47A</td>
<td>Statistical Process Control</td>
<td>3</td>
<td>CSU (Same as MAN-47A)</td>
<td>Prerequisite: None. A course presenting the basic elements of Statistical Process Control in manufacturing and industries. This course will give an overview of the statistical methods used to measure a process and determine if the process is in control or needs attention to bring into control. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>ENE-47B</td>
<td>Advanced Statistical Process Control</td>
<td>3</td>
<td>CSU (Same as MANUF 47B)</td>
<td>Prerequisite: ENE/MAN-47A A study of advanced applications and use of Statistical Process Control in manufacturing and engineering. This course will provide an in-depth analysis of how statistics are used in a variety of industries to solve problems and control processes. Special applications will be covered and significant use of computer analysis is included. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>ENE-51</td>
<td>Blueprint Reading</td>
<td>2</td>
<td></td>
<td>Prerequisite: None. A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. Total of 27 hours lecture and 27 hours laboratory.</td>
</tr>
<tr>
<td>ENE-52</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>2</td>
<td></td>
<td>Prerequisite: None. A course presenting the basics of the Standards of Geometric Dimensioning and Tolerancing. This course will help students read, interpret and use ANSI Y14.5M, the current standard for drafting. Total of 36 hours lecture.</td>
</tr>
<tr>
<td>ENE-60</td>
<td>Math for Engineering Technology</td>
<td>3</td>
<td></td>
<td>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. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>ENE-61</td>
<td>Computer Aided Design and Computer Aided Manufacturing</td>
<td>2</td>
<td></td>
<td>Prerequisite: ENE-31 and MAC-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 laboratory.</td>
</tr>
</tbody>
</table>
ENGLISH

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

ENG-1A - English Composition 4 units
UC, CSU (CAN ENGL 2) ENG 1A+1B = (CAN ENGL SEQ A)
Prerequisite: ENG-50A or qualifying preparation score.
Emphasizes and develops rhetorical skills. Critical reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 written words. Classroom instruction integrates Writing and Reading Center activities. Total of 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1B - Critical Thinking and Writing 4 units
UC, CSU (CAN ENGL 4) ENG 1A+1B = (CAN ENGL SEQ A)
Prerequisite: ENG-1A.
Designed to develop critical thinking, reading and writing, with emphasis on developing the ability to analyze, criticize and advocate ideas, this class emphasizes argumentation to advance the students' critical viewpoints. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Classroom activities integrate with Reading and Writing Center activities. Total of 72 hours lecture and 18 hours laboratory.

ENG-4 - Writing Tutor Training 2 units
CSU
Prerequisite: ENG-1A.
This course is designed to prepare students to become peer tutors in the English Department Writing Center. Participants learn specific tutoring techniques and discuss problems, questions and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid “appropriating the text” (i.e., becoming a proofreader, editor or co-author.) Topics include theory and practice of tutoring, writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning and computer programs applicable to writing instruction. Students will spend one hour a week in class and three hours a week tutoring/observing. Total of 18 hours lecture and 54 hours laboratory. May be repeated one time.

ENG-6 - English Literature I: Anglo-Saxon through Neo-Classical Periods 3 units
UC, CSU (CAN ENGL 8) ENG 6+7 = (CAN ENGL SEQ B)
Prerequisite: None.
Advisory: ENG-1A and 1B strongly recommended.
A survey of English Literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama and fiction as well as a basic understanding of the cultural, intellectual and artistic trends this era embodies. Total of 54 hours lecture.

ENG-7 - English Literature II: 1800 to the Present 3 units
UC, CSU (CAN ENGL 10) ENG 6+7 = (CAN ENGL SEQ B)
Prerequisite: None.
Advisory: ENG-1A and 1B strongly recommended.
A survey of English literature from 1800 to the present, including a comprehensive exposure to the poetry, drama and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. Total of 54 hours lecture.
ENG-8 – Introduction to Mythology 3 units
(Same as HUM-8)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. Total of 54 hours lecture. (Letter Grade/ Credit-No Credit option)

ENG-9 - Introduction to Shakespeare 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B strongly recommended.
A survey of selected Shakespearean comedies, tragedies and histories, including a comprehensive exposure to the Shakespearean language and themes as well as a basic understanding of the cultural, intellectual and artistic trends that influenced Shakespeare’s work. Total of 54 hours lecture.

ENG-10 - Special Studies in Literature 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. Total of 54 hours lecture. (CR/NC-Letter grade option)

ENG-11 - Creative Writing 3 units
UC, CSU (CAN ENGL 6)
Prerequisite: ENG-1A.
Studies in fundamental principles of writing fiction and poetry. Fiction study includes character development, plot, structure, viewpoint control and manipulation, narration and dialogue. Poetry study includes point of view, simile and metaphor, alliteration and assonance, rhythm, meter, rhyme and poetic forms. Lectures and discussions emphasize techniques of writing, which are practiced through analysis of stories and poems and by experience with a variety of writing styles. Subsequent enrollment in an additional semester will afford students the opportunity to study current market requirements, prepare manuscripts for publication and further develop their skills in writing fiction and poetry. May be taken a total of two times. Total of 54 hours lecture. (Letter Grade/ Credit-No Credit Option)

ENG-12 - Special Studies in Creative Writing 3 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Designed to provide students with practice and instruction in specialized areas of writing, such as poetry, personal essays, playwriting or screenwriting. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. Total of 54 hours lecture. (CR/NC-Letter grade option)

ENG-13 - Creative Writing 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Designed to provide students with practice and instruction in specialized areas of writing, such as poetry, personal essays, playwriting or screenwriting. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. Total of 54 hours lecture. (CR/NC-Letter grade option)

ENG-14 - American Literature I: Pre-Colonial 3 units through Romantic Periods
UC, CSU (CAN ENGL 14) ENG 14+15 = (CAN ENGL SEQ C)
Prerequisite: None.
Advisory: ENG-1A and 1B strongly recommended.
A survey of American literature from its beginning to 1860, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. Total of 54 hours lecture. (CR/NC-Letter grade option)

ENG-15 - American Literature II: 1860 to the Present 3 units
UC, CSU (CAN ENGL 16) ENG 14+15 = (CAN ENGL SEQ C)
Prerequisite: None.
Advisory: ENG-1A and 1B strongly recommended.
A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. Total of 54 hours lecture. (CR/NC-Letter grade option)

ENG-16 – Introduction to Language 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. Total of 54 hours lecture. (Letter Grade/ Credit-No Credit option)

ENG-17 - Literary Magazine Production 2 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Emphasis on both theory and practice in producing the college literary magazine. Qualified students may serve in various capacities, though all will be involved in editorial work. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours lecture and 54 hours laboratory. May be repeated three times.

ENG-18 - Literature of the Native American 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
A survey of the Native American as he sees himself and as others see him in fact and in fancy through literature. Emphasis will be upon becoming familiar with a broad part of literature and becoming more aware of the cultural and social patterns as these relate to contemporary changes. Total of 54 hours lecture.

ENG-19 - Advanced Grammar, Usage and Style 3 units
CSU
Prerequisite: None.
Advisory: Recommended for students qualified for ENG-1A.
Designed for students who have qualified for ENG-1A, this course includes a study of the history, grammar, syntax, mechanics, usage and style of the English language. The subject matter of this course also provides advanced English language skills for students enrolled in foreign language, transfer composition, and literature classes.
ENG-21 - African-American Literature I: Early Oral Traditions through Harlem Renaissance
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B strongly recommended.
A survey of African-American literature from the early oral traditions through the Harlem Renaissance, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. Total of 54 hours lecture. (Letter Grade/Non-Credit Option)

ENG-22 - African American Literature II: From the Harlem Renaissance to the Present
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
A survey of African-American literature from the Harlem Renaissance to the present, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. Total of 54 hours lecture. (Letter Grade/Non-Credit Option)

ENG-23 - The Bible as Literature
3 units
(Same as HUM-23)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
A survey of the Old and New Testaments, with emphasis on how literary forms, styles and themes, including the extensive influence of the Bible on Western literature. Total of 54 hours lecture. (Letter Grade/Credit/Non-Credit Option)

ENG-25 - Latino Literature of the United States
3 units
CSU, UC
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 20th century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. Total of 54 hours lecture.

ENG-26 - The Literature of Mysticism, Meditation and Madness
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Mysticism, meditation and madness examined in a selection of modern and historical literature. Emphasis is placed on theme, imagery and character development in a wide variety of “journey tales.” Some authors covered are Kesey, LeGuin, Whitman and Blake. (Letter Grade/Credit-No Credit option) Total of 54 hours lecture.

ENG-30 - Children’s Literature
3 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
A general survey of children’s literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. Total of 54 hours lecture.

ENG-35 - Women in Literature
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
A study of literature both by and about women organized around female stereotypes and archetypes. The readings in fiction, poetry, and criticism will explore psychological and sociological bases for literary images of woman as wife, mother, sex object, seductress, old maid, and free woman. Total of 54 hours lecture.

ENG-37 - Film Appreciation
1 unit
UC*, CSU
Prerequisite: None.
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 additional semesters 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. May be repeated three times.

ENG-40 - World Literature I: From Ancient Traditions through the Italian Renaissance
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
Great works of world literature from Ancient literatures through the Italian Renaissance, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on European literature. Total of 54 hours lecture. (Letter Grade/Credit-No Credit Option)

ENG-41 - World Literature II: Renaissance through the Modern Period
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
Great works of world literature from the Renaissance through the modern period, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on European literature. Total of 54 hours lecture. (Letter Grade/Credit-No Credit Option)

ENG-42 - Far and Near: The Literature of the East
3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
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.

ENG-44 - Discovering Modern Poetry
3 units
UC, CSU (CAN ENGL 20)
Prerequisite: None.
A survey of modern poetry using techniques in critical analysis, class discussion and poetic composition. Total of 54 hours lecture.
ENG-45 - Discovering Modern Drama 3 units
UC, CSU
Prerequisite: None.
Current and contemporary drama in modern society; the role of the
m dramatist as interpreter and voice of the social dilemmas and crises of
the contemporary world. Total of 54 hours lecture.

ENG-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 self and society. Total of 54 hours lecture.

ENG-50A - Basic English Composition 4 units
Prerequisite: ENG-60B or ESL-55 or qualifying preparation score.
Emphasis principles of effective written expression, including practice
and development of the skills of exposition and argumentation as well
as a review of the grammar, mechanics and usage of Standard American
English. Classroom activities integrate Writing and Reading Center
activities. Total of 72 hours lecture and 18 hours laboratory. (Letter
grade only.)

ENG-57 - Basic Literature and Composition 4 units
Prerequisite: None.
Advisory: ENG-50A recommended.
This class offers instruction of effective writing related to literature,
emphasizing the short story, novel, drama and poetry. Instruction and
assignments in writing correlate with reading, the study of composition
techniques and include a review of the grammar, mechanics and usage
of standard American English. Classroom activities integrate with
Writing and Reading Center activities. Total of 72 hours lecture and
18 hours laboratory.

ENG-60A - Basic Writing and Grammar 4 units
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50A.
Intended for students who need concentrated attention in basic English
grammar, usage, punctuation, sentence structure, spelling, and
paragraph writing. This course may be taken a total of two times. Total
of 72 hours lecture and 18 hours laboratory. (CR/NC only. Non-degree
credit course.)

ENG-60A1 - Basic Writing and Grammar - 1 unit
Structure and Spelling
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50A.
Intended for students who need concentrated attention in basic English
grammar, usage, punctuation, sentence structure, spelling, and
paragraph writing. Subsequent enrollment in sections A2, A3 and A4
will provide students an opportunity for additional skill and competency
development. Sections A1, A2, A3, and A4 may be taken in any order.
ENG-60A1 is equivalent to the first quarter of ENG-60A. Total of 18
hours lecture and 4.5 hours laboratory. (CR/NC only. Non-degree credit
course.)

ENG-60A2 - Basic Writing and Grammar - Usage 1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50A.
Intended for students who need concentrated attention in basic English
grammar, usage, punctuation, sentence structure, spelling, and
paragraph writing. Subsequent enrollment in sections A1, A3 and A4
will provide students an opportunity for additional skill and competency
development. Sections A1, A2, A3, and A4 may be taken in any order.
ENG-60A2 is equivalent to the second quarter of ENG-60A. Total of
18 hours lecture and 4.5 hours laboratory. (CR/NC only. Non-degree
credit course.)

ENG-60A3 - Basic Writing and Grammar - Mechanics 1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50A.
Intended for students who need concentrated attention in basic English
grammar, usage, punctuation, sentence structure, spelling, and
paragraph writing. Subsequent enrollment in sections A1, A2 and A3
will provide students an opportunity for additional skill and competency
development. Sections A1, A2, A3, and A4 may be taken in any order.
ENG-60A3 is equivalent to the third quarter of ENG-60A. Total of 18
hours lecture and 4.5 hours laboratory. (CR/NC only. Non-degree credit
course.)

ENG-60A4 - Basic Writing and Grammar - Paragraph Construction and Development 1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50A.
Intended for students who need concentrated attention in basic English
grammar, usage, punctuation, sentence structure, spelling, and
paragraph writing. Subsequent enrollment in sections A1, A2 and A3
will provide students an opportunity for additional skill and competency
development. Sections A1, A2, A3, and A4 may be taken in any order.
ENG-60A4 is equivalent to the fourth quarter of ENG-60A. Total of
18 hours lecture and 4.5 hours laboratory. (CR/NC only. Non-degree
credit course.)

ENG-60B - Intermediate Writing and Grammar 4 units
Prerequisite: ENG-60A.
Intended for students who need additional concentrated work in English
grammar, usage, punctuation, sentence structure, spelling and
paragraph writing. This course may be taken a total of two times. Total
of 72 hours lecture and 18 hours laboratory. (CR/NC only. Non-degree
credit course.)

ENG-90A - Special Topics in English: Vocabulary 1 unit
Enhancement
Prerequisite: None.
Advisory: Qualification for ENG-50A recommended.
This course develops vocabulary building skills through expanding
the students’ knowledge of the roots, prefixes and suffixes. The course
examines the history of the English language and the impact of the
history on language development. Students will expand their
vocabulary by at least 1,500 generative words. Vocabulary is mastered
through dictionary and thesaurus work that identifies parts of speech,
accent, syllables, meaning and etymology. Total of 18 hours lecture.
This course may be repeated five times. (Non-degree credit course.)
(CR/NC only.)
ENG-90B - Special Topics in English: The Research Paper Process 1 unit
Prerequisite: None.
Advisory: Qualification for ENG-50A recommended.
This course guides the students through the entire research process, which includes choosing the topic, conducting the research in the library and through the Internet, designing the research paper, determining a thesis statement, organizing the research material, pre-writing and multiple drafts, peer critiques, academic formats and preparation of the final product. Total of 18 hours lecture. This course may be repeated three times. (Non-degree credit course.) (CR/NC only)

ENG-90C - Special Topics in English: Writing Under Pressure 1 unit
Prerequisite: None.
Advisory: Qualification for ENG-50A recommended.
This course is designed to provide students with instruction and practice in dealing with timed writing situations. Through extensive discussion, analysis and practical application, student will build the skills and confidence needed for timed writing in academic and professional settings. Total of 18 hours lecture. This course may be repeated two times. (Non-degree credit course.) (CR/NC only)

ENG-96 - Writing and Reading Center Practicum .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, Reading or Speech Communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. Total of 27 hours laboratory required for credit. May be taken a total of four times. (Non-degree credit course.) (CR/NC only)

ENG-97 - Writing and Reading Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, Reading or Speech Communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. Total of 54 hours laboratory required for credit. May be taken a total of four times. (Non-degree credit course.) (CR/NC only)

ENG-98 - Academic Excellence Seminar .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in the First Year Experience program.
Interactive seminar designed to augment students’ learning skills and experience in composition and reading. May be taken a total of two times. (Non-degree credit course.) Total of 27 hours laboratory.

ENGLISH AS A SECOND LANGUAGE

ESL-51 - Basic Grammar & Writing I 4 units
Prerequisite: None.
Limitation on enrollment: Designed for students whose first language is not English.
This beginning ESL course emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory academic English. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. Total of 36 hours lecture and 9 hours laboratory. May be repeated one time. (CR/NC ONLY) (Non-degree credit course)

ESL-51A - Basic Grammar & Writing IA 2 units
Prerequisite: None.
Advisory: ESL-51A recommended.
This beginning ESL course emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory academic English. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the level and subject matter. ESL-51A is equivalent to the first half of ESL-51. Total of 36 hours lecture and 9 hours laboratory. May be repeated one time. (CR/NC ONLY) (Non-degree credit course)

ESL-51B - Basic Grammar & Writing IB 2 units
Prerequisite: None.
Advisory: ESL-51A recommended.
This beginning ESL course emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory academic English. Subsequent enrollment in an additional semester will provide the student an opportunity for continued skills and competency development within the level and subject matter. ESL-51B is equivalent to the second half of ESL-51. Total of 36 hours lecture and 9 hours laboratory. May be repeated one time. (CR/NC ONLY) (Non-degree credit course)

ESL-52 - Basic Grammar & Writing II 4 units
Prerequisite: ESL-51 or qualifying preparation score.
This low-intermediate ESL course develops competency in standard written English with a continued focus on basic grammar and writing skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate academic English. Subsequent enrollment in an additional semester will provide the student an opportunity for continued skills and competency development within the level and subject matter. Total of 72 hours lecture and 18 hours laboratory. May be repeated one time. (CR/NC ONLY) (Non-degree credit course)

ESL-53 - Intermediate Grammar & Writing I 4 units
Prerequisite: ESL-52 or qualifying preparation score.
This intermediate ESL course emphasizes competency in standard written English with a focus on intermediate grammar and writing skills. Instruction includes vocabulary, reading and simple academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student an opportunity for continued skills and competency development within the level and subject matter. Total of 72 hours lecture and 18 hours laboratory. May be repeated one time. (CR/NC ONLY) (Non-degree credit course)
ESL-54 - Intermediate Grammar & Writing II 4 units
Prerequisite: ESL-53 or qualifying preparation score.
This high-intermediate ESL course emphasizes competency in standard written English with a focus on developing paragraphs and controlling sentence structure. Instruction includes an intensive review of spelling, punctuation and verb tenses, as well as continued development of vocabulary, grammatical, reading and academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. Total of 72 hours lecture and 18 hours laboratory. (Degree credit course, CR/NC or grade option.)

ESL-55 - Advanced Grammar & Writing 4 units
Prerequisite: ESL-54 or qualifying preparation score.
This advanced ESL course emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes an intensive study of phrases and dependent clauses, a review of parts of speech, spelling, punctuation and compound/complex sentence structure, as well as continued development of vocabulary, reading and academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. Total of 72 hours lecture and 18 hours laboratory. (Degree credit course, CR/NC or grade option.)

ESL-71 - Basic Reading and Vocabulary 4 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-51 or 52 strongly recommended.
This course emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, and comprehension of short, adapted reading selections. Simple reading skills practice includes previewing, finding the main idea, simple outlining, scanning and detecting sequence. Vocabulary building focuses on word formation, determining meaning of words in context, usage rules and introduction to the use of basic prefixes and suffixes in the prediction of meaning. Students develop dictionary skills using a simplified monolingual English dictionary. Subsequent enrollment in an additional semester will provide the student an opportunity for further skills and competency development at the basic level. Total of 72 hours lecture and 18 hours laboratory. May be repeated one time. (Non-degree credit course.) (CR/NC only)

ESL-72 - Intermediate Reading Comprehension 4 units and Vocabulary
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-53 or ESL-54 strongly recommended.
This course emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. Reading skills practice includes using context clues, skimming, scanning anticipating, simple inferencing and distinguishing fact vs. opinion. Vocabulary building focuses on predicting meaning of vocabulary from context, use of contextual clues in identifying the relationship of ideas in factual writing, and expanded study of idioms, prefixes, suffixes and word roots. Students also develop basic library skills. Subsequent enrollment in an additional semester will provide the student an opportunity for further skills and competency at the intermediate level. Total of 72 hours lecture and 18 hours laboratory. May be repeated one time. (Non-degree credit course.) (CR/NC only)

ESL-73 - High Intermediate Reading Comprehension and Vocabulary 4 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-54 or ESL-55 strongly recommended.
This course emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of both adapted and authentic reading selections of varying lengths. The major focus is on determining meaning of vocabulary from context, word forms and variation in tone; simple analysis of text involving distinctions between fact and opinion; developing different reading strategies for a variety of texts, prediction and inferencing skills. Students determine the organization of texts, differentiate main ideas from supporting details, and make summaries/paraphrases of texts. Students become more adept at using the library for basic research. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the high intermediate level. Total of 72 hours lecture and 18 hours laboratory. May be taken a total of two times. (Degree credit course, CR/NC or grade option.)

ESL-74 - Advanced Reading Comprehension and Vocabulary 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-54 or ESL-55 recommended.
This course emphasizes the acquisition of advanced reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of slightly adapted and authentic reading selections of varying lengths, both fiction and nonfiction. The major focus is on determining meaning of vocabulary from context, word forms and variation in tone; simple analysis of texts involving distinctions between fact and opinion; developing different reading strategies for a variety of texts; prediction and inferencing skills; and introduction of literary elements, including setting, character, plot, conflict, point of view, imagery, and theme. Students determine the organization of texts; differentiate main ideas from supporting details; and make summaries/paraphrases of texts. Students become more adept at using the library and the Internet for basic research. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the advanced level. This course may be taken a total of two times. Total of 54 hours lecture and 18 hours laboratory. (Degree credit course. CR/NC or Grade Option)

ESL-90A - Special Topics in ESL: Outlining and NoteTaking for College Classes 1 unit
Prerequisite: None.
Advisory: Qualification for ESL-54, ESL-55 or ENG-50A recommended.
This course is designed to provide students with basic instruction and extensive practice in the two major academic skills of outlining and note-taking for college classes. Mini-lectures and preparatory listening exercises designed to sharpen listening discrimination skills are followed by short lectures using simplified vocabulary on academic skills topics. Total of 18 hours lecture. This course may be repeated three times. (Non-degree credit course.) (CR/NC only)
ESL-90B - Special Topics in ESL: Outlining and Notetaking for College Classes II
Prerequisite: None.
Advisory: Qualification for ESL-54, ESL-55 or ENG-50A strongly recommended.
This course is designed to provide students with intermediate instruction and extensive practice in the two major academic skills of outlining and notetaking for college classes. Students take notes while listening to short, simplified lectures from various academic disciplines, and practice advanced outlining/notetaking techniques using unadapted selections from college textbooks. Total of 18 hours lecture. This course may be repeated three times. (Non-degree credit course.) (CR/NC only)

ESL-90C - Special Topics in ESL: Preposition Review
Prerequisite: None.
Advisory: Qualification for ESL-53 or higher strongly recommended.
This course is designed to provide students with basic instruction and practice in the use of the preposition. Attention will focus on specialized and problem areas in its use. Topics may include two- and three-part verbal idioms, two-part adjectives and prepositions used in nominal, adjectival and adverbial idioms. Total of 18 hours lecture. This course may be repeated three times. (Non-degree credit course.) (CR/NC only)

ESL-90D - Special Topics in ESL: Verb Tense Review
Prerequisite: None.
Advisory: Qualification for ESL-54, ESL-55 or ENG-50A strongly recommended.
This course is designed to provide ESL students with review, practice and integrated use of the basic English verb tenses. Total of 18 hours lecture. This course may be repeated three times. (Non-degree credit course.) (CR/NC only)

ESL-90E - Special Topics in ESL: Academic Vocabulary Study
Prerequisite: None.
Advisory: Qualification for ESL-54 or ESL-55 strongly recommended.
This course is designed to provide students with basic instruction and practice in a wide variety of communicative activities that expand their language skills in understanding and using high-frequency academic vocabulary. It approaches vocabulary study on three levels: the word level, the sentence level, and the context level, focusing on increasing students’ active vocabulary so that they learn not only the meaning of words but also their use in original expressions. Total of 18 hours lecture. This course may be repeated two times. (Non-degree credit course.) (CR/NC only)

ESL-90F - Special Topics in ESL: Critical Reading of Literature in English
Prerequisite: None.
Advisory: Qualification for ESL-54, ESL-55 or ENG-50A strongly recommended.
This course is designed to provide ESL students with basic instruction and extensive practice in summarizing, analyzing and supporting opinions in English by reading and writing about American literature. Students learn critical thinking skills required for writing plot summaries and character analysis, as well as improve their academic vocabulary and knowledge of American culture through reading adapted versions of typical U.S. literary selections. Total of 18 hours lecture. This course may be repeated three times. (Non-degree credit course.) (CR/NC only)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The
Prerequisite: None.
Advisory: Qualification for ESL-53-55 or ENG-50A strongly recommended. Highly recommended for hearing impaired students.
This course is designed to provide ESL and hearing impaired students with extensive review, practice, and use of definite and indefinite articles in English. Total of 18 hours lecture. This course may be repeated three times. (Non-degree credit course.) (CR/NC only)

ESL-90H - Special Topics in ESL: Phrases and Clauses
Prerequisite: None.
Advisory: Qualification for ESL-54 or higher recommended.
Designed to provide students with basic instruction and practice in writing well-structured sentences. The course will enhance the students’ competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. This course may be taken a total of four times. Total of 18 hours lecture. (CR/NC only. Non-degree Credit Course)

ESL-90I - Special Topics in ESL: Punctuation Review
Prerequisite: None.
Advisory: Qualification for ESL-53 or higher recommended.
Designed to improve students’ use of punctuation. Students will analyze and apply the principles of punctuation in American English. This course may be taken a total of three times. Total of 18 hours lecture. (CR/NC only. Non-degree Credit Course)

ESL-90J - Special Topics in ESL: Spelling Review
Prerequisite: None.
Advisory: Qualification for ESL-53 or higher recommended.
Designed to improve students’ spelling skills. Students will analyze and apply the principles of spelling in American English. This course may be taken a total of three times. Total of 18 hours lecture. (CR/NC only. Non-degree Credit Course)

ESL-90K - Special Topics in ESL: Introduction to Using the Internet
Prerequisite: None.
Advisory: Qualification for ESL-54 or higher recommended.
Designed to familiarize students with basic terminology for working online, using the Internet to do academic research, and providing practice with email, bulletin boards, posting messages, web research using URLs and search engines, writing web site reviews and posting paragraphs and short essays online. This course may be taken a total of two times. Total of 18 hours lecture. (Non-Degree Credit Course, CR/NC Only)
ESL-91 - Oral Skills I: Beginning Oral Communication 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-51 or 52 strongly recommended.
This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the beginning level. Total of 54 hours lecture and 18 hours laboratory. This course may be repeated one time. (Non-degree credit course.) (CR/NC only)

ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-53 or 54 strongly recommended.
This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversation and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clear articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the intermediate level. Total of 54 hours lecture and 18 hours laboratory. May be repeated one time. (Non-degree credit course.) (CR/NC ONLY)

ESL-93 - Oral Skills III: Advanced Oral Communication 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50A recommended.
This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the advanced level. Total of 54 hours lecture and 18 hours laboratory. May be taken a total of two times. (Degree credit course, CR/NC only.)

ESL-95 – Pronunciation and Accent Reduction 2 units
Prerequisite: None.
Advisory: Qualification for ESL-52 or higher recommended.
Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. This course may be taken a total of three times. Total of 18 hours lecture and 54 hours laboratory. (Non-degree credit course, CR/NC only)

ESL-96 - ESL Writing and Reading Center Practicum .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. May be taken a total of eight times. Total of 27 hours lecture laboratory required for credit. (Non-Degree Credit Course, CR/NC only)

ESL-97 - ESL Writing and Reading Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. May be taken a total of eight times. Total of 54 hours lecture laboratory required for credit. (Non-Degree Credit Course, CR/NC only)

FIRE TECHNOLOGY

FIT-1 - Fire Protection Organization 3 units
Prerequisite: None.
Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service, fire services nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Total of 54 hours lecture.

FIT-2 - Fire Behavior and Combustion 3 units
Prerequisite: None.
Theory and fundamentals of how and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Total of 54 hours lecture.

FIT-3 - Fire Protection Equipment and Systems 3 units
Prerequisite: None.
Provides information relating to the features of design and operation of fire protection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Total of 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>FIT-4</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
<td>None</td>
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<tr>
<td>FIT-5</td>
<td>Fire Prevention</td>
<td>3</td>
<td>None</td>
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<tr>
<td>FIT-6</td>
<td>Fire Apparatus and Equipment</td>
<td>3</td>
<td>None</td>
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<td>FIT-7</td>
<td>Strategies and Tactics</td>
<td>3</td>
<td>None</td>
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<td>FIT-8</td>
<td>Fire Ground Hydraulics</td>
<td>3</td>
<td>None</td>
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<td>FIT-9</td>
<td>Fire Service Radio Communications</td>
<td>.25</td>
<td>None</td>
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<tr>
<td>FIT-10</td>
<td>Basic Fire Service Radio Communications</td>
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<tr>
<td>FIT-11</td>
<td>Substance Abuse Training</td>
<td>.25</td>
<td>None</td>
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<tr>
<td>FIT-12</td>
<td>Equal Employment Opportunity Training</td>
<td>.25</td>
<td>None</td>
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<tr>
<td>FIT-13</td>
<td>Essentials of Firefighting</td>
<td>16</td>
<td>None</td>
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<tr>
<td>FIT-14A</td>
<td>Basic Fire Control Firefighter</td>
<td>2</td>
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<tr>
<td>FIT-14B</td>
<td>Basic Fire Control Firefighter Skills Module</td>
<td>3</td>
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<tr>
<td>FIT-14C</td>
<td>Basic Fire Control Firefighter Administration Module</td>
<td>3</td>
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<tr>
<td>FIT-15</td>
<td>Essentials of Fire Investigation</td>
<td>2</td>
<td>None</td>
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<tr>
<td>FIT-16</td>
<td>Wildland Fire Control</td>
<td>3</td>
<td>None</td>
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<tr>
<td>FIT-17</td>
<td>Fire Investigation 1A</td>
<td>2</td>
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<tr>
<td>FIT-18</td>
<td>Fire Investigation 1B</td>
<td>2</td>
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**FIT-4 - Building Construction for Fire Protection**

This course is the study of the components of building construction that relates to fire safety. The elects of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial and industrial occupancies. Total of 54 hours lecture.

**FIT-5 - Fire Prevention**

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression. Total of 54 hours lecture.

**FIT-6 - Fire Apparatus and Equipment**

This course exposes the student to mechanized equipment operated by the fire service personnel and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. Total of 54 hours lecture.

**FIT-7 - Strategies and Tactics**

Principles of fire control through utilization of manpower, equipment and extinguishing agents, fire command and control procedures; utilization of information on types of building construction in fire control; pre-fire planning; an organized approach to decision making on the fire ground. Total of 54 hours lecture.

**FIT-8 - Fire Ground Hydraulics**

This is a course in the principles of hydraulics; hydraulic measurement, engine and hose appliance calculations; calculate discharge and velocity flow; determine engine and nozzle pressure in field situations. Total of 54 hours lecture.

**FIT-9 - Fire Service Radio Communications**

This course is designed to introduce entry level firefighters to basic radio communications. The course presents basic radio theory, operation, communication, incident command system radio guidelines and exposure to the Federal Communication Commission (FCC) laws which govern radio usage. Total of 4 hours lecture and 2 hours laboratory.

**FIT-10 - Substance Abuse Training**

The purpose of this course is to help ensure that all participants have a thorough understanding of the effects of drug and alcohol abuse. It is the course intent to help participants identify and mitigate abuse problems by identifying traits and characteristics commonly exhibited by individuals with abuse problems and identifying sources of treatment/assistance. Total of 4 hours lecture.

**FIT-11 - Equal Employment Opportunity Training**

This course will expose the participant to gender and ethnic issues with regard to the present day workplace. Topics will include: employee ethnic and gender sensitivity, supervisor responsibility and workplace environments. Total of 8 hours lecture.

**FIT-12 - Essentials of Firefighting**

Prerequisite: None.

Limitation on enrollment: As required by California State Fire Marshal, students must be 16 years of age or older at start of course.

Prerequisite: None.

Prepares students for voluntary status as firefighter trainees. Includes an orientation to wildland fires, incident command modules, safety issues for firefighters and extraction techniques. Total of 246 hours lecture and 144 hours laboratory.

**FIT-13 - Wildland Fire Control**

Prerequisite: None.

This course provides new firefighters with knowledge and skills to perform basic firefighter tasks. Topics include physical fitness, substance abuse, fire equipment identification, incident command system, progressive discipline, resources management, safety, and related topics. Course includes classroom and field instruction. Total of 37 hours lecture and 7 hours laboratory.

**FIT-14A - Basic Fire Control Firefighter Skills Module**

Prerequisite: None.

This course provides new firefighters with knowledge and skills to perform basic firefighter tasks. Topics include structural and vehicle fire control, Wildland fire control and behavior, hazardous materials, and related topics. Course includes classroom and field instruction. Total of 35 hours lecture and 96 hours laboratory.

**FIT-14B - Basic Fire Control Firefighter Skills Module**

Prerequisite: None.

This course provides new firefighters with knowledge and skills to perform basic firefighter tasks. Topics include structural and vehicle fire control, Wildland fire control and behavior, hazardous materials, and related topics. Course includes classroom and field instruction. Total of 35 hours lecture and 96 hours laboratory.

**FIT-15 - Essentials of Fire Investigation**

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.

**FIT-16 - Fire Investigation 1A**

Prerequisite: None.

This course provides the participants with information to achieve a deeper understanding of fire investigation. This course builds on FIT-1A and adds topics of discussion to include the juvenile fire setter, report writing, evidence collection and preservation procedures. Total of 40 hours lecture.

**FIT-17 - Fire Investigation 1B**

Prerequisite: FIT-1A.

This course provides the participants with information to achieve a deeper understanding of fire investigation. This course builds on FIT-A1A and adds topics of discussion to include the juvenile fire setter, report writing, evidence collection and preservation procedures. Total of 40 hours lecture.
FIT-C1A - Command 1A, Command Principles for 2 units
Command Officers
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 techniques. Total of 40 hours lecture.

FIT-C1B - Command 1B, Hazardous Materials 2 units
Prerequisite: FIT-C1A.
Designed to provide fire company officers with information and experience in hazardous materials and incident management skills. Emphasizes utilization of command principles, special techniques and emergency planning. Total of 40 hours lecture.

FIT-C1M – CDF Incident Management 1 .5 unit
Prerequisite: FIT-S1A and FIT-S1B or FIT-S1D.
This course is for new company officers or individuals who may be functioning as incident commander of an emergency incident in the initial stages of response. It teaches fundamentals of emergency incident management, and the basic capabilities and use of initial attack resources as they relate to initial attack fire strategy situations. Total of 11 hours lecture and 11 hours laboratory.

FIT-C2A - Command 2A, Command Tactics at Major Fires 2 units
Prerequisite: FIT-C1A.
This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations and communication/management techniques for use in unified command structures and areas of geographical division separation. Total of 40 hours lecture.

FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents 2 units
Prerequisite: FIT-C1B and C2A.
This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community’s hazardous materials problems, legislation, litigation and liabilities of hazardous materials response. Total of 40 hours lecture.

FIT-C2C - Command 2C, High Rise Fire Tactics 2 units
Prerequisite: FIT-C2A.
This course is approached from a system basis and is applied to both small and large high rise buildings. Topics include: prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the Incident Command System and specific responsibilities. Case studies and simulation are used. Total of 40 hours lecture.

FIT-C2D - Command 2D, Planning for Large Scale Disasters 2 units
Prerequisite: FIT-C1A and C1B.
This course is designed for supervisory and managerial fire service personnel. The course critically examines the need for emergency disaster/multi-hazard management systems, preplanning, multidisciplinary work groups while stressing the importance of the integrated team approach to managing emergencies. This course also reviews the Standard Emergency Management System. Total of 40 hours lecture.

FIT-C2E - Command 2E, Wildland Firefighting Tactics 1 unit
Prerequisite: FIT-C1A and C1B.
Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. Total of 24 hours lecture and 16 hours laboratory.

FIT-C2M - Incident Management 2 1 unit
Prerequisite: None.
Provides line and staff officers and potential line and staff officers with the basic management knowledge necessary to perform and coordinate in a management/supervisory capacity during a fire incident. Total of 18 hours lecture and 18 hours laboratory.

FIT-C3M - Incident Management 3 1 unit
Prerequisite: FIT-C2M.
Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. Total of 18 hours lecture and 18 hours laboratory.

FIT-C19A - Introduction to Wildland Fire Behavior (S-190) .25 unit
Prerequisite: None.
This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. Total of 8 hours lecture.

FIT-C19B - Intermediate Wildland Fire Behavior (S-290) .5 unit
Prerequisite: FIT-C19A.
This intermediate course is designed to meet the training requirements to work in the operations section of the Incident Command System. This course is a skill course that is designed to instruct prospective fireline supervisors in wildland behavior for effective and safe fire management operations. Total of 16 hours lecture and 16 hours laboratory.

FIT-C19C - Wildland Fire Behavior Calculations (S-390) 1 unit
Prerequisite: FIT-C19A and C19B
This course will provide the student with wildland fire behavior knowledge for safe and effective wildland fire management activities. The course is designed to meet the training requirements to work in the operations section of the Incident Command System. Topics include fire behavior calculations using the BEHAVE Plus processor, methods and applications. Total of 24 hours lecture and 16 hours laboratory.

FIT-C20 - Basic Incident Command System (I-200) .5 unit
Prerequisite: None.
Provides public safety workers and potential public safety workers with the knowledge necessary to perform in a support capacity at an incident or event being managed within the organizational guidelines, defined terminology, and common responsibilities and roles of the Incident Command System. Total of 12 hours lecture and 4 hours laboratory.
FIT-C23 - Staging Area Manager (S-236) .25 unit
Prerequisite: FIT-C20.
This course is designed to enable the student to perform as an effective Staging Area Manager during an incident being managed according to ICS. Includes topics such as staging area layout, check-in and organization, staging area management and completion of associated ICS forms. Total of 8 hours lecture.

FIT-C24 - Field Observer/Display Processor (I-244) 1 unit
Prerequisite: FIT-C20.
Prepares the student to perform in the Field Observer/Display Processor position in the Planning Section of an ICS managed wildland incident. Total of 16 hours lecture and 24 hours laboratory.

FIT-C25A - Ordering Manager (I-252) .25 unit
Prerequisite: FIT-C20.
This course is designed to enable the student to perform as an effective Ordering Manager with the Supply Unit during an incident being managed according to ICS. Total of 6 hours lecture and 2 hours laboratory.

FIT-C25B - Receiving and Distribution Manager (I-253)
Prerequisite: FIT-C20.
This course is designed to enable the student to perform the duties and responsibilities of a Receiving and Distribution Manager within the Supply Unit during an incident being managed according to ICS. Total of 6 hours lecture and 2 hours laboratory.

FIT-C25C - Equipment Manager (I-255) .25 unit
Prerequisite: FIT-C20.
This course is designed to meet the training needs of the Equipment Manager position within the Logistics Section during an incident being managed according to ICS. Total of 6 hours lecture and 2 hours laboratory.

FIT-C26 - Procurement Unit Leader Specialist .5 unit
Prerequisite: FIT-C20.
This course delivers the information needed for operating as a Procurement Unit Leader within the framework of the Incident Command System (ICS). It teaches the specific skills necessary to perform the specific function as Procurement Unit Leader. This course is designed to meet the training needs for qualification as a Procurement Unit Leader under the National Interagency Incident Management System (NIIMS) qualification standards. Total of 16 hours lecture and 16 hours laboratory.

FIT-C28 - Check-in Recorder/Status Recorder (I-248)
Prerequisite: FIT-C20.
This course is designed to enable the student to perform as an effective Check-in Recorder/Status Recorder within the Resources Unit during an incident being managed according to ICS. This course includes topics such as the check-in of resources and the completion of associated ICS forms. Total of 6 hours lecture and 2 hours laboratory.

FIT-C30- Intermediate Incident Command System-ICS 300 .5 unit
Prerequisite: FIT-C20.
Provides Public Safety managers/supervisors and potential Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event being managed within the organizational guidelines, defined terminology and common responsibilities and roles of the Incident Command System. Total of 8 hours lecture and 16 hours laboratory.

FIT-C33A - Strike Team Leader-Crew (S-333) .25 unit
Prerequisite: FIT-C30.
This course covers the basic responsibilities of a Hand Crew Strike Team Leader. Subjects covered include the strike team concept, types of strike teams, pre-incident responsibilities, assembly and travel, incident arrival and check-in, assigned/available status, out-of-service status, and demobilization/release. Total of 4 hours lecture and 12 hours laboratory.

FIT-C34A - Strike Team Leader-Engine (S-334) .25 unit
Prerequisite: FIT-C30.
This course reviews the basic responsibilities of an Engine Strike Team Leader. Subjects covered include the strike team concept, types of strike teams, pre-incident responsibilities, assembly and travel, incident arrival and check-in, assigned/available status, out-of-service status and demobilization/release. Total of 8 hours lecture and 8 hours laboratory.

FIT-C34B - Strike Team Leader-Engine Recertification (S-344)
Prerequisite: FIT-C34A.
This course reviews the basic responsibilities of an Engine Strike Team Leader. Subjects covered include the strike team concept, types of strike teams, pre-incident responsibilities, assembly and travel, incident arrival and check-in, assigned/available status, out-of-service status and demobilization/release. Total of 8 hours lecture.

FIT-C34C - Strike Team Leader-Dozer (S-335) .25 unit
Prerequisite: FIT-C30.
This course covers the basic responsibilities of a Dozer Strike Team Leader. Subjects covered include strike team concept, types of strike teams, pre-incident responsibilities, assembly and travel, incident arrival and check-in, assigned/available status, out-of-service status, and demobilization/release. Total of 4 hours lecture and 4 hours laboratory.

FIT-C35 - Medical Unit Leader (I-359) .25 unit
Prerequisite: FIT-C20 and MDT- 65 or valid California EMT-I certification.
This course provides the information necessary for the qualified student to perform as an effective Medical Unit Leader on an ICS managed incident. Topics covered include organization orientation, duties and responsibilities, Medical Emergency Plan formulation and medical unit operations. Total of 8 hours lecture.

FIT-C36 - Supply Unit Leader (I-356) 1 unit
Prerequisite: FIT-C30.
This course will enable the student to perform the duties of an effective Supply Unit Leader within the Logistics organization, during an incident being managed as described by the Incident Command System (ICS). Subjects covered: organization of supply unit function, relationships with other functions, organizations and operation of the supply unit function and demobilization. Total of 24 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
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<tbody>
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<td>FIT-C38</td>
<td>Communications Unit Leader (S-358)</td>
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<td>Prerequisite: FIT-C30.</td>
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<td>Advisory: Prior to attending the course, students should review ICS Field Operations Guide. Dispatch experience is helpful.</td>
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<td>Communications Unit Leader is designed to meet the training needs of the Communication Unit Leader position under the National Interagency Incident Management System (NIMS) qualification standards. Total of 24 hours lecture and 16 hours laboratory.</td>
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<tr>
<td>FIT-C39</td>
<td>Division/Group Supervisor (S-339)</td>
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<td>Prerequisite: FIT-C30 and one of the following: FIT-C33A, FIT-C34A or FIT-C34C.</td>
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<td>Advisory: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.</td>
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<td>This course provides potential Division/Group supervisors with the management skills necessary to perform specific functions within the Incident Command System (ICS). Total of 8 hours lecture and 16 hours laboratory.</td>
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<tr>
<td>FIT-C40</td>
<td>Advanced Incident Command System (I-400)</td>
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<td>Prerequisite: FIT-C20 and C30.</td>
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<td></td>
<td>Provides Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event. Defines terminology, common responsibilities and roles of the Incident Command System. Total of 8 hours lecture and 16 hours laboratory.</td>
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<tr>
<td>FIT-C41</td>
<td>Safety Officer (I-401)</td>
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<td>Prerequisite: FIT-C33A, C34A or C34C; and C39 and C40.</td>
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<td></td>
<td>This course introduces new safety officers to the ICS framework. Subjects covered include Safety Officer effectiveness, analysis techniques, safety messages, briefings and special reports and high hazard operations. Total of 24 hours lecture.</td>
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<tr>
<td>FIT-C41B</td>
<td>Motion Picture/Television Fire Safety Officer (CSFM)</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td>This course provides a basic knowledge of film production safety. Topics include filming and fire code permits, licensing, the role of the safety officer, fire safety hazards associated with lighting generators, electrical cabling, set construction, studio versus warehouse filming, pyrotechnic special effects law and regulations and stunt safety. This course incorporates pyrotechnic special effects and stunt demonstrations. Total of 24 hours lecture.</td>
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<tr>
<td>FIT-C42</td>
<td>Information Officer (I-403)</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td>Advisory: FIT-C20, FIT-C30 and FIT-C40 recommended.</td>
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<td>This course delivers the information needed for functioning as a Public Information Officer in an emergency incident. After completing this course the student will be able to represent an emergency response agency to the media and the public. The course will introduce public relations, dealing with the media and the issuing of press releases. Total of 24 hours lecture and 8 hours laboratory.</td>
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<tr>
<td>FIT-C50</td>
<td>Fire Simulation Training</td>
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<td>Prerequisite: None.</td>
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<td>Principles of fire command are taught through the utilization of structured scenarios. Each participant will be the Incident Commander for a 30 minute scenario. Students will be evaluated on their ability to function in this role. Total of 2 hours lecture and 6 hours laboratory.</td>
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<tr>
<td>FIT-D1</td>
<td>Fire Department Organization for Dispatchers</td>
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<td>Prerequisite: None.</td>
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<td>This course provides students with history of Firescope, knowledge of the Incident Command System and Integrated Fire Protection as it pertains to fire dispatchers. Students will be introduced to various types of Fire Department equipment. Total of 24 hours lecture.</td>
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<tr>
<td>FIT-D1B</td>
<td>Support Dispatcher (D310)</td>
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<td>Prerequisite: None.</td>
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<td>This course is designed to train entry level Public Safety Dispatch Support Personnel. The course includes exposure to public safety telephone and radio communication procedures, legal aspects of public safety dispatch operations and stress management Total of 16 hours lecture and 20 hours laboratory.</td>
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<td>FIT-D2</td>
<td>Emergency Call Taking for Fire and EMS</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td>This course provides students with knowledge of 911 systems and an introduction to the VESTA phone system. Students will learn procedure to receive emergency reports and input information using a Computer Aided Dispatch software system. Total of 10 hours lecture and 52 hours laboratory.</td>
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<td>FIT-D3</td>
<td>Dispatcher Communication Systems</td>
<td>.25</td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>This course provides students with knowledge of theory and application of public safety radio systems and radio nets. Student will learn radio console operations. Total of 8 hours lecture and 2 hours laboratory.</td>
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<td>FIT-D4</td>
<td>Support Radio Dispatching</td>
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<td>Prerequisite: FIT-D3.</td>
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<td>This course provides students with knowledge of fire service radio terminology and the application of resource status, tracking and record keeping. Students will be introduced to multitasking emergency phones and radio traffic. This is the entry level to radio training. Total of 10 hours lecture and 14 hours laboratory.</td>
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<td>FIT-D5</td>
<td>Initial Attack Dispatch Operations</td>
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<td>Prerequisite: FIT-D3 and FIT-D4.</td>
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<td>This course provides students with knowledge of mutual aid and automatic aid. Students will learn to dispatch equipment and personnel utilizing a CAD software program, a uniform dispatch sequence and a standard response plan. Students will learn geographical locations facilities and apparatus. Total of 13 hours lecture and 7 hours laboratory.</td>
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<td>FIT-D6</td>
<td>Initiating and Supporting a Wildland Dispatch and other Large Scale Emergencies</td>
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<td>Prerequisite: FIT-D3, FIT-D4 and FIT-D5.</td>
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<td>This course provides fire dispatchers and students with skills and abilities necessary for dispatching wildland fire incidents. Students will learn the importance of teamwork in the dispatch office as well as terminology and technology as it relates to wildland fires. Total of 24 hours lecture and 8 hours laboratory.</td>
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FIT-D6A - Fire Dispatcher Wildland Skills Refresher .25 unit
Prerequisite: None.
This course is a comprehensive review of operational practices that pertain to the initial dispatch, support dispatch and other dispatch functions of wildland fire incidents. This course will provide the student with a review of wildland fire dispatching policy updates as well as the proper procedure necessary to determine the need to initiate and/or support a wildland fire response. Students will learn to assemble and dispatch the initial attack response by consulting a standard response plan, the information given by the reporting party and the prescribed dispatch level. Students will learn the type of equipment and amount of equipment initially dispatched to the wild land fire based on temperature, relative humidity and fuel moisture reports. Total of 8 hours of lecture and 8 hours laboratory.

FIT-D7 – Multi-Agency Incident Resource .25 unit
Processing System
Prerequisite: FIT-D6.
This course provides fire dispatch personnel with knowledge of the Multi-Agency Incident Resource Processing System (MIRPS). Students learn now MIRPS is used to track fire equipment and personnel on a local, regional, statewide and national level. Total of 20 hours laboratory.

FIT-E1A - Cardiopulmonary Resuscitation .25 unit
Prerequisite: None.
This course provides training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. Total of 8 hours laboratory.

FIT-E2A - First Responder Medical 2 units
Prerequisite: None.
This course is specifically designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. Total of 38 hours lecture and 18 hours laboratory.

FIT-E2B - First Responder Medical Refresher .5 units
Prerequisite: FIT-E2A.
This course is designed specifically for fire technology and medical personnel as a refresher/update to the Basic First Responder course. The course is designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. Total of 16 hours lecture and 8 hours laboratory.

FIT-E3C - First Responder Medical/EMT 1A 3 units
Upgrade Program
Prerequisite: FIT-E2B.
This course is designed specifically for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. Total of 48 hours lecture and 34 hours laboratory (including 10 hours clinical).

FIT-E3D - Emergency Medical Technician .5 units
Continuing Education
Prerequisite: FIT-E3C.
This course is designed to provide fire service personnel with annually required continuing education in pre-hospital emergency medical care at the EMT-1 level. Total of 16 hours lecture and 8 hours laboratory. May be repeated 3 times.

FIT-E6 - Defibrillation .5 units
Prerequisite: None.
Limitation on enrollment: FIT-E2A or MDT-65 or Valid First Responder Medical or EMT Certification required.
This course is designed for fire personnel to deliver rapid defibrillation to patients in ventricular fibrillation and pulseless ventricular tachycardia. Total of 9 hours lecture and 2 hours laboratory.

FIT-E6A - Defibrillation Refresher Course .25 unit
Prerequisite: Current EMT-Defibrillation certification.
This course is designed as a refresher for currently certified EMT-Ds. The course content is tailored to meet California State EMS Authority requirements. The course will review defibrillation techniques as well as cardiology and physiology relevant to patients in ventricular fibrillation and pulseless ventricular tachycardia. Total of 4 hours lecture and 2 hours laboratory.

FIT-E7A - Public Safety First Aid and Cardiopulmonary Resuscitation .5 units
Prerequisite: None.
This course is designed specifically for non-first responder personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. Total of 16 hours lecture and 16 hours laboratory.

FIT-E7C - Public Safety First Aid and Cardiopulmonary Resuscitation Instructor .5 units
Prerequisite: None.
This course is designed for qualified instructors who wish to teach Public First Aid and CPR. Course includes Public First Aid and CPR overview and basic instructional and presentation techniques. Total of 12 hours lecture and 6 hours laboratory.

FIT-E7D - Workplace First Aid and Cardiopulmonary Resuscitation .25 unit
Prerequisite: None.
This course is designed specifically for civilian personnel interested in gaining some basic first aid and cardiopulmonary resuscitation exposure with special emphasis on dealing with medical emergencies during the first five minutes. Total of 8 hours laboratory.

FIT-E8 - Issues in Emergency Medical Services 1.5 units
Prerequisite: None.
This course provides fire service personnel, and other public safety personnel, with the opportunity to identify and discuss Emergency Medical Services (EMS) issues that may impact the provision of EMS. Students will have the ability to review EMS current events and to debate efficacy of fire-based and private EMS programs. Total of 30 hours lecture and 10 hours laboratory.

FIT-G23 - Introduction to Emergency Management (G-230) .5 units
Prerequisite: None.
This course is designed for all emergency service coordinators, or potential coordinators, as well as professional and technical staff members designated by their agencies or organizations as emergency responders. The course critically examines the need for emergency management systems, stressing the importance of the integrated team approach to managing emergencies. (This course includes the CSTI (California Specialized Training Institute) G606 SEMS (Standard Emergency Management System) Introductory course.) Total of 8 hours lecture and 20 hours laboratory.
FIT-G24 - Leadership and Influence (G-240) .5 units
Prerequisite: None.
This course will assist the public service managers/supervisors and potential public service managers/supervisors to lead and influence others in the demanding setting of emergency management by increasing their range of skills in a variety of interpersonal areas. Some of the topics covered are conflict management, use of power, group dynamics, and leadership and influence. Total of 6 hours lecture and 18 hours laboratory.

FIT-G24A - Decision Making and Problem Solving (G-241) .25 unit
Prerequisite: FIT-G24.
This course was developed for the emergency program manager, or potential manager, to assist in the development of decision-making and problem-solving skills which can have a direct and immediate bearing on saving lives, preventing injuries and protecting property. This course will provide a great opportunity for networking with neighboring cities. Total of 8 hours lecture.

FIT-G36B - Multi-Hazard Safety Program for Schools (G-362) .25 unit
Prerequisite: None.
This course was developed for the school district personnel, such as administrators, nurses, maintenance/facility workers, school board members, PTA representatives, and teachers, who are Emergency Planners/Disaster Coordinators for their schools. The course is designed to help participants recognize the need to plan for all types of disasters, both natural and technological. Completion of the course will enable the participant to lead other individuals in schools or school districts through the process of developing an effective safety program. Total of 8 hours lecture and 8 hours laboratory.

FIT-H2 - Hazardous Materials First Responder Operational .5 units
Prerequisite: None.
Provides public safety workers and potential public safety workers who are likely first responders with an improved capability to respond to Hazardous Materials events in a safe and competent manner, within typical resource and capability limitations at the operational level. Total of 14 hours lecture and 2 hours laboratory.

FIT-H3 - Hazardous Materials First Responder Operational-Decontamination .25 unit
Prerequisite: FIT-H2.
Provides Hazardous Materials First Responder Operational certified individuals with an improved capability to respond to hazardous materials incidents and mitigate HazMat team members and victims possible or probable contamination. Total of 4 hours lecture and 4 hours laboratory.

FIT-H4 - Emergency Response to Terrorism .25 unit
Prerequisite: None.
Provides fire service personnel, and other public safety workers, with an improved awareness of and capability to respond to possible domestic terrorism events in a safe and competent manner, within typical resource and capability limitations. Total of 8 hours lecture and 8 hours laboratory.

FIT-H5 - Emergency Response to Electric Vehicles .25 unit
Prerequisite: None.
This course provides fire service, emergency medical, and law enforcement personnel with an increased level of awareness of and capability to safely mitigate emergencies involving electric vehicles. Total of 6 hours lecture and 2 hours laboratory.

FIT-H6 - NBC Domestic Preparedness-Responder Awareness, Defense Against Weapons of Mass Destruction Commander .25 unit
Prerequisite: None.
This course is part of the Nunn-Lugar-Domenici training initiative. It is for firefighters, law enforcement, EMS, dispatchers or security personnel who may be called to the scene of a terrorist threat or event. This course familiarizes the student with a brief history of terrorist events, how to recognize a terrorist event in progress, the special hazards presented by the use of nuclear, chemical and biological weapons, and the protection methods and equipment available to first responders. Total of 4 hours lecture.

FIT-H7 - Hazardous Materials Incident Commander 2 units
Prerequisite: FIT-H2.
This course provides the HAZMAT technician with an increased capability to assume the role of an Incident Commander, and other Command and General Staff ICS positions during HAZMAT events. Emphasis is placed on personal safety and management. Total of 36 hours lecture.

FIT-I1A - Instructor 1A, Instructional Techniques 2 units
Prerequisite: None.
This is the first of a two course series and is the Standard State Board of Fire Services accredited course for trainers. Topics include: occupational analysis, course outcomes, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation and effectiveness. Activities include student teaching demonstrations. Total of 40 hours lecture.

FIT-I1B - Instructor 1B, Instructional Techniques 2 units
Prerequisite: FIT-I1A.
This is the second of a two course series and is the Standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. Total of 40 hours lecture.

FIT-I2A - Instructor 2A, Techniques of Evaluation 2 units
Prerequisite: FIT-I1A and I1B.
This is the first of a three course series which provides the instructor and/or supervisor with the techniques of evaluation. It includes construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security and evaluation of test results to determine instructor and student effectiveness. This is an essential course for writing valid, effective tests. Total of 40 hours lecture.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>FIT-I2B</td>
<td>Instructor 2B, Group Discussion Techniques</td>
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<td>Prerequisite: FIT-I1A and I1B.</td>
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<td>This course is designed to provide the instructor and/or supervisor with leadership skills. Group dynamics, problem solving techniques and interpersonal relations are developed and utilized in conducting actual staff meetings, brainstorming sessions and organized, effective conference meetings. Skills are also developed in conducting formal public meetings such as panel discussions and forums. Total of 40 hours lecture.</td>
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<tr>
<td>FIT-I2C</td>
<td>Instructor 2C, Employing Audio Visual Aids</td>
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<td>Prerequisite: FIT-I1A and I1B.</td>
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<td>This course covers the principles of media in the instructional process; selection of A/V and instructional media; employment of basic and advanced forms of instructional media; use of computers in the instructional process; and individualized instruction program. Total of 40 hours lecture.</td>
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<td>FIT-I3</td>
<td>Fire Instructor 3, Master Instructor .5 units</td>
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<td></td>
<td>Prerequisite: FIT-I1A, I1B, 12A, 12B and 12C</td>
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<td>This is the final course in a series of courses designed to educate and train professional instructors for the fire service. This course is accredited by the California State Board of Fire Services and is one of the prerequisites for teaching any of the Instructor series courses through the Office of the California State Fire Marshal. Total of 16 hours lecture and 24 hours laboratory.</td>
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<td>FIT-I4</td>
<td>California State Fire Marshal Regional Instructor Orientation .25 unit</td>
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<td>Prerequisite: None.</td>
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<td>This one day course is designed for fire service personnel interested in teaching CFSTES (California Fire Service Training and Education System) courses. Upon completion, participants will be able to register for the certification course they wish to teach, understand how to set up and return those courses taught, identify instructor responsibilities and provide their students with knowledge of how to find information pertaining to State Fire Training. Total of 8 hours lecture.</td>
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<td>FIT-I5</td>
<td>Instructional Techniques for Company Officers .25 unit</td>
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<td>Prerequisite: None.</td>
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<td>This course was designed to meet the needs of the company officers in fulfilling instructional duties. The course follows the steps identified by the National Fire Protection Association in NFPA Standard 1041; preparation (motivation), presentation, application, and testing (evaluation). Activities include student teaching demonstrations. Total of 4 hours lecture and 12 hours laboratory.</td>
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<td>FIT-I6</td>
<td>Management/Supervision for Company Officers 2 units</td>
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<td>Prerequisite: None.</td>
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<td>This course is designed to prepare or enhance the first line supervisor’s ability to supervise subordinates. The course introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about decision making, time management, leadership styles, personal evaluations and counseling guidelines. Total of 40 hours lecture.</td>
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<tr>
<td>FIT-M2A</td>
<td>Organizational Development and Human Relations</td>
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<td>Prerequisite: FIT-M1A.</td>
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<td>This course provides the student with the basic grounding in some of the principles of managing in organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. Total of 40 hours lecture.</td>
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<tr>
<td>FIT-M2B</td>
<td>Fire Management 2B, Fire Service</td>
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<td>Prerequisite: FIT-M1.</td>
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<td>This course is designed to provide insight into the cyclical nature of budgeting financial management. As a management course, the student will become familiar with the essential elements of the financial planning, budget justification and budget controls. Total of 40 hours lecture.</td>
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<td>FIT-M2C</td>
<td>Management 2C, Personnel and Labor Relations</td>
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<td>Prerequisite: FIT-M1 and M2A.</td>
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<td>This course is designed to provide the fire manager with advanced knowledge and insight into fire personnel, human resource, diversity management, legal mandates, labor relations and related areas. Methodology will include presentations, case study, exercises and focused discussions. This course is approved by the California State Fire Marshal. Total of 40 hours lecture.</td>
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<td>FIT-M2D</td>
<td>Fire Management 2D, Master Planning in the Fire Science</td>
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<td>Prerequisite: FIT-M1.</td>
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<td>This course is intended to provide fire department officers with the capability to plan and manage the local fire protection system. Completion of this course will provide the participants with information and discussion centering around program planning, master planning, forecasting, system analysis, system design, policy analysis and others. Total of 40 hours lecture.</td>
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<tr>
<td>FIT-M2E</td>
<td>Contemporary Issues and Concepts</td>
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<td>Prerequisite: FIT-M2A and M2B.</td>
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<td>This course provides an overview of contemporary management issues and concepts. Key topics include governmental relations, changing/setting policy formation, program management, personnel, labor relations, and legal environment. Total of 40 hours lecture.</td>
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<td>FIT-M3</td>
<td>Fire Service Grant Writing .5 unit</td>
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<td>Prerequisite: None.</td>
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<td>This course introduces the student to grant writing for fire service. Participants will learn how to identify appropriate public and private funding sources and how to write a project proposal. Elements of grant management will include budgeting, program evaluation and reporting. Total of 12 hours lecture and 4 hours laboratory.</td>
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<td>FIT-M4</td>
<td>Increasing Team Effectiveness .25 unit</td>
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<td>Prerequisite: None.</td>
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<td>This course is designed to increase the participants’ effectiveness as team leaders and members by demonstrating how communication, motivation, counseling and the principles of conflict resolution and group dynamics may be used to promote efficient group functioning and member satisfaction. Total of 4 hours lecture and 12 hours laboratory.</td>
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FIT-M5 - Principles of Progressive Discipline .5 units
Prerequisite: None.
This course is designed to present supervisors or potential supervisors with a constructive approach to handling situations related to employee discipline. The principles of progressive discipline are presented in the form of preventive and corrective informal and adverse formal phrases. Topics covered include duty statements, setting work standards, communications, counseling, adverse actions, report writing, and case review. Total of 14 hours lecture and 14 hours laboratory.

FIT-M10 - Fire Chief Orientation .5 units
Prerequisite: None.
This course provides fire agency managers and administrators with an overview of local, state, and federal fire and support programs. It also provides them with information regarding recent political/legal/technical changes that may affect their ability to perform their assignments in a professional fashion. Total of 7 hours lecture and 21 hours laboratory.

FIT-M11 - Ethical Decision Making .5 units
Prerequisite: None.
The purpose of this course is to introduce the student to ethical awareness and morality in the decision making process by exposure to the philosophy and psychology of ethical decision making and behavior. Total of 16 hours lecture.

FIT-M12 - Administrative Fire Services Support Workshop .5 units
Prerequisite: None.
This course provides fire agency support personnel with an overview of organizational dynamics, customer service, and local, state and federal programs. It also provides them with information regarding recent political/legal/technical trends and changes that may affect their ability to perform their assignments in a professional fashion. Total of 5 hours lecture and 15 hours laboratory.

FIT-M13A – Continued Professional Training .5 unit
( California Department of Forestry and Fire Protection)
Prerequisite: None.
This course provides fire agency managers/supervisors and potential fire agency managers/supervisors with an overview of local, state and federal programs. It also provides them with information regarding recent political/legal/technical changes that may affect their ability to perform their assignments in a professional fashion. Total of 8 hours lecture and 25 hours of laboratory.

FIT-M14 - Theory and Practices of Leadership 3 units
Prerequisite: None.
In this course the participants will identify, examine, develop and improve their personal leadership style through case studies, readings, personal illustrations and presentations. The course includes experiential and group activities. Total of 54 hours lecture.

FIT-M15 - Interpersonal Dynamics in Fire Service Organizations 3 units
Prerequisite: None.
This course is part of the National Fire Academy’s Management Sciences curriculum. This class is designed to enhance the capabilities of fire service managers to carry out their managerial roles and responsibilities. Interpersonal Dynamics deals with the personal, interpersonal and group behavioral aspects of the fire service manager’s role. Total of 58 hours lecture and 15 hours laboratory.

FIT-M16 - Interagency Call When Needed .5 unit
Helicopter Manager
Prerequisite: None.
This course is designed to train fire service personnel in the hands-on application of policies and procedures to safely and effectively manage all types of helicopters. It provides guidelines based on the Interagency Helicopter Operations Guide and Department contracts. Total of 12 hours lecture and 24 hours laboratory.

FIT-M17 – Community Emergency Response Team (CERT) .5 unit
Prerequisite: None.
This course provides students with skills and abilities required by the Federal Emergency Management Agency to participate in the Community Emergency Response Team (CERT) Program. CERT training prepares students to help themselves, their families and neighbors in the event of a catastrophic disaster. Students will learn how citizens can assist emergency responders in areas of emergency preparedness, fire suppression, utility control, disaster medical operations (CPR and First Aid), and light search and rescue. Total of 16 hours lecture and 8 hours laboratory.

FIT-M20 - Developing a Personal Philosophy of Leadership 1 unit
Prerequisite: None.
This course will introduce the California Public Safety Leadership Certificate Program, providing the participant with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Each participant will explore his or her own core values and begin to develop a personal philosophy of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional, and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. Total of 24 hours lecture and 16 hours laboratory.

FIT-M21 - Leading Others 1 unit
Prerequisite: None.
This course provides students with the knowledge, skills, and abilities to effectively lead others. The participant will explore various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Students will gain an understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship of leaders and followers. Total of 24 hours lecture and 8 hours laboratory.
FIT-M22 - Organizational Leadership 1 unit
Prerequisite: None.
This course provides students with an opportunity to explore the leadership process within organizational settings. The leader-follower relationship is discussed, as well as the influence of organizational culture on leadership effectiveness. Students will gain an understanding of the components and processes of a learning organization and gain insights into the concept of defensive reasoning within organizations. Case studies, video analysis, selected readings, and group activities will be used to help students further understand theories and principles of organizational leadership. Total of 20 hours lecture and 20 hours laboratory.

FIT-M23 - Ethics and the Challenge of Leadership 1 unit
Prerequisite: None.
In this course students will explore theories and practices of ethical leadership including the use of ethical decision-making models. Students will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define challenges facing a leader in today’s diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Students will develop strategies for leading in the challenging public safety environment. Total of 24 hours lecture and 16 hours laboratory.

FIT-P1A - Prevention 1A, Fire Inspection Practices 2 units
Prerequisite: None.
This course of study provides a broad technical overview of fire prevention codes, ordinances and fire prevention practices. Total of 40 hours lecture.

FIT-P1B - Prevention 1B, Code Enforcement 2 units
Prerequisite: FIT-P1A.
This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports and processing plans. Total of 40 hours lecture.

FIT-P1C - Prevention 1C, Flammable Liquids and Gases
Prerequisite: FIT-P1A and P1B.
This course focuses on the special hazards associated with flammable combustible liquids and gases. Some topics of discussion include: bulk storage and handling, transportation of flammable gases and liquids and more. Total of 40 hours lecture.

FIT-R1A - Rescue Systems I .5 unit
Prerequisite: None.
This course includes: heavy rescue team organization; heavy rescue considerations (blocked access, structural damage, environmental considerations); use of ropes, knots, rigging and pulley systems; descending, repelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges; use of hand tools, use of hydraulic tools, use of pneumatic tools, use of wood cribbing and air bags, vehicle and victim stabilization techniques and scene management. Total of 4 hours lecture and 12 hours laboratory.

FIT-R1B - Rescue Systems 2 (Heavy Rescue Systems) .5 unit
Prerequisite: FIT-R1A.
This course includes heavy rescue systems for heavy object lifting, movement and stabilization, team organization, emergency building shoring, small power and hand tools, advanced use of ropes, knots, rigging and pulley systems and simulated rescue exercises. Total of 16 hours lecture and 24 hours laboratory.

FIT-R1C - Rescue Systems 1 (Basic Heavy Rescue), .5 unit
Instructor Course
Prerequisite: FIT-R1A.
This course prepares the fire professional to instruct the Rescue Systems (FIT R1A) course. (This course, in and of itself, does not guarantee instructor certification by the California State Fire Marshal.) The course includes teaching techniques associated with heavy rescue team organization, heavy rescue considerations, use of ropes, knots, rigging and pulley systems, descending, rappelling and belaying tools and techniques, subsurface rescue techniques, use of cribbing, wedges, cutting/prying and hydraulic tools and the use of ladders in specialized rescue situations. Total of 16 hours lecture and 24 hours laboratory.

FIT-R2A - Confined Space Rescue - Awareness Level .5 unit
Prerequisite: None.
This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring and confined area operation perimeters. Total of 9 hours lecture.

FIT-R2B - Confined Space Rescue- Operational Level 1 unit
Prerequisite: FIT-R2A.
This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. Total of 12 hours lecture and 28 hours laboratory.

FIT-R2C - Confined Space Rescue-Train the Trainer 1 unit
Prerequisite: FIT-R2B.
This course presents a review of confined space definitions and operating restrictions and principles, and basic instructional precepts then moves the candidate through a series of drills, scenarios, and presentations for practical application of skills and techniques presented. Total of 10 hours lecture and 30 hours laboratory.

FIT-R3 - Basic Automobile Extrication .25 unit
Prerequisite: None.
This course includes team organization, rescue and safety considerations, use of hand tools, use of hydraulic tools, use of pneumatic tools, use of wood cribbing and air bags, vehicle and victim stabilization techniques and scene management. Total of 4 hours lecture and 12 hours laboratory.

FIT-R4 - Introduction to Rescue Systems .25 unit
Prerequisite: None.
This course includes rescue team organization, rescue considerations, use of ropes, knots, rigging and pulley systems, descending, rappelling and belaying tools and techniques, and simulated rescue exercises. Total of 4 hours lecture and 12 hours laboratory.

FIT-R7 - Trench Rescue for Fire Service Personnel .25 unit
Prerequisite: None.
This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques and below grade rescue safety procedures. Total of 4 hours lecture and 12 hours laboratory.
FIT-S1A - Fire Apparatus Driver/Operator 1A, 1 unit
Emergency Vehicle Operations
Prerequisite: None.
This course includes a review of laws and operating techniques relating to the emergency and non-emergency operation of fire apparatus, theories and principles of defensive driving, an overview of vehicle systems and subsystems, vehicle preventative maintenance checks and troubleshooting, annual certification testing, pump operation and maintenance, pumping techniques, winching techniques, and vehicle on the road operation in normal and abnormal situations. Total of 18 hours lecture and 22 hours laboratory.

FIT-S1B - Fire Apparatus Driver/Operator 1B, 1 unit
Pump Operations
Prerequisite: FIT-S1A.
This course includes a review of hydraulic terms, water distribution systems, basic hydraulic principles, pump, pump system, pump panel designs, types of pump operations and fire ground hydraulics. Total of 18 hours lecture and 22 hours laboratory.

FIT-S1D - Basic Fire Engine Operation, 2.5 units
Prerequisite: None.
This course presents an introduction to the laws and operating techniques relating to the emergency and non-emergency operation of fire apparatus, theories and principles of defensive driving, an overview of vehicle systems and subsystems, vehicle preventative maintenance checks and troubleshooting, annual certification testing, pump operation and maintenance, pumping techniques, and vehicle on the road operation in normal and abnormal situations. Total of 34 hours lecture and 72 hours laboratory.

FIT-S2 - Truck Operations, 2.5 units
Prerequisite: None.
This course includes aerial physics, ground ladder testing, positive power ventilation techniques, vertical ventilation techniques, special rescue considerations for aerial apparatus and standard truck equipment, high rise building incident command procedures, elevator construction, fire service systems and rescue techniques, building search and rescue techniques, salvage and overhaul operations, methods of commercial and residential forcible entry, chain saw safety and maintenance and rapid intervention crew tactics. Total of 41 hours lecture and 50 hours laboratory.

FIT-S3 - Basic Firefighter Academy, 17 units
Prerequisite: FIT-1 or department sponsorship required, as well as successful completion of the Physical Abilities Test. Advisory: ENG-50A, MAT-52 and REA-82 or qualifying test scores recommended. Limitation on enrollment: Successful completion of a State Certified EMT course.
This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, including auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the “Incident Command System” and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use equipment and inspect and maintain various types of fire fighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I. Total of 217 hours lecture and 278 hours laboratory.

FIT-S4 - CDF Firefighter 1 - Basic Academy, 2 units
Prerequisite: None.
This course introduces the novice firefighter to the duties required in both wildland and structural firefighting as part of an engine crew. It is comprised from the minimum training requirements for entry-level seasonal firefighters for the California Department of Forestry and Fire Protection. Fundamentals of wildland fire control and techniques in structural fire control are covered with a strong emphasis on safety. Subjects covered include: fire behavior and terminology, tools used in firefighting, protective clothing and safety equipment, strategies and tactics used in firefighting, storage and deployment of fire hose. Total of 30 hours lecture and 42 hours laboratory.

FIT-S5 - Firefighter Safety and Survival, .5 unit
Prerequisite: None.
Provides firefighter and potential firefighters with an understanding of how serious the firefighter injury and death problem really is, an appreciation of his or her responsibility for reducing future injuries and deaths, and information for improving safety considerations through all aspects of the firefighter’s job. Total of 16 hours lecture.

FIT-S5A - Wildland Safety and Survival, .25 unit
Prerequisite: None.
Provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is, an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter’s job. Total of 8 hours lecture.

FIT-S6 - Wildland-Urban Interface Fire Behavior, .25 unit
Prerequisite: None.
This course provides an overview of suggested basic tactics and strategies to be used by fire protection agencies, both wildland and structural, in preparing for, sizing up, containing and extinguishing fires in the wildland-urban interface. Firefighter safety is emphasized in all aspects of this class. Total of 8 hours lecture.

FIT-S6A - Wildland-Urban Interface Fire Operations (S-205), .5 units
Prerequisite: None.
This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life, property and improvements. Operational safety is emphasized in all aspects of this course. Total of 12 hours lecture and 12 hours laboratory.

FIT-S6B - Fire Mitigation Practices in the Structural, 1 unit
Wildland Intermix
Prerequisite: None.
This course provides the participant with information on the historical urban wildlife interface and intermix problems, legal factors in increasing the level of defensibility of structures, methods of analyzing high risk severity zones and area mitigating plans, designing and implementing site specific fire resistive defensible space, adoption codes, standards/guidelines for community fire prevention support groups. Total of 24 hours lecture and 16 hours laboratory.
FIT-S7 - Backfire and Burnout  
**.25 unit**

*Prerequisite: None.*

This course provides instruction in the basic safety considerations and procedures for use when immediate and unplanned backfiring or burning out is deemed necessary. The emphasis is directed toward initial attack incidents. The course is an awareness level course (module 1) and is not designed to qualify students as Firing Technical Specialists. Total of 8 hours lecture.

FIT-S8 – Fire Crew Captain  
**2 units**

*Prerequisite: None.*

This course delivers information needed for functioning as a Fire Crew Captain. The student will be able to perform the operational and administrative duties of a Fire Crew Captain. The course will cover safety needs, tactical considerations and fire crew procedures. Total of 40 hours lecture and 24 hours laboratory.

FIT-S9 - Rings of Fire, Fire Prevention and Suppression of Scrap Tires  
**.25 unit**

*Prerequisite: None.*

This course gives information on the growing problem of scrap tire storage throughout California. The class includes innovations in the recycling industry, environmental impact, fire prevention, scientific studies, pre-incident planning, tactics and fire suppression strategies, as well as firefighter safety. Total of 8 hours lecture.

FIT-S10 - Basic High-Rise Fire Operations and Tactics  
**.25 unit**

*Prerequisite: None.*

This course prepares the student for fire suppression and rescue operations in the high-rise building environment. It is approached from an operational basis and is applied to both small and large high-rise buildings. Topics include prefire planning, building inventory, ventilation methods, water supply, elevators, life safety and application of the Incident Command System and specific responsibilities. Total of 8 hours lecture and 16 hours laboratory.

FIT-S11 - Fire Hose (Line) Evolutions  
**.25 unit**

*Prerequisite: None.*

This course presents a review of basic and advanced fire hose (hose line) evolutions, the deployment, use and care of the various types of fire hose and fire appliances used in the fire service. The course covers such topics as fire hose care and maintenance, hose loads, deployment and tactical considerations, various fire stream applications and types and uses of appliances. Total of 8 hours laboratory.

FIT-S13 - Fire Control 3, Structural Firefighting  
**.25 unit**

*Prerequisite: None.*

This course utilizes the burning of buildings to provide students with hands-on firefighting experience in fire behavior within a building, ventilation, self-contained breathing apparatus, use and survival techniques, interior fire attack, exterior fire attack, and basic fire investigation as it relates to fire fighting. Total of 6 hours lecture and 18 hours laboratory.

FIT-S14 - Fire Control 4, Oil and Gas Fire Fighting  
**.25 unit**

*Prerequisite: None.*

This course utilizes live fire situations to provide hands-on experience in combating fire involving liquefied petroleum gas and flammable liquid fires. Subjects include flammable liquid and gas fire behavior, safety, extinguishing agents, transportation fires, water flow requirements and live fire fighting. Total of 6 hours lecture and 6 hours laboratory.

FIT-S15 - Fire Control 5, Aircraft and Rescue Fire Fighting  
**.25 unit**

*Prerequisite: None.*

This course provides the students with information, methods and techniques necessary for providing crash fire rescue services at airports. Subjects include utilizing conventional fire apparatus and specialized Crash Fire Rescue (CFR) apparatus, CFR extinguishing agents, types of aircraft, standby procedures, aqueous film forming foam, dual agent systems and operations at crash scenes. Total of 8 hours lecture and 16 hours laboratory.

FIT-S16 – Fire Control 6, Wildland Firefighting Essentials  
**.5 units**

*Prerequisite: None.*

This Wildland firefighting course provides information, methods and techniques for utilization of: The California Fire and Rescue Mutual Aid Plan, Incident Command System, wildland firefighting strategy and tactics, structure triage, terminology, survival skills and operating safely in a wildland firefighting incident. Total of 14 hours lecture and 2 hours laboratory.

FIT-S17 – Volunteer Firefighter Trainee Academy  
**1.5 units**

*Prerequisite: None.*

This course introduces recruit firefighters to the duties required of the trainee volunteer firefighter. It is comprised of the minimum training requirements for entry-level volunteer firefighters for the Riverside County Fire Department. Subjects covered include fire station orientation, fire terminology, communicable disease awareness, tools used in firefighting, protective clothing and safety equipment, storage and deployment of fire hose. Total of 31 hours lecture and 54 hours laboratory.

FIT-S18 – Fire Department Water Tender Operations  
**.25 unit**

*Prerequisite: None.*

This course is designed for experienced career firefighters who have completed the volunteer trainee and certified volunteer firefighter programs and are ready to advance to the next level of training and responsibility. Students will learn fundamentals of water tender driving and pumping, and be prepared for more complex emergency response situations. Total of 8 hours lecture and 8 hours laboratory.

FIT-S19 – Fire Line Safety for Support Personnel (For Non-emergency Responders/Support Personnel)  
**.25 unit**

*Prerequisite: None.*

This course is designed for support personnel who respond to emergency incidents. Students learn fundamentals of fire line safety, ICS and communications. It is designed for, but not limited to, individuals working in logistics, emergency medical services, clerical and communications services. Total of 6 hours lecture and 2 hours laboratory.

FIT-S20 – Emergency Vehicle Operations-Ambulance  
**.25 unit**

*Prerequisite: None.*

Limitation on enrollment: Student must possess a valid California Drivers License and a valid California EMT or Paramedic certificate. This course is for EMT-1s and paramedics who may work in the capacity of ambulance attendant or driver. It teaches fundamentals of emergency vehicle operations, defensive driving and highlights the impact on patients and their care providers when providing medical services in transit. Total of 8 hours lecture and 8 hours laboratory.
FRENCH

FRE-1 - French 1 5 units
UC, CSU (CAN FREN 2) FRE 1+2 = (CAN FREN SEQ A)
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

FRE-2 - French 2 5 units
UC, CSU (CAN FREN 4) FRE 1+2 = (CAN FREN SEQ A)
Prerequisite: FRE-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

FRE-3 - French 3 5 units
UC, CSU (FRE 3+4= CAN SEQ B)
Prerequisite: FRE-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

FRE-4 - French 4 5 units
UC, CSU (FRE 3+4= CAN SEQ B)
Prerequisite: FRE-3.
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

FRE-8 - Intermediate Conversation 3 units
CSU
Prerequisite: FRE-2 or 3.
Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. Total of 54 hours lecture. Repeatable 3 times.

FRE-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. Total of 54 hours lecture.

FRE-51 - Introductory Listening Comprehension I 2 units
Prerequisite: None.
This telecourse concentrates on developing basic skills in listening to and understanding native spoken French at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of French society and culture in on-location scenes. The Listening Comprehension Series, FRE-51, 52 and 53, may be taken independently or as supplements to FRE-1, 2 and 3. Total of 36 hours lecture.

FRE-52 - Introductory Listening Comprehension II 2 units
Prerequisite: FRE-51 or FRE-1.
This telecourse continues the development of basic skills in listening to and understanding native spoken French at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an expanded introduction to the multiplicity of French society and culture in on-location scenes. The Listening Comprehension Series, FRE-51, 52 and 53, may be taken independently or as supplements to FRE-1, 2 and 3. Total of 36 hours lecture.

FRE-53 - Intermediate Listening Comprehension I 2 units
Prerequisite: FRE-52 or FRE-2.
This telecourse begins the development of intermediate skills in listening to and understanding native spoken French at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an expanded introduction to the multiplicity of French society and culture in on-location scenes. The Listening Comprehension Series, FRE-51, 52 and 53, may be taken independently or as supplements to FRE-1, 2 and 3. Total of 36 hours lecture.

GEOGRAPHIC INFORMATION SYSTEMS

GIS-1 - Introduction to Geographic Information Systems 3 units
CSU, UC
Prerequisite: CIS-1 or CIS-1A.
Advisory: High School algebra and ENG-50A recommended.
This course provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping. The course will present an in-depth review of the necessary hardware and software elements used in GIS. Various applications of GIS technology used in the natural and social sciences, business and government will be presented. The course includes a hands-on component in using the hardware and software elements of GIS. Emphasized will be vector-based data structures using ArcView and an introduction to raster-based data structures using ArcView Spatial Analysis Module. Specific topics will include hands-on experience in the use of: map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map overlays, manipulation of data base, creating of charts and graphs and presentation of data in map layouts. Total of 54 hours lecture.
GIS-5 - Cartography and Base Map Development 3 units  
**CSU**  
Prerequisite: GIS 1.  
Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.  
This course provides a comprehensive study of Geographic Information Systems (GIS) cartography including cartographic principles, data acquisition methods used in map production and methods of base map development. The course will include the history of cartography, principles of cartography, map projections, scales and map accuracy. Methods of data acquisition will include basic principles of remote sensing, aerial imagery and the use of Global Positioning System (GPS) in the field for map feature location. Scanning, digitizing and coordinate geometry techniques used in GIS base map development are introduced. The course will include the production of professional quality maps using ArcView. Total of 54 hours lecture.

GIS-9 - Spatial Analysis with GIS 3 units  
**CSU**  
Prerequisite: GIS 1.  
Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.  
This course provides an introduction to spatial analysis. This course will briefly review the principles of statistics and relate them to methods used in analysis of geographically referenced data. This course will introduce sampling strategies for data used in Geographic Information Systems (GIS) using raster and vector data structures. The fundamentals of conventional estimation techniques will be compared with geostatistical techniques. The course will present single and multi-layer statistical operations including classification, coordination and modeling analysis. Applications and problems in spatial correlation will be discussed including interpretation of results of spatial analysis. Total of 54 hours lecture.

GIS-13 - GIS for Science, Business and Government 3 units  
**CSU**  
Prerequisite: GIS 9.  
This course includes an in depth survey of GIS applications in science (geography, geology, oceanography, archeology and meteorology), government (city, county, state and federal) and business (marketing, sales and management.) Topics include data acquisition, accuracy, analysis, presentation, techniques and legal issues for various GIS applications. Students will work on individual projects in specialized areas using GIS. Projects will include necessary hardware and software requirements, methods of data acquisition, formulations of data standards, methods of base map development, cost benefits analysis and generation of presentation quality map layouts specific to the student's chosen GIS application. Students will evaluate GIS as an effective tool in the decision making process for their specific GIS application. Total of 36 hours lecture and 54 hours laboratory.

GIS-17 Advanced GIS Applications 3 units  
**CSU**  
Prerequisite: GIS 9.  
This course provides an introduction to advanced applications of Geographic Information Systems (GIS) using ArcView and ArcInfo. The course will provide hands-on training in new modules and extensions of ArcView and introduce hands-on training in ArcInfo. The course will introduce Avenue programming for customizing ArcView. The add on modules extend the analytical capabilities of ArcView and allow input of map features and conversion of feature themes from raster to vector. Spatial analysis will include slope and aspect maps, neighborhood and zone analysis. Network Analyst will include problem-solving techniques for geographic networks (point to point routing) or closest points. Use of ArcView and ArcInfo software to produce professional quality documents for use in spatial analysis and decision making. Total of 36 hours lecture and 54 hours laboratory.

GIS-21 Global Positioning System (GPS) 1 unit  
**Field Techniques**  
**CSU**  
Prerequisite: GIS 1.  
A course in the basic use of a hand-held Global Positioning System (GPS) unit in the field. The course will include an introduction to the terminology, hardware and technology used in GPS. Instruction will include the fundamentals of operating a hand-held GPS unit. The course will introduce the basic techniques used in the determination of location and completion of a traverse using a GPS unit and a topographic map. It will also explain how GPS data can be used in Geographic Information Systems (GIS). Total of 54 hours laboratory.

GIS-25 Geographic Information Systems Internship 1 unit  
**CSU**  
Prerequisite: GIS 9.  
A directed field study program where students will apply classroom instruction to real world Geographic Information Systems (GIS) projects in the community. Students should complete GIS-1 and GIS-9 and arrange for an advisor prior to enrolling in an internship. The student will be under the supervision of an advisor from the college while participating in a short-term internship program in a business or government agency using GIS. Students in internship programs will meet periodically with their advisor, complete interim reports and present a final report. Total of 54 hours laboratory.

**GEOGRAPHY**  

GEG-1 - Introductory Physical Geography 3 units  
**UC, CSU (CAN GEOG 2)**  
Prerequisite: None.  
Advisory: Concurrent enrollment in GEG-1L for transfer students is highly recommended.  
Major components of the physical environment including weather, climate, vegetation, soils, landforms, and hydrography. Total of 54 hours lecture.

GEG-1L - Introduction to Physical Geography 1 unit  
**Laboratory**  
**UC, CSU (GEG-1 + 1L = CAN GEOG 6)**  
Prerequisite: None.  
Advisory: Concurrent or previous enrollment in GEG-1 recommended, especially for transfer students.  
Practical exercises and experience working with the physical environment including maps, weather, climate, soils, hydrography, vegetation, and landforms. Total of 54 hours laboratory.
GEG-2 - Introductory Cultural Geography 3 units
UC, CSU (CAN GEOG 4)
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.

GEG-3 - World Regional Geography 3 units
UC, CSU
Prerequisite: None.
An introduction to world geography with emphasis on the physical and political regions, locations, population, economy, political status, landuse patterns, problems, resources and potentialities. Total of 54 hours lecture.

GEG-4 - Geography of California 3 units
UC, CSU
Prerequisite: None.
A study of California as a unique region. The state without people - the physiographic provinces, climate, vegetation, and natural resources. The state with people - population distribution, economic activities, problems and potentialities. Total of 54 hours lecture.

GEG-5 - Weather and Climate 3 units
(Same as PHS-5)
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, and short-term forecasting. Total of 54 hours lecture.

GEG-6 - Geography of the United States and Canada 3 units
UC, CSU
Prerequisite: None.
A survey of the physical and cultural regions of AngloAmerica. Emphasis will include the characteristics that make each region unique, such as landscape, population distribution, economy, and current issues. Total of 54 hours lecture.

GEO-1B - Historical Geology 4 units
UC, CSU (CAN GEOL 4)
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.

GEO-1L - Physical Geology Laboratory 1 unit
UC, CSU
Prerequisite: Concurrent or previous enrollment in GEO-1 or 1A.
This course is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1.) Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of minerals, and the study of rocks. Total of 54 hours laboratory.

GEO-2 - Geology of the National Parks and Monuments 3 units
UC, 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.

GEO-3 - Geology of California 3 units
UC, CSU
Prerequisite: None.
The geology of California: A study of its geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Some selected topics include: examining major structural elements (faults) within the state; the study of the geology and the history of California’s geologic resources; the study of geologic hazards; and the relationship of California geology to global tectonics. Total of 54 hours lecture. Optional Field Trips: GEO-30A, 30B or 31 will accompany the course - 1 unit.

GEO-30A - Geology Field Studies of Southern California 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.
A field course with trips to regional points of geologic interest. This class includes a series of three to four field excursions to sites of geologic interest. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blackhawk landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California’s coastline, the San Bernardino mountains, Rainbow Basin, Calico mountains and San Diego mining district. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. Total of 54 hours to be arranged per semester.
GERMAN

GER-1 - German 1 5 units
UC, CSU (CAN GERM 2) GER 1+2 = (CAN GERM SEQ A)
Prerequisite: None.
This course concentrates on developing skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written German at the beginning level. This course includes discussion of German culture and daily life; total of 90 hours lecture and 18 hours laboratory.

GER-2 - German 2 5 units
UC, CSU (CAN GERM 4) GER 1+2 = (CAN GERM SEQ A)
Prerequisite: GER-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the beginning level. This course includes an expanded discussion of German culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

GER-3 - German 3 5 units
UC, CSU (GER 3+4=CAN GERM SEQ B)
Prerequisite: GER-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. This course includes an expanded discussion of German culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

GER-4 - German 4 5 units
UC, CSU (GER 3+4=CAN GERM SEQ B)
Prerequisite: GER-3.
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in German as a means of enhancing basic German language skills. This course includes an expanded discussion of German culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

GER-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of German culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. Total of 54 hours lecture.

GRAPHICS TECHNOLOGY

GRT-1 - Introduction to Graphics Technology 3 units
CSU
Prerequisite: None.
An introductory course for the graphic communication industry covering the six major areas of the offset printing process. This includes: layout and design, digital typesetting/composition (desktop publishing), process camera and darkroom, stripping and platemaking, offset press operation, and bindery/finishing. Total of 36 hours lecture and 54 hours laboratory.

GRT-30 - Contemporary Topics in Graphics Technology 1 unit
Prerequisite: None.
A series of presentations of current topics and/or trends occurring in the graphics industry. The student will use the Internet to research issues facing the design, prepress, and printing fields. Some topics include: employee relations, digital transition, environmental issues, and PDF workflow. This course may be taken a total of 4 times. Total of 18 hours lecture.
Prerequisite: GRT-1.
Advisory: GRT-80 and 85 are recommended.
A course designed to instruct the student in current management skills relating to personnel, sales and marketing, design, estimating, budgeting, planning, scheduling, safety, and environmental issues in the graphics and design industries. This course may be taken a total of 4 times. Total of 54 hours lecture.

GRT-56A - Offset Duplicator, Troubleshooting and Maintenance  2 units
Prerequisite: GRT-1 or GRT-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.

GRT-56B - Printing Equipment Maintenance, Troubleshooting and Repair  2 units
Prerequisite: GRT-56A.
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.

GRT-58 - Papers and Inks for Offset Printing  2 units
Prerequisite: None
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.

GRT-63 - Adobe InDesign for Professional Publishing  3 units
Prerequisite: None.
Page layout and design for professional publishing. A creative environment for graphic designers, production artists and prepress professionals. Integrates seamlessly with Adobe’s other leading applications to provide a consistent design environment. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-64 - Ethics and Legalities of Digital Manipulation  1 unit
Prerequisite: None.
This course provides the student with rules, regulations and responsibilities regarding the ethics and legalities of digital manipulation for Internet, graphic design, multimedia and personal use. This course may be taken a total of three times. Total of 18 hours lecture.

GRT-65 - Cross Platform File Management  1 unit
Prerequisite: None.
An introductory course in the management of computer files created on a variety of computer platforms. Consideration is given to file structure, naming conventions, troubleshooting issues and system maintenance to ensure the proper output of a computer file. This course may be taken a total of three times. Total of 18 hours lecture.

GRT-66 - WEB Animation with Flash  3 units
Prerequisite: None.
Development of WEB animations using the latest version of Macromedia’s Flash. An in depth look at the tools and scripting language of the industry standard Flash used in a production environment. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-67 - WEB Animation with Flash  3 units
Prerequisite: None.
A course in the production of 3D graphics and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-68 - 3D Animation with Maya  3 units
Prerequisite: None.
A course in the production of 3D graphics and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-69 - Motion Graphics and Compositing with After Effects  3 units
Prerequisite: None.
This course focuses on the planning and methodology to design graphics for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, optical flow, motion representation and perception. Focus will be on creative visual communication using appropriate and effective motion graphics. The student will develop a skill in the use of appropriate motion graphics software. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-70 - Production Printing Procedures  2.5 units
Prerequisite: GRT-1 and at least one of the following classes: GRT-71, 75, 76, 80 or 85.
A study of production printing problems and techniques through actual work on college production projects. Class experience will include working with the production printing staff and clients 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. This course may be taken a total of four times. Total of 18 hours lecture and 90 hours laboratory.

GRT-71 - Adobe Photoshop for Publishing  3 units
Prerequisite: None.
A comprehensive course in exploring the digital tools and techniques available for text handling, drawing and image editing. Includes instruction in: scanning, basic image manipulation, image importation and conceptual design as it applies to other media. May be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-72 - Advanced Photoshop for Publishing  3 units
Prerequisite: GRT-71.
Development of advanced fundamentals to provide a deeper, clearer and more technical understanding of digital imaging creation, manipulation and output using Adobe Photoshop. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-74 – Dreamweaver for Graphic Designers  3 units
Prerequisite: None.
The focus of the course is World Wide Web page creation and design for graphics professionals and non-professionals who want to create websites with a professional appearance using Dreamweaver. May be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.
GRT-75 - Desktop Publishing with PageMaker 3 units
Prerequisite: None.
Introduction to text processing, graphic placement, composition, layout and design on the microcomputer using Adobe PageMaker. Includes instruction in the preparation of files for production in the printing industry. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-76 - QuarkXPress for Publishing 3 units
Prerequisite: None.
Development of document creation and design skills using page creation, text processing, drawing and painting software on the microcomputer. Includes use of type fonts and design techniques, and focuses on the mastery of QuarkXPress. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-77 - Adobe Illustrator for Publishing 3 units
Prerequisite: None.
Instruction in advanced techniques in the application of software for the microcomputer in the areas of graphic design and illustration using Adobe Illustrator. Includes the use of scanners. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-78A - Multimedia Construction with Macromedia Director 3 units
Prerequisite: None.
Introduction to the tools and processes used in creating Web Pages, CD-ROMs and other multimedia presentations with Macromedia Director. Learn to use the appropriate software tools for creating various media for electronic presentation, assembling files into a usable format, creating short presentations for use on Web Pages, CD-ROMs and live presentations. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-78B - Multimedia Construction using Lingo 3 units
Prerequisite: None.
Advisory: GRT-78A recommended.
Using Macromedia Director Lingo scripting to apply the appropriate software tools to various media for creating a digital media presentation. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-78C - Multimedia Construction using Adobe Premiere 3 units
Prerequisite: None.
Instruction in advanced techniques to apply the appropriate software tools to various media for creating a Quick Time Movie using Adobe Premiere. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-79 - Multimedia Production using Painter 3 units
Prerequisite: None.
An intensive look at a natural media art tool, Painter, used in the creation of Multimedia images. Painter introduces the student to a drawing tool used in the 2D and 3D cartoon and animation industry. This course may be taken a total of four times. Total of 18 hours lecture and 54 hours laboratory.

GRT-80 - Introductory Digital Darkroom 3 units CSU
Prerequisite: None.
Advisory: GRT-1 and 75 recommended.
Instruction in manual camera, darkroom techniques and procedures, stripping and platemaking. Additional instruction is provided in digital prepress, scanning, color separations, proofing, and digital output. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-81 - Advanced Digital Darkroom 3 units CSU
Prerequisite: GRT-80.
Advanced instruction in offset camera, film assembly and platemaking techniques. Concentration on digitally paginated color separations, high quality maintenance, and registration. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-85 - Beginning Offset Presswork 3 units
Prerequisite: None.
Instruction in the setup and proper operation of offset duplicators. Students will work with both offset duplicators and digital imaging machines. Includes the use of folding machine, paper cutter and general bindery equipment. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-86 - Advanced Offset Presswork and Bindery 3 units CSU
Prerequisite: GRT-85.
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. Enrollment in additional semesters will provide the student an opportunity for skill and competency development within the subject matter. May be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-87 - Desktop Publishing with QuarkXPress 3 units
Prerequisite: None.
Development of document creation and design skills using page creation, text processing, drawing and painting software on the microcomputer. Includes use of type fonts and design techniques, and focuses on the mastery of QuarkXPress. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-88 - Advanced Digital Darkroom 3 units CSU
Prerequisite: GRT-81.
Advanced instruction in digital imaging techniques. Concentration on digitally paginated color separations, high quality maintenance, and registration. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

GRT-89 – Multimedia Graphics Portfolio 4 units
Prerequisite: None.
Advisory: One of the following recommended: GRT-71, 78B, 79, TEL-44.
A course for Graphics/Multimedia students in the production of a project that will form the basis of a professional employment portfolio. This will include meetings with clients, concept designs, material creation, production scheduling and budgeting, and final production. Subsequent enrollment will provide skill and competency development within the subject matter. This course may be taken a total of 4 times. Total of 36 hours lecture and 108 hours of laboratory.
GUI-47 - Career Exploration and Life Planning 3 units CSU
Prerequisite: None.
A class designed for students seeking direction about a career and/or major and persons in career transition. Topics include extensive exploration of one’s values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one’s skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will be addressed. Total of 54 hours lecture.

GUI-47A - Career Exploration and Planning- 1 unit Personal Assessment CSU
Prerequisite: None.
This class is designed for students who are undecided about their educational or career goals. Students will use standardized tests and career inventories to identify their interests, values, abilities and short and long range goals. Topics will include career exploration (using labor market information), decision making and occupational trends. Total of 18 hours lecture.

GUI-47B - Career Exploration and Planning- 1 unit Job Search Strategies CSU
Prerequisite: None.
This class is designed to provide students with instruction in targeting and acquiring a job. Topics will include job search strategies, including resume writing and interview skills. Total of 18 hours lecture.

GUI-48 - College Success Strategies 2 units CSU
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 goals. Topics include time management, test-taking, study techniques, and listening and questioning skills. Students are encouraged to develop tentative educational and career plans. Total of 36 hours lecture.

GUI-48A - College Success Strategies- Study Skills 1 unit CSU
Prerequisite: None.
This course is designed to increase the student’s success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. Total of 18 hours lecture.

GUI-48B - College Success Strategies- Life Skills 1 unit CSU
Prerequisite: None.
This course is designed to increase the student’s success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. Total of 18 hours lecture.
GUI-51 - The Dynamics of Helping Others

3 units

CSU

Prerequisite: None.

Advisory: Concurrent enrollment in GUI-52 is recommended.
A course designed to identify and to deal with the needs of students through the preparation of student peer para-professional counselors. Total of 54 hours lecture.

GUI-52 - Peer Advising Training

1 unit

Prerequisite: None.

A course designed for application of the basic communication and relationship skills. 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, conflict resolution and public speaking. Information on Riverside Community College, which will be needed to advise students both at the college and in the area high schools, will be given. May be repeated for a maximum of 4 units. Total of 18 hours laboratory.

GUI-54 - Master Tutor Training

0 units

Prerequisite: None.

This course is designed to familiarize students with the practical theory and skills needed to successfully act as a peer tutor in various academic and vocational disciplines. Participants will learn specific techniques to use when tutoring peers. Students meet in a workshop setting to discuss problems, questions and challenges in tutoring. Emphasis is given to developing student-centered tutoring skills that avoid “doing the work” for the tutees. Topics include proper communication techniques, cross-cultural tutoring, small group and individual tutoring. Readings, videos and short assignments related to tutoring may be assigned. Additionally, tutors will learn proper record keeping and accountability relative to peer tutoring. Total of 6 hours lecture. May be repeated 8 times.

GUI-55 - Supervised Tutoring

0 units

Prerequisite: None.

This course is designed to provide small group and individualized tutoring for students who need additional knowledge, study skills or skill development to succeed in regular course work. It provides an opportunity for students to receive supplemental assistance from a peer tutor regarding course work, reading and assignments. Open entry/open exit. May be repeated 9 times.

GUI-56 - Student Development Seminar

0 units

Prerequisite: None.

This course is designed to provide small group instruction for specialized populations needing counseling assistance. The course content may include: interpretation of probation policies, college success strategies, introduction to educational options, majors, programs and services, interpretation of assessment results, assistance with selecting first-semester courses, exploration of career options, and transfer assistance. Open entry/open exit. May be repeated 6 times.
GUI-95 - Practicum in Adaptive Computer 0 units
Technologies Seminar
Prerequisite: None.
Designed to provide small individual group/individual instruction for specialized populations needing adaptive computer technology training. The course content may include basic computer operations, introduction to adaptive technologies and their availability, evaluation of technologies needed and hands-on experience using adaptive technologies. Total of 3 to 18 hours laboratory depending on individual student need. Special class repeatability is based on measurable progress as described in Title IV regulations.

GUI-96 - Practicum in Adaptive Computer .5 units
Technologies
Prerequisite: None.
Self-paced, competency-based skill development class for students with special needs, in adaptive computer usage. Instruction is provided on an individualized basis using personal consultation with the student. This course may be taken a total of 4 times for credit. Total of 27 hours laboratory required for credit. (Non-degree credit course. CR/NC only.)

GUI-97 - Practicum in Adaptive Computer 1 unit
Technologies
Prerequisite: None.
Self-paced, competency-based skill development class for students with special needs, in adaptive computer usage. Instruction is provided on an individualized basis using personal consultation with the student. This course may be taken a total of 4 times for credit. Total of 54 hours laboratory required for credit. (Non-degree credit course. CR/NC only.)

HEALTH SCIENCE

HES-1 - Health Science 3 units
UC, CSU
Prerequisite: None.
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.

HEALTHCARE TECHNICIAN

HET-10 – Introduction to Public Health 3 units
Prerequisite: None.
Introduction to the history and definition of public health; addressing current principles and practices in this field. This course is developed to give student a broad overview of the areas of specialization in public health and the roles they play in healthcare, as well as assist students with career choices in this field. Total of 54 hours lecture.

HET-76 - Direct Care Staff: Developmental Disabilities 3 units
Prerequisite: None.
Prepares students to function as members of the Individual Development Team that provides active habilitation for Developmentally Disabled Clients. Focuses on training and support strategies to increase and maintain client independence. Total of 45 hours lecture and 27 hours laboratory.

HET-77 - In-home Support Services Provider 3 units
Prerequisite: None.
Prepares students to be primary caregivers in home settings. Focuses on physical care, psychosocial care and domestic services. Emphasizes practices and principles to enable persons to remain at home in a safe, secure and caring environment. Total of 45 hours lecture and 27 hours laboratory.

HET-78 - Introduction to Nurse Assisting 3 units
Prerequisite: HET-76 or HET-77.
Builds upon previously mastered theoretical content to complete the state-mandated curriculum required to become a certified nurse assistant. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Prerequisite to clinical laboratory course (HET-80B) required for state certification examination. Total of 54 hours lecture.

HET-79 - Introduction to Healthcare Careers 2 units
Prerequisite: None.
Provides an overview of healthcare industry. Describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. Total of 36 hours lecture.

HET-80 - Certified Nurse Assistant Theory and Practices 6 units
Prerequisite: None.
Limitation on enrollment: Prior to Course: requires fingerprinting and submission of application for state certification examination, current CPR certification and immunizations, medical clearance from healthcare provider, uniform and RCC HET I.D. badge.
Provides theoretical clinical components of state-mandated curriculum required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. Total of 72 hours lecture and 108 hours laboratory.

HET-81 - Certified Home Health Aide 2 units
Prerequisite: HET-80B or Certified Nurse Assistant.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider, uniform with RCC HET I.D. badge.
Provides overview of home health care agencies. Focuses on the roles and responsibilities of Certified Home Health Aides. Includes discussion of federal and state regulations, guidelines for provision of direct care in home settings, and supervised clinical practice in home or long-term care settings. Successful completion results in state certification. Total of 28 hours lecture and 28 hours laboratory.
HET-82 - Phlebotomy Technician 4 units
Prerequisite: None.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Provides theoretical and laboratory preparation for entry level performance as a phlebotomist; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology, performance of venipuncture techniques and additional responsibilities of phlebotomists as members of the health care team; requires demonstration of skill competency. Total of 36 hours lecture and 54 hours laboratory.

HET-83A - Cardiac Monitor Technician 2 units
Prerequisite: None.
Advisory: EMT-A certification recommended.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Provides an overview of basic cardiovascular terminology, anatomy and physiology. Focuses on electrical components of cardiac cycle and corresponding electrocardiogram (EKG) waveforms. Introduces common deviations from normal cardiac rhythms. Outlines responsibilities of cardiac monitor technicians and provides clinical laboratory opportunity to develop entry level skills. Total of 18 hours lecture and 54 hours laboratory.

HET-83B - Electrocardiogram (EKG) Technician 1 unit
Prerequisite: None.
Advisory: HET-83A or EMT-A certification recommended.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Provides an overview of basic cardiovascular terminology, anatomy and physiology. Focuses on proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. Outlines responsibilities of 12-Lead EKG technicians and provides clinical laboratory opportunity to develop entry level skills. Total of 6 hours lecture and 36 hours laboratory.

HET-84 - Unit Secretary 3 units
Prerequisite: MDA-1A.
Advisory: Basic computer skills desirable.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Provides theoretical and laboratory preparation for entry level performance as a unit secretary; includes overview of clerical and operational functions of the nursing unit; focuses on roles and responsibilities of unit secretaries as members of the healthcare delivery team; provides guidelines for developing organizational skills and competencies required for employment. Total of 36 hours lecture and 54 hours laboratory.

HET-85 - Sterile Processing and Distribution 3 units
Technician
Prerequisite: MDA-1A.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Provides theoretical and laboratory preparation for entry level performance as a sterile processing and distribution technician in clinical settings; includes overview of infection control policies and practices, historical development of the field and departmental organizational and operational practices; focuses on roles and responsibilities of sterile processing and distribution technicians as members of the healthcare delivery team. Total of 36 hours lecture and 54 hours laboratory.

HET-86 - Acute Care Nursing Assistant 1 unit
Prerequisite: HET-80B or evidence of status as a Certified Nursing Assistant.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Designed to assist Certified Nursing Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. Total of 54 hours laboratory.

HET-87 – Restorative Nursing Assistant 2 units
Prerequisite: HET-80B or evidence of status as a Certified Nursing Assistant.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Prepares Certified Nurse Assistants (CNAs) for career advancement as restorative Nursing Assistants (RNAs.) Provides overview of principles and practices of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations and supervised clinical practice in long-term care settings. Total of 28 hours lecture and 28 hours laboratory.

HIS-1 - History of World Civilizations I 3 units
UC, CSU (CAN HIST 14)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century AD. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. Total of 54 hours lecture.

HIS-2 - History of World Civilizations II 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. Total of 54 hours lecture.
HIS-4 - History of Western Civilization 3 units
UC, CSU (CAN HIST 2)
(HIS 4+5= CAN HIST SEQ A)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
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.

HIS-5 - History of Western Civilization 3 units
UC, CSU (HIS 4+5= CAN HIST SEQ A)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
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.

HIS-6 - Political and Social History of the United States 3 units
UC, CSU (CAN HIST 8)
(HIS 6+7= CAN HIST SEQ B)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Political, social and economic development of the United States from
colonial foundations to 1877; the evolution of American thought and
institutions; principles of state and local government. Total of 54 hours
lecture.

HIS-7 - Political and Social History of the United States 3 units
UC, CSU (CAN HIST 10)
(HIS 6+7= CAN HIST SEQ B)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Political, social and economic development of the United States from
1877 to the present; the evolution of American thought and institutions;
principles of national, state and local government. Total of 54 hours
lecture.

HIS-8 - History of the Americas 3 units
UC, CSU
Prerequisite: None.
Advisory: 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.

HIS-9 - History of the Americas 3 units
UC, CSU
Prerequisite: None.
Advisory: 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.

HIS-10 - History of Western Civilization 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
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.

HIS-11 - Military History of the United States to 1900 3 units
UC, CSU
(Same as MIL-1)
Prerequisite: None.
Limitation on enrollment: Not open to students with credit for, or
current enrollment in, MIL-1.
An examination of the evolution of American military and naval
practices and institutions as they have developed through the major
wars involving the United States up to 1900. The roles of leadership
and technology and their impact upon the art of war will also be
discussed. Total of 54 hours lecture.

HIS-12 - Military History of the United States Since 1900 3 units
UC, CSU
(Same as MIL-2)
Prerequisite: None.
An examination of the evolution of military and naval practices and
institutions as they have developed through major wars of the twentieth
century, with emphasis upon two world wars. The roles of leadership
and technology and their impact upon the art of war will also be
discussed. Total of 54 hours lecture.

HIS-14 - African-American History: Africa 3 units
to America
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
A selected study of the complex continent from which African
Americans came with special emphasis on the historical, political and
socio-economic aspects of African civilizations in Egypt and the
western Sudan; the transformation of the continent and of Africans
through the transatlantic slave trade; and a study of the African
American experience during their confinement as slaves in British
North America and the early national and antebellum periods through
the Civil War and Emancipation. Total of 54 hours lecture.

HIS-15 - African American History: Restoration to the Present 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
A study of the economic, political, social and cultural history and
traditions of African Americans since Reconstruction. An examination
of African American struggle for identity and status since the late 19th
century including: concepts of integration, segregation,
accommodation, nationalism, separatism, Pan Africanism; social forces
of Jim Crow, Great Migration, Harlem Renaissance, legislative and
political action, Civil Rights Revolution and concerns of post civil
rights era. Total of 54 hours lecture.

HIS-19 - Modern Russia: An Introduction 3 units
UC, CSU
Prerequisite: None.
Advisory: 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.
HIS-21 – History of Ancient Greece 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of Greek history from Monono and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. Total of 54 hours lecture.

HIS-22 – History of Ancient Rome 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. Total of 54 hours lecture.

HIS-23 – History of the Middle East 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
The basic religious, social and political development of the Middle East since A.D. 622, with emphasis on the vital issues: European interests in the area, cultural and political impact of the West, Arab nationalism, Zionism, social structures, ethnic and religious minorities, and cultural and intellectual trends. Total of 54 hours lecture.

HIS-25 – History of Mexico 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. Total of 54 hours lecture.

HIS-26 – History of California 3 units
UC, CSU
Prerequisite: None.
A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. Total of 54 hours lecture.

HIS-28 – Native American History: Early Contact Period 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. Total of 54 hours lecture.

HIS-29 – Native American History: Contemporary Society 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. Total of 54 hours lecture.

HIS-30 – Introduction to Chicano Studies 3 units
UC, CSU
Prerequisite: None.
A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. Total of 54 hours lecture.

HIS-31 – Introduction to Chicano Studies 3 units
UC, CSU
Prerequisite: None.
A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. Total of 54 hours lecture.

HIS-34 – History of Women in America 3 units
UC, CSU
Prerequisite: None.
A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. Total of 54 hours lecture.

HIS-35 – History of England 3 units
UC, CSU
Prerequisite: None.
A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. Total of 54 hours lecture.

HIS-40 – Oral History 3 units
CSU
Prerequisite: None.
Oral history is the process through which tape recorded interviews are used to document and preserve significant personal events in history. Students will learn to research documents, interview, transcribe, and edit individual human experiences. Students will be required to complete a minimum of 18 hours conducting interviews. Total of 54 hours lecture.
HIS-53 - History of Modern American Society 3 units  
Prerequisite: None.  
Limitation on enrollment: Not open to students with credit for, or current enrollment in HIS-6, 7, 8, or 9.  
A general introduction to modern American history. Examples of topics which may be covered include: state and national institutions, economic developments, feminism, literature, social structure, race relations, technological change, nationalism, foreign policy, urban/rural affairs. Total of 54 hours lecture.

HOME ECONOMICS

HOM-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.

HOM-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. Total of 36 hours lecture.

HUMAN SERVICES

HMS-4 - Introduction to Human Services 3 units  
(Same as SOC-4)  
CSU  
Prerequisite: None.  
This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. Total of 54 hours lecture.

HMS-5 - Introduction to Evaluation and Counseling 3 units  
(Same as SOC-5)  
CSU  
Prerequisite: None.  
This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. Total of 54 hours lecture.

HMS-6 - Introduction to Case Management 3 units  
(Same as SOC-6)  
CSU  
Prerequisite: None.  
This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. Total of 54 hours lecture.

HMS-7 - Introduction to Psychosocial Rehabilitation 3 units  
(Same as SOC-7)  
CSU  
Prerequisite: None.  
An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. Total of 54 hours lecture.

HMS-8 - Introduction to Group Process 3 units  
(Same as SOC-8)  
CSU  
Prerequisite: None.  
An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. Total of 54 hours lecture.

HMS-13 - Employment Support Strategies 3 units  
(Same as SOC-13)  
CSU  
Prerequisite: None.  
An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. Total of 54 hours lecture.

HMS-14 - Job Development 3 units  
(Same as SOC-14)  
CSU  
Prerequisite: None.  
An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. Total of 54 hours lecture.
HMS-16 - Public Assistance and Benefits 1 unit
(Same as SOC-16)
CSU
Prerequisite: None.
A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. Total of 18 hours lecture.

HMS-18 – Introduction to Social Work 3 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. Total of 54 hours lecture.

HMS-19 – Generalist Practices of Social Work 3 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. Total of 54 hours lecture.

HMS-211-244 - Human Services Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This class is designed to provide a direct link between the student’s related occupational classroom instruction in Human Services and his on-the-job training in a Human Service agency or similar setting. Subsequent enrollment will provide the student with additional skill and competency development required in Human Services subject matter. In addition, students are required to complete 60 hours volunteer work or 75 hours of paid service per unit, per session. Total of 18 hours lecture. May be repeated 3 times.

HUM-1A - Honors Colloquium 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A and a 3.0 GPA in college work recommended.
Fundamental problems in Western thought are approached through an interdisciplinary study of the humanities from the Greeks to the Age of Enlightenment. This is a team taught seminar and considerable reading in core material is expected. Total of 54 hours lecture.

HUM-1B - Honors Colloquium II 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A and a 3.0 GPA in college work recommended.
Fundamental problems in Western thought are approached through an interdisciplinary study of the humanities from the Renaissance through the 20th century. This is a team taught seminar and considerable reading in core material is expected. Total of 54 hours lecture.

HUM-4 - Arts and Ideas: The Ancient 3 units
World to the Renaissance
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An inter-disciplinary study of the cultural movements in art, architecture, literature, music, philosophy and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contribution to contemporary thought. Total of 54 hours lecture.

HUM-5 - Arts and Ideas: The Ancient 3 units
Modernism
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An inter-disciplinary study of the cultural movements in art, architecture, literature, music, philosophy and religion of Western Civilization. The cultural achievements of the Renaissance, Enlightenment, romantic and modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contribution to contemporary thought. Total of 54 hours lecture.

HUM-8 – Introduction to Mythology 3 units
(Same as ENG-8)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. Total of 54 hours lecture. (Letter Grade/ Credit-No Credit option)

HUM-9 - American Identities through the Arts 3 units
CSU, UC
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the formation of American identities across class, racial, ethnic, religious and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians and other artists to evoke the challenges and rewards of forming a multicultural individual identity. Total of 54 hours lecture.
HUM-10 - World Religions 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Total of 54 hours lecture.

HUM-11 - Religion in America 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended; HUM-10 recommended.
Limitation on enrollment: Course requires participant observation in different religious settings.
Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Total of 54 hours lecture.

HUM-16 - Arts & Ideas: American Culture 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy and religion of American culture. Cultural achievements from the colonial period through the present. Total of 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective 3 units
CSU, UC
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through work and literature, art and philosophy. Total of 54 hours lecture.

HUM-20A- Arts & Ideas: Special Studies in Humanities 1 unit
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be repeated three times. Total of 18 hours lecture.

HUM-20B- Arts & Ideas: Special Studies in Humanities 2 units
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be repeated three times. Total of 36 hours lecture.

HUM-20C- Arts & Ideas: Special Studies in Humanities 3 units
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be repeated three times. Total of 54 hours lecture.

HUM-23 – The Bible as Literature 3 units
(Same as ENG-23)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
A survey of the Hebrew Bible and New Testaments with emphasis on literary forms, styles and themes, including the extensive influence of the Bible on Western literature. Total of 54 hours lecture. (Letter Grade/Credit-No Credit option)

HUM-35 - Philosophy of Religion 3 units
(Same as PHI-35)
UC, CSU
Prerequisite: None.
Advisory: PHI-10 or 11 recommended.
An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The study presumes a basic knowledge of philosophical argumentation. 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
- ENG-6, 7 - English Literature
- ENG-14, 15 - American Literature
- ENG-40, 41 - Masterpieces of World Literature
- ENG-42 - Far and Near: The Literature of the East Foreign Languages
- MUSIC 19, 20, 21 - Music History and Literature
- Any Philosophy course
- See also Humanities A.A. Degree requirements
**ITALIAN**

**ITA-1 - Italian I**  
UC, CSU  
**Prerequisite:** None.  
This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. This course includes discussion of Italian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

**ITA-2 - Italian II**  
UC, CSU  
**Prerequisite:** ITA-1.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the beginning level. This course includes an expanded discussion of Italian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

**ITA-3 - Italian III**  
UC, CSU  
**Prerequisite:** ITA-2.  
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. This course includes an expanded discussion of Italian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

**ITA-11 - Culture and Civilization**  
UC, CSU  
**Prerequisite:** None.  
Introductory survey of Italian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. Total of 54 hours lecture.

**JAPANESE**

**JPN-1 - Japanese I**  
UC, CSU  
**Prerequisite:** None.  
This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

**JPN-2 - Japanese II**  
UC, CSU  
**Prerequisite:** JPN-1.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

**JPN-3 - Japanese III**  
UC, CSU  
**Prerequisite:** JPN-2.  
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

**JPN-4 - Japanese IV**  
UC, CSU  
**Prerequisite:** JPN-3.  
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

**JPN-11 - Culture and Civilization**  
UC, CSU  
**Prerequisite:** None.  
Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. Total of 54 hours lecture.

**JOURNALISM**

**JOU-1 - Introduction to Journalism**  
CSU  
**Prerequisite:** None.  
Advisory: ENG-1A recommended.  
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.

**JOU-2 - News Writing**  
CSU (CAN JOUR 2)  
**Prerequisite:** JOU-1.  
Continued theory and practice in general news writing and reporting, with emphasis on newsfeatures, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. Total of 54 hours lecture.
JOU-7 - Mass Communications 3 units
UC, CSU (CAN JOUR 4)
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.

JOU-12 - Photojournalism 3 units
(Same as PHO-12)
CSU
Prerequisite: PHO-8.
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.

JOU-20 - Newspaper 3 units
CSU
Prerequisite: None.
Advisory: JOU-1, PHO-8 or ENG-1A recommended.
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 additional semesters 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. May be repeated three times.

JOU-45 - Television News Production 3 units
(Same as TELCOM 45)
CSU
Prerequisite: None.
Advisory: JOU-1 or ENG-1A recommended.
A course in the identification, assignment, reporting, writing, producing, editing and broadcasting television news. Instruction includes classes in television news gathering, writing and production. Labs consist of videography, writing, producing, and editing completed stories. Finished work will be shown on public access television. Enrollment in additional semesters will allow students to develop additional skill and competency within the subject matter. Total of 18 hours lecture and 108 hours laboratory. May be repeated three times.

JOU-50 - Yearbook Production 2 units
CSU
Prerequisite: None.
A course intended to develop the skills necessary to produce a college yearbook and other similar publications. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours lecture and 54 hours laboratory. May be repeated three times.

JOU-52 - Newspaper Editing 3 units
CSU
Prerequisite: None.
Advisory: JOU-20, PHO-8 or ENG-1A recommended.
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 design, photographic theory and graphic arts processes. Weekly critiques of college newspaper to be included. Subsequent enrollment in additional semesters 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. May be repeated three times.

JOU-211-244 - Journalism Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This 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 paid service per unit, per semester.

Also see PHOTOGRAPHY

KOREAN

KOR-1 - Korean 1 5 units
UC, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Korean at the beginning level. This course includes discussion of Korean culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

KOR-2 - Korean 2 5 units
UC, CSU
Prerequisite: KOR-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Korean at the beginning level. This course includes an expanded discussion of Korean culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

KOR-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of Korean culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. Total of 54 hours lecture.
LATIN

LAT-1 - Latin 1 5 units
UC, CSU
Prerequisite: None.
This course concentrates on developing basic skills in reading, writing, listening and pronouncing classical Latin. Emphasis is placed on vocabulary acquisition, elementary morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. Total of 90 hours lecture and 18 hours laboratory.

LAT-2 – Latin 2 5 units
UC, CSU
Prerequisite: LAT-1.
This course concentrates on developing intermediate skills in reading, writing, listening to and pronouncing classical Latin. Emphasis is placed on vocabulary, acquisition, basic morphology and syntax, translation techniques and practice, and introduction to culture and historical topics. Total of 90 hours lecture and 18 hours laboratory.

LIBRARY

LIB-1 - Finding Information in an Electronic Age 1 unit
UC, CSU
Prerequisite: None.
Shows the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. Total of 18 hours lecture.

MACHINE SHOP TECHNOLOGY

MAC-51 - Machine Processes 3 units
(Same as MANUF 51)
CSU
Prerequisite: None.
Basic machine tools, industrial safety, metrology, machinability of common industrial materials and alloys. The theory and practice of basic machine equipment with an emphasis on lathe operations (turning) and milling operations. An overview of numerical control machining is given. Total of 27 hours lecture and 72 hours laboratory.

MAC-56 - Fundamentals of Numerical Control 3 units
Prerequisite: None.
Advisory: MAC-51 recommended.
A course in numerical control manufacturing and the various NC equipment used in the manufacturing field. Applications of NC programming in multiple machine processes, including use of robots and Computer Aided Manufacturing (CAM) are included. This course may be repeated twice, Total of 36 hours lecture and 54 hours laboratory.

MAC-57 - Numerical Control Parts Programming 3 units
Prerequisite: MAC-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.

MAC-58 - Quality Assurance 3 units
(Same as MAN 58)
Prerequisite: None.
A course in quality assurance procedures which will allow detection then prevention of defects in any manufacturing process. Includes metrology, gauge R & R, inspection and prevention systems. Overview of Quality Assurance requirements of ISO 9000. Total of 36 hours lecture and 54 hours laboratory.

MAC-61 - Computer Aided Design and Computer 2 units
Aided Manufacturing
(Same as ENE-61)
Prerequisite: ENE-31 and MAC-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 laboratory.

MAC-211-244 - Machine Shop Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This 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

MAG-44 - Principles of Management 3 units
CSU
Prerequisite: None.
For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. Total of 54 hours lecture.

MAG-46 - Total Quality Management 1.5 units
CSU
Prerequisite: None.
Advisory: MAG-44 is recommended.
An introduction to Total Quality Management principles and to their application in business, industry and public service organizations including Deming’s 14 points, process vs. bureaucratic management, and introductory statistical process control. Total of 27 hours lecture.

MAG-47 - Managerial Ethics 1.5 units
CSU
Prerequisite: None.
An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Total of 27 hours lecture.
MAG-51 - Elements of Supervision 3 units
Prerequisite: None.
Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. Total of 54 hours lecture.

MAG-53 - Human Relations 3 units
Prerequisite: None.
A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. Total of 54 hours lecture.

MAG-56 - Personnel Management 3 units
Prerequisite: None.
Advisory: MAG-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.

MAG-57 - Oral Communications 3 units
Prerequisite: None.
Presents persuasive, expository, and extemporaneous expression applied to the business environment. Includes a practical demonstration of acquired skills in oral communication. Explores obstacles to the communication process in interpersonal and group communications. Total of 54 hours lecture.

MAG-60 - Introduction to Hospitality Management 3 units
Prerequisite: None.
An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging and food and beverage industries with consideration given to issues in environment, technology, ethics and international arena. Total of 54 hours lecture.

MAG-62 - Restaurant and Hotel Management 3 units
Prerequisite: None.
Management techniques and concepts about giving service in the restaurant and hotel industries. Course is designed to train future food service, hotel or hospitality industry executives. Total of 54 hours lecture.

MAG-70 – Introduction to Organization Development 3 units
(Same as BUS-70)
Prerequisite: None.
Advisory: MAG-44 recommended.
This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. Total of 54 hours lecture.

MAG-71 – Introduction to Productivity Management 3 units
(Same as BUS-71)
Prerequisite: None.
Advisory: MAG-44 and MAG-70 recommended.
An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. Total of 54 hours lecture.

MAG-72 – Introduction to Quantitative Methods 3 units for Business
(Same as BUS-72)
Prerequisite: None.
Advisory: BUS-20 and MAG-70 recommended.
An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. Total of 54 hours lecture.

MAG-211-244 - Management Work Experience 1-2-3-4 units
Prerequisite: None.
Advisory: MAG-53 recommended. 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.

MANUFACTURING TECHNOLOGY

MAN-30 - Material Handling 3 units
Prerequisite: None.
CSU
A course in the storage and movement of raw materials, component parts and assemblies through the manufacturing process. Focus will be on plant layout, workflow analysis and flexible manufacturing requirements to optimize the flow of materials in manufacturing. Automated systems of material handling such as automated guided vehicles, robots and conveyors will be discussed. Total of 54 hours lecture.

MAN-31 - Production Planning, Operating and Control 3 units
Prerequisite: None.
CSU
Advisory: MAN-30 recommended.
A course studying the part of a manufacturing organization that actually produces the organization’s product(s). Course includes flexible manufacturing, inventory control, Material Requirements Planning (MRP), Manufacturing Resource Planning (MRPII) and world class manufacturing requirements. Total of 54 hours lecture.

MAN-34 - Metals Joining Processes 2 units
(Same as WEL-34 and ENE-34)
Prerequisite: None.
CSU
An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. Total of 18 hours lecture and 54 hours laboratory.
MAN-47A - Statistical Process Control
3 units
CSU
(Same as ENE-47A)
Prerequisite: None.
A course presenting the basic elements of Statistical Process Control in manufacturing and industries. This course will give an overview of the statistical methods used to measure a process and determine if the process is in control or needs attention to bring into control. Total of 54 hours lecture.

MAN-47B - Advanced Statistical Process Control
3 units
CSU
(Same as ENE-47B)
Prerequisite: ENE/MAN-47A
A study of advanced applications and use of Statistical Process Control in manufacturing and engineering. This course will provide an in-depth analysis of how statistics are used in a variety of industries to solve problems and control processes. Special applications will be covered and significant use of computer analysis is included. Total of 54 hours lecture.

MAN-48 - Manufacturing Quality Management
3 units
CSU
Prerequisite: None.
Advisory: MAG-46 and MAN-47 recommended.
The application of the principles and concepts of Total Quality Management in a manufacturing environment, including Quality Function Deployment and Continuous Process Improvement. Uses problem solving techniques such as SPC, Team Skills and group discussion to arrive at consensus. Total of 54 hours lecture.

MAN-49 - Problem Solving in Manufacturing
3 units
CSU
Prerequisite: None.
Advisory: MAN-47 recommended.
An in-depth application of scientific problem solving and decision making principles as they relate to manufacturing and Continuous Process Improvement. Pareto, run, and check starts, cause and effect and scatter diagrams are used with force field analysis, brainstorming and nominal group technique to solve problems and make decisions. Total of 54 hours lecture.

MAN-51 - Machine Processes
3 units
(Same as MAC 51)
Prerequisite: None.
Basic machine tools, industrial safety, metrology, machinability of common industrial materials and alloys. The theory and practice of basic machine equipment with an emphasis on lathe operations (turning) and milling operations. An overview of numerical control machining is given. Total of 27 hours lecture and 72 hours laboratory.

MAN-52 – Fundamentals of Computer-Aided Manufacturing
3 units
Prerequisite: None.
A course in computer-aided manufacture of parts and assemblies using MasterCam software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. May be taken a total of two times. Total of 27 hours lecture and 90 hours laboratory.

MAN-53 - Advanced Computer-Aided Manufacturing
3 units
Prerequisite: MAN-52.
This is an advanced course in the computer-aided manufacture of 3-dimensional parts and assemblies, using various Computer-Aided Manufacturing (CAM) software packages. This course will focus on the application of Computer Numerical Control (CNC) programming of turning centers and milling operations. Students will have the opportunity to fabricate complex parts by programming computer interfaces, which will in turn control machining operations. This course may be taken a total of two times. Total of 27 hours lecture and 90 hours laboratory.

MAN-54 – Manufacturing Measurement
2 units
Prerequisite: None.
A course in the appropriate selection and use of basic measurement tools, techniques and devices. Included are direct and calculated measurements with precision, non-precision and calibration of direct reading instruments typically found in manufacturing processes. Linear and radial measurements are included in both metric and U.S. customary units. Total of 27 hours lecture and 27 hours laboratory.

MAN-58 - Quality Assurance
3 units
(Same as MAC 58)
Prerequisite: None.
A course in quality assurance procedures which will allow detection then prevention of defects in any manufacturing process. Includes metrology, gauge R & R, inspection and prevention systems. Overview of Quality Assurance requirements of ISO 9000. Total of 36 hours lecture and 54 hours laboratory.

MAN-60 - Hydraulic and Pneumatic Systems
2 units
Prerequisite: None.
Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Application of fluids in robotic and macatronic systems is presented. Total of 18 hours lecture and 54 hours laboratory.

MAN-62 - Computer Integrated Manufacturing
3 units
Prerequisite: None.
Advisory: Machine Shop is recommended.
A course studying the use of a computer system to integrate a manufacturing enterprise. Applications of CIM in automation, production analysis and development of improved productivity through information sharing. Total of 36 hours lecture and 54 hours laboratory.

MAN-64 - Programmable Logic Controllers
2 units
Prerequisite: None.
Advisory: Recommend ELE-10 or ELE-21.
Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PCLs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. Total of 18 hours lecture and 54 hours laboratory.
MAN-65 - Mechanical Systems 3 units
Prerequisite: None.
Detailed examination of the fundamental relationships between force and motion. Also covers broad relationships that apply to all mechanical equipment, including lubrication, bearings, drives and assemblies. Maintenance, servicing and repair of mechanical systems is also covered. Total of 36 hours lecture and 54 hours laboratory.

MAN-70 - Manufacturing Methods 3 units
(Same as ENE-70)
Prerequisite: None.
Deming’s manufacturing improvement techniques are studied along with his 14 points for improving manufacturing and engineering processes, seven deadly diseases, and other philosophies. The course focuses on practical applications of Deming as used in industry today. Total of 54 hours lecture.

MAN-71 - Supplier Improvement 3 units
(Same as ENE-71)
Prerequisite: None
A study of the supplier improvement process with an emphasis on evaluation to establish supplier capability. Supplier Quality Improvement Teams are defined and studied, as well as the interfaces between Purchasing, QA, and Engineering with the supplier when the eventual goal is supplier certification. Total of 54 hours lecture.

MAN-75A - Robotic Systems 4 units
Prerequisite: None.
Advisory: MAT-36 or ENE-60 recommended
The application of numerical control programming to perform multiple manufacturing process operations by positioning tools, material and robots for machining, assembly and inspection. Live robots will be programmed and used to complete automated manufacturing and assembly of simple products. Subsequent enrollment in an additional semester will provide the student with additional skill and competency within the subject area. Total of 36 hours lecture and 108 hours laboratory. May be repeated once.

MAN-75B - Advanced Robotic Systems 4 units
Prerequisite: MAN-75A
The operation of multiple robots and numerically controlled systems to perform simultaneous manufacturing processes. The development of a robot assisted automated manufacturing process is included. Subsequent enrollment in additional semesters will provide the student with additional skill and competency within the subject area. Total of 36 hours lecture and 108 hours laboratory. May be repeated twice.

MAN-76 - Automated Systems Lab 1 unit
Prerequisite: None.
Advisory: MAN-75A recommended
The development and construction of interfaced systems including robots, NC machines, PLCs and manufacturing processes used to produce and assemble simple and complex parts. Subsequent enrollment in additional semesters will provide the student with additional skill and competency within the subject area. Total of 54 hours laboratory. May be repeated three times.

MAN-80 - Advanced Composites 2 units
(Same as ENE-80)
Prerequisite: None.
An introductory course in the theory of advanced composites. Industrial processes and applications are covered. Types and characteristics of various advanced composites are studied. This general course is intended to prepare the student for work in industries using advanced composites. Total of 36 hours lecture.

MAN-91A - Manufacturing Apprenticeship 2 units
Technical Math
Prerequisite: None.
A course in mathematical problems frequently used by manufacturing technicians. This course applies basic arithmetic linear measurement, basic algebra and basic right angle trigonometry. Total of 36 hours lecture.

MAN-91B - Blueprint Reading for Manufacturing 2 units
Prerequisite: None.
A course in the fundamentals of manufacturing for technicians. This course introduces basic safety, measurement, metal forming and stamping. Machine operation of presses, brakes and other metal forming equipment will be introduced as well as an introduction to tool protection, die lubrication and troubleshooting machine processes are covered. Total of 36 hours lecture.

MAN-91C - Manufacturing Fundamentals 2 units
Prerequisite: None.
A course introducing the basic elements of Statistical Process Control for Manufacturing Apprenticeship
Prerequisite: None.
A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations, including ANSI, Y14.5M. This course is designed for students interested in print reading for the manufacturing trades. Total of 36 hours lecture.

MAN-92A - Manufacturing Problem Solving 2 units
Prerequisite: None.
An in-depth application of scientific problem solving in relation to manufacturing and Continuous Process Improvement. Pareto, run and check starts, cause and effect and scatter diagrams are used with brainstorming and nominal group technique to solve problems and make decisions. Total of 36 hours lecture.

MAN-92B - Manufacturing Teamwork and Communication
Prerequisite: None.
A course in the team concepts used in industries to support world class manufacturing. This course presents the procedures to work effectively as self directed work teams using informal written and oral communication. Total of 36 hours lecture.

MAN-92C - Introduction to Statistical Process Control for Manufacturing Apprenticeship
Prerequisite: None.
A course introducing the basic elements of Statistical Process Control in manufacturing industries. This course will give an introduction to the statistical methods used to measure and improve manufacturing processes. Total of 36 hours lecture.
MAN-93A - Basic Metal Stamping  2 units
Prerequisite: MANUF 91C.
A course introducing the student to a variety of metal stamping applications. Course will cover the use of appropriate presses, dies, feeders, material handling devices, pay-out systems, take-up systems, scrap collection devices, etc. for each application. Total of 36 hours lecture.

MAN-93B - Material Variation  2 units
Prerequisite: MAN-91C.
This course instructs the student in how to identify and deal with variations and imperfections in flat rolled metals. Common types of imperfections, how to avoid process techniques which will induce problems and how to correct for material variations. Total of 36 hours lecture.

MAN-93C - Survey of Electronic Sensors  2 units
Prerequisite: MAN-91C.
A course introducing the basic application, use and location of sensors in the metal forming industry. The course explains the types of sensors, when and why they are used. Total of 36 hours lecture.

MKT-20 - Principles of Marketing  3 units
CSU
Prerequisite: None.
Advisory: BUS-10 is recommended.
Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. Total of 54 hours lecture.

MKT-30 - Fashion Merchandising  3 units
CSU
Prerequisite: None.
An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising. Retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. Total of 54 hours lecture.

MKT-40 - Advertising  3 units
CSU
Prerequisite: None.
Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. Total of 54 hours lecture.

MKT-41 - Techniques of Selling  3 units
CSU
Prerequisite: None.
Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. Total of 54 hours lecture.

MKT-42 - Retail Management  3 units
CSU
Prerequisite: None.
Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. Total of 54 hours lecture.

MKT-211-244 - Marketing Work Experience  1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This 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.

MATHEMATICS

MAT-1A - Calculus I  4 units
UC*, CSU MAT 1A+1B= (CAN MATH SEQ B)
Prerequisite: MAT-10 or qualifying placement level.
Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. Total of 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II  4 units
UC, CSU MAT 1A+1B= (CAN MATH SEQ B)
Prerequisite: MAT-1A.
Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. Total of 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III  4 units
UC, CSU (CAN MATH 22)
Prerequisite: MAT-1B.
Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminant forms, and elementary applications to the physical sciences. Total of 72 hours lecture.

MAT-2 - Differential Equations  4 units
UC, CSU (CAN MATH 24)
Prerequisite: MAT-1B.
Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. Total of 72 hours lecture.
MAT-3 - Linear Algebra 3 units
UC, CSU (CAN MATH 26)
Prerequisite: MAT-1B.
Introduction to matrix algebra, determinants, systems of linear equations, vector spaces, linear independence, linear transformations, eigenvalues and eigenvectors and applications. Total of 54 hours lecture.

MAT-4 - Finite Mathematics 3 units
UC, CSU
Prerequisite: MAT-35.
Mathematics for majors in economics, business management, biological and social sciences. Topics include: system of equations, linear programming, matrices, probabilities, permutations and combinations, statistics and logic. Total of 54 hours lecture.

MAT-5 - Calculus, A Short Course 4 units
UC*, CSU (CAN MATH 34)
Prerequisite: MAT-35 or qualifying placement level.
Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration and applications. Total of 72 hours lecture.

MAT-7 - Mathematica 2 units
CSU
Prerequisite: MAT-1A or qualifying placement level.
Introduction to the computer software package Mathematica for math, science and engineering majors. Mathematica will be used in solving selected problems in algebra, trigonometry, calculus, vector and matrix analysis, data manipulation and presentation, complex analysis, etc., with emphasis on Mathematica's superior 2- and 3-dimensional graphical capability. Total of 18 hours lecture and 54 hours computer laboratory.

MAT-10 - Precalculus 4 units
UC*, CSU (CAN MATH 10)
Prerequisite: MAT-36 or qualifying placement level.
An integrated treatment of algebra and trigonometry at the collegiate level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. Total of 72 hours lecture.

MAT-11 - College Algebra 4 units
UC*, CSU
Prerequisite: MAT-35 or qualifying placement level.
Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, Cramer’s Rule, permutations and combinations, binomial theorem and linear programming. Total of 72 hours lecture.

MAT-12 - Statistics 3 units
UC, CSU (CAN STAT 2)
Prerequisite: MAT-35 or qualifying placement level.
A comprehensive study of measures of central tendency, variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability and estimation. Total of 54 hours lecture.

MAT-25 - A Survey of Mathematics 3 units
UC, CSU (CAN MATH 2)
Prerequisite: MAT-35 and MAT-53 or qualifying placement level.
Examines modern topics in mathematics for nonscience majors. Emphasis is on problem solving in order to develop the confidence and ability to function mathematically in a technological world. Course includes historical developments, problem solving, investigation and discovery of mathematical concepts. Topics include problem solving, logic counting methods and number systems, modern algebra and geometry, probability, statistics, sequences and mathematical modeling. Total of 54 hours lecture.

MAT-32 - Introduction to Symbolic Logic 3 units
(Same as PHI-32)
UC, CSU (CAN PHIL 6)
Prerequisite: None.
Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.
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.

MAT-35 - Intermediate Algebra 5 units
Prerequisite: MAT-52 or qualifying placement level.
The concepts introduced in beginning algebra are presented again but in greater depth. In addition to the basic operations, determinants, logarithms, exponential equations, systems of linear and nonlinear equations, the binomial theorem, the complex number system, and sequences and series are included. Total of 90 hours lecture.

MAT-36 - Trigonometry 4 units
CSU (CAN MATH 8)
Prerequisite: MAT-35 and MAT-53 or qualifying placement level.
The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. Total of 72 hours lecture.

MAT-50 - Pre-Algebra 3 units
Prerequisite: None.
An introduction to the notion of algebra and its uses. Designed for students who need more preparation for elementary algebra. Total of 54 hours lecture. (Non-degree credit course.)

MAT-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 percents. Factoring, geometric figures and measurements are included. Emphasis is placed on application to everyday problems. Total of 54 hours lecture. (Non-degree credit course.)

MAT-52 - Elementary Algebra 4 units
Prerequisite: MAT-50, MAT-51 or qualifying placement level.
Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. Total of 72 hours lecture.
MAT-53 - Plane Geometry 3 units
Prerequisite: MAT-52 or qualifying placement level.
The study of geometric figures, including angles, triangles, quadrilaterals, circles and solids; formulas for measuring such figures, including perimeter, area and volume; proofs using the postulates and theorems associated with congruent triangles, similar triangles, parallel and perpendicular line segments, and angle measures; construction of angle and segment measures. Total of 54 hours lecture.

MAT-62A - Mathematics in the Workplace (Part I) 1 unit
Prerequisite: None.
This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to number sense, estimating, rounding and decimals. (Non-degree credit course.) Total of 18 hours lecture and 6 hours laboratory.

MAT-62B - Mathematics in the Workplace (Part II) 1 unit
Prerequisite: None.
This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to fractions. (Non-degree credit course.) Total of 18 hours lecture and 6 hours laboratory.

MAT-62C - Mathematics in the Workplace (Part III) 1 unit
Prerequisite: None.
This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to percents, ratios and decimals, with a brief introduction to algebra. (Non-degree credit course.) Total of 18 hours lecture and 6 hours laboratory.

MAT-96 - Math Center Practicum .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any math course.
Math Center access for students who feel they will benefit from use of the Math Center’s resources. Total of 27 hours laboratory required for credit. May be taken a total of four times. (Non-degree credit course. CR/NC only)

MAT-97 - Math Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any math course.
Math Center access for students who feel they will benefit from use of the Math Center’s resources. Total of 54 hours laboratory required for credit. May be taken a total of four times. (Non-degree credit course. CR/NC only)

MAT-98 - Academic Excellence Seminar .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in First-Year Experience program.
Interactive seminar designed to enhance students’ learning skills and experience in mathematics. Total of 27 hours laboratory. May be taken a total of two times. (Non-degree credit course. CR/NC only)

MAT-98C - Mathematics in the Workplace (Part IV) 1 unit
Prerequisite: None.
This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to percentages, ratios and decimals. (Non-degree credit course.) Total of 54 hours lecture and 6 hours laboratory.

MAT-98A - Medical Transcription 5 units
Prerequisite: MDA-1A and one of the following: CIS 1A or CIS/OFC-50 or CIS/OFC-84.
Corequisite: MDA-1B.
Advisory: A minimum typing speed of 60 WPM is recommended.
Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. Total of 72 hours lecture and 54 hours laboratory.

MDA-1A - Medical Terminology 1A 3 units
Prerequisite: None.
Examines the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculoskeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. Total of 54 hours lecture.

MDA-1B - Medical Terminology 1B 3 units
Prerequisite: MDA-1A.
Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. Total of 54 hours lecture.

MDA-54 - Clinical Medical Assisting and Pharmacology 5 units
Prerequisite: MDA-1A.
Corequisite: MDA-1B.
Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. Total of 72 hours lecture and 54 hours laboratory.

MDA-58A - Medical Transcription 5 units
Prerequisite: MDA-1A and one of the following: CIS 1A or CIS/OFC-50 or CIS/OFC-84.
Corequisite: MDA-1B.
Advisory: A minimum typing speed of 60 WPM is recommended.
Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. Total of 72 hours lecture and 54 hours laboratory.

MDA-58B - Advanced Medical Transcription 3 units
Prerequisite: MDA-58A.
Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. Total of 45 hours lecture and 27 hours laboratory.
MDA-59 - Medical Office Procedures  5 units  
Prerequisite: One of the following: CIS-1A or 3, CIS/OFC-50 or CIS/OFC-84.  
Corequisite: MDA-1A  
Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. Total of 72 hours lecture and 54 hours laboratory.

MDA-60 - Survey of Human Disease Processes  2 units  
Prerequisite: MDA-1A.  
Advisory: MDA-1B and AMY-10 recommended.  
Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. Total of 36 hours lecture.

MDA-61 - Pharmacology for Medical Office Personnel  2 units  
Prerequisite: MDA-1A.  
Advisory: MDA-1B and AMY-10 recommended.  
Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. Total of 36 hours lecture.

MDA-62 - CPT/Coding  3 units  
Prerequisite: MDA-1A.  
Advisory: Completion of or concurrent enrollment in MDA-1B is recommended.  
Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician’s Current Procedural Terminology. Included coding for the physician’s services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator’s Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. Total of 54 hours lecture.

MDA-63 - ICD-9 Coding/Ambulatory  3 units  
Prerequisite: MDA-1A.  
Advisory: Recommend completion of MDA-1B, MDA-59 and AMY-10.  
Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. Total of 54 hours lecture.

MDA-64 - ICD-9 Coding/Hospital  3 units  
Prerequisite: MDA-1A and MDA-1B, or completion of MDA-1A and concurrent enrollment in MDA-1B.  
Advisory: Recommend completion of MDA-59 and AMY-10.  
Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. Total of 54 hours lecture.

MDA-211-244 - Medical Assisting Work  1-2-3-4 units  
Experience  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This 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.

EMERGENCY MEDICAL TECHNICIAN (EMT)  
The Emergency Medical Technician course (EMT 65) is designed to prepare the student to be eligible to successfully take the California Certification Examination to be a certified EMT I. The student must also be 18 years of age in order to qualify to take this examination.

MDT-60 – Paramedic Prep  2 units  
Prerequisite: Current EMT-I certification.  
Advisory: AMY-10 recommended.  
This course is designed to review EMT-I basic knowledge, anatomy and physiology, medical terminology and math in preparation for the Paramedic program. This course does not replace any prerequisite requirement for the RCC Paramedic program. Total of 40 hours lecture and 20 hours laboratory. CR/NC only.

MDT-61 – Paramedic Theory and Clinical Training  13 units  
Prerequisite: None.  
Limitation on enrollment: Acceptance into the Paramedic Training Program.  
This course contains the didactic and clinical training necessary to establish a foundation to practice as a paramedic. This course meets the didactic and clinical licensure requirements for the State of California EMS Authority. Total of 367 hours lecture and 344 hours laboratory.

MDT-61A - Paramedic National Registry Testing  .25 units  
Prerequisite: None.  
This course is for paramedic students requiring an advanced level National Registry exam, as required for state of California licensure as an Emergency Medical Technician-Paramedic. The course is comprised of required approved written and practical exams and is offered on a credit/no credit basis only. This course may be taken a total of 6 times by initial paramedic applicants, as allowed by National Registry standards. Total of 16 hours laboratory.

MDT-62 – Pediatric Education for Prehospital Professionals  .25 unit  
Prerequisite: None.  
This course is a comprehensive program designed to enhance and expand knowledge and skills of prehospital professionals who care for ill and injured children. This course may be repeated every two years to meet State of California Pediatric Education for Prehospital Professionals (PEPP) certification requirements. Total of 8 hours lecture and 8 hours laboratory.
MDT-63 – Prehospital Trauma Life Support .5 unit
Prerequisite: None.
This course provides students with training to provide definitive care for critically injured trauma patients. This course may be taken every two years as required for State of California EMT/Paramedic certification. Total of 11 hours lecture and 5 hours laboratory. CR/NC only.

MDT-64 – Advanced Cardiac Life Support .25 unit
Prerequisite: None.
This course is designed to provide enhanced and expanded knowledge related to cardiac assessment and management for the adult and pediatric patient. This course may be taken every two years to maintain Advanced Cardiac Life Support (ACLS) certification. Total of 8 hours lecture and 8 hours laboratory. CR/NC only.

MDT- 65 - Emergency Medical Technician 1 5 units
Prerequisite: None.
Limitation on enrollment: Must be 18 years of age to register.
This course covers techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician I (EMT-I), as well as all operational aspects of the job that the EMT-I will be expected to perform. The course will emphasize the development of skills needed in the recognition of symptoms of illnesses, injuries and proper procedures for emergency care. Total of 68 hours lecture and 107 hours laboratory (including 18 hours testing and 40 hours observation in an emergency setting.)

MDT- 66 - Emergency Medical Technician 1 .5 units
Refresher
Prerequisite: MDT- 65.
This course is designed specifically for fire technology and medical personnel as a refresher/update to the Emergency Medical Technician course. The course is designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. Total of 12 hours lecture and 20 hours laboratory.

MDT- 67 - Emergency Medical Technician 1 unit
Continuing Education
Prerequisite: None.
This course is designed to provide fire service personnel with annually required continued education in pre-hospital emergency medical care at the EMT 1 level. Total of 20 hours lecture and 4 hours laboratory.

MDT-68 - Emergency Medical Technician I, Early Defibrillation .25 unit
Prerequisite: None.
This course is designed to provide student with required education in pre-hospital early defibrillation at the EMT I level. Total of 2 hours lecture and 2 hours laboratory.

MDT-69 – Emergency Medical Technician Challenge .25 unit
Prerequisite: None
This course is designed for certified EMT-I personnel requiring an approved recertification test, expired EMT-I personnel seeking recertification, or emergency medical technician seeking to challenge or test into the California EMS system. The course is composed of the required, approved written and practical test. Total of 1 hour lecture and 7 hours laboratory. This course may be repeated once every four (4) years to satisfy State of California requirements. Offered Credit/No Credit only.

MDT-70 – Cardiopulmonary Resuscitation .25 unit
Prerequisite: None.
This course provides training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compressions for basic life support. This course may be taken every two years as required for Basic Life Support certification renewal. Total of 8 hours laboratory. CR/NC only.

MDT-71 - Paramedic Field Internship 11 units
Prerequisite: MDT-61.
This course contains the field internship material necessary to establish a foundation to practice as a paramedic. This course meets the field internship licensure requirements for the State of California EMS Authority. Total of 600 hours laboratory.

MDT-80 - Paramedic Preceptor Training .25 units
Prerequisite: None.
This course contains the material required for a licensed paramedic to act as a preceptor based on the training required by the State of California. This course may be repeated every two years as required by the State of California Title 22 requirements. Total of 8 hours lecture.

MDT-801 – Emergency Medical Technician 1 Non Credit Refresher (Ambulance Refresher Course) Prerequisite: MDT- 65, 66
This course is designed as a refresher for Emergency Medical Technician 1s. The course will start with the administration of a comprehensive pretest based on the learning objectives of the EMT 1 course. The course content will 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/ American Red Cross Standards. Total of 54 hours (27 hours lecture and 27 hours demonstration/laboratory/skills testing). Refresher for Emergency Medical Technician 1. This class (MDT 801) may be repeated multiple times for no credit to meet the recertification requirements of certain agencies. The Emergency Medical Technician Refresher course (MDT 66/801) is a 13-week review course which covers the learning objectives of the EMT I course including CPR recertification. This class may be repeated multiple times (MDT 801) for no credit to meet the recertification requirements of certain agencies.

MICROBIOLOGY

MIC-1 - Microbiology 4 units
UC, CSU (CAN BIOL 14)
Prerequisite: None.
Avisory: High school chemistry or CHE-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. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

MIL-1 - Military History of the United States 3 units to 1900
(Same as HIS-11)
UC, CSU
Prerequisite: None.
An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. Total of 54 hours lecture.

MIL-2 - Military History of the United States 3 units since 1900
(Same as HIS-12)
UC, CSU
Prerequisite: None.
An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. Total of 54 hours lecture.

MUSIC

MUS-1 - Music Skills for Teachers 3 units
CSU
Prerequisite: None.
Methods for teaching music to young children for classroom teachers. Emphasis will be on music for early childhood ages 3-8. Musical elements and theory will be introduced through activities appropriate for children. Total of 54 hours lecture.

MUS-3 - Fundamentals of Music 4 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-32 (Class Piano) and a music performance class recommended.
Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sight singing, dictation and music reading, using the keyboard. Total of 54 hours lecture and 54 hours laboratory.

MUS-4 - Harmony, I 4 units
UC, CSU MUS 4+5= (CAN SEQ A)
Prerequisite: MUS-3 and MUS-32 or MUS-53.
Advisory: Concurrent enrollment in a music performance class.
Principles of voice leading in diatonic harmony of the common practice period of classical music of the 18th and 19th centuries. Emphasis is on diatonic harmony for voicing root position triads and all inversions. Includes study of cadences, phrases, periods and non-chord tones. Lab includes sightsinging and ear training. Keyboard requirements include playing chord progressions, modes and scales in all major and minor keys. Total of 54 hours lecture and 54 hours laboratory.

MUS-5 - Harmony, II 4 units
UC, CSU MUS 4+5= (CAN SEQ A)
Prerequisite: MUS-4.
Corequisite: MUS-32 or MUS-53.
Advisory: Concurrent enrollment in a music performance course recommended.
Principles of voice leading in diatonic and chromatic harmony in classical music of the 18th and 19th centuries. Begins with part-writing of diatonic seventh chords and continues with chromatic harmony for voicing secondary function chords. Emphasis on changing keys using diatonic common chords, sequence, common tone, monophonic and direct modulation. Includes study of binary and ternary forms and 12-bar blues. Lab includes advanced sightsinging and ear training. Keyboard requirements include playing chord progressions using secondary triads and two-octave scales in all major and minor keys. Total of 54 hours lecture and 54 hours laboratory.

MUS-6 – Harmony III 4 units
UC, CSU
Prerequisite: MUS-5.
Advisory: Concurrent enrollment in a piano class and a music performance course recommended.
Principles of voice leading in chromatic harmony in classical music of the late 19th and 20th centuries. Begins with mode mixture and borrowed chords. Study of the Neapolitan chord and augmented sixth chords and their resolutions. Emphasis on analysis, melody harmonization and expansions of tonal harmony to include ninth, eleventh and thirteenth chords. An introduction to parallelism, set tone theory, the twelve-tone system and electronic music in the 20th century. Lab includes sightsinging and ear training based on chromatic, atonal and modulating melodies. Keyboard requirements include playing modulating chord progressions using secondary triads and secondary functions and melody harmonizing. Total of 54 hours lecture and 54 hours laboratory.

MUS-8A - Beginning MIDI Workstation 3 units
CSU
Prerequisite: None.
An introduction to the Musical Instrument Digital Interface (MIDI) and its applications. Includes the MIDI interface, sequencing and notation, drum machines, samplers and tape machines used to produce musical projects. Total of 36 hours lecture and 54 hours laboratory.
MUS-8B - MIDI Sequencing and Orchestration 3 units
CU, CSU
Prerequisite: MUS-8A.
Practical experience using the Musical Instrument Digital Interface (MIDI) and its applications with an emphasis on song writing, graphic notation and simple film scoring. Experience recording and editing digital audio and constructing stylistic demonstrations such as those used in the music and film industries. May be taken a total of three times. Total of 36 hours lecture and 54 hours laboratory.

MUS-9 - MIDI Composition and Film Scoring 3 units
CU, CSU
Prerequisite: MUS-8B.
Advanced practical experience in Musical Instrument Digital Interface (MIDI) and its applications. Emphasis will be on recording advanced projects in musical composition and film scoring. Students will use samplers, audio and video equipment. May be taken a total of three times. Total of 36 hours lecture and 54 hours laboratory.

MUS-11 - Sound Recording and Reinforcement Techniques 3 units
(Same as TEL-11)
CU, CSU
Prerequisite: None.
Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with others in theater, television and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. Total of 36 hours lecture and 54 hours laboratory. May be taken a total of 4 times.

The following is a list of the classes that qualify for the “two unit performance class” corequisite requirement for MUS-12, 13, 14, 15, 16, 17, 18, 23, 24, 39 and 40.

MUS-28 Riverside Community Symphony
MUS-33 Showcase Singers
MUS-41 Chamber Singers
MUS-42 Wind Ensemble
MUS-44 Jazz Ensemble
MUS-48 Marching Band
MUS-68 Community Symphony
MUS-73 Showcase Ensemble
MUS-77 Guitar Ensemble
MUS-81 Consort Singers
MUS-82 Wind Symphony
MUS-84 Jazz Orchestra
MUS-88 Pageantry Ensemble

MUS-12 - Advanced Applied Piano 2 units
UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
Advanced individual piano lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. Enrollment for a second semester ensures uninterrupted study for students who are preparing to transfer as music majors. This course may be taken a total of four times. Total of 108 hours laboratory.

MUS-13 - Advanced Applied Woodwinds 2 units
UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
Advanced individual woodwind lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study woodwind instrument at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. This course may be taken a total of four times. Total of 108 hours laboratory.

MUS-14 - Advanced Applied Brass 2 units
UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
Advanced individual brass lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. This course may be taken a total of four times. Total of 108 hours laboratory.

MUS-15 - Advanced Applied Percussion 2 units
UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
Advanced individual percussion lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. This course may be taken a total of four times. Total of 108 hours laboratory.

MUS-16 - Secondary Applied Woodwinds 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-39 and concurrent enrollment in a two-unit performance class.
Limitation on enrollment: Audition on or before the first class meeting.
Secondary applied lessons for those students who already have a primary instrument but need to study a second instrument as part of their training for performance positions and/or teaching. Secondary applied instruction includes supervised practice and ensemble participation. This course may be taken a total of four times. Total of 54 hours laboratory.

MUS-17 - Secondary Applied Brass 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-39 and concurrent enrollment in a two-unit performance class.
Limitation on enrollment: Audition on or before the first class meeting.
Secondary applied lessons for those students who already have a primary instrument but need to study a second instrument as part of their training for performance positions and/or teaching. Secondary applied instruction includes supervised practice and ensemble participation. This course may be taken a total of four times. Total of 54 hours laboratory.
MUS-18 - Secondary Applied Percussion 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-39 and concurrent enrollment in a two-unit performance class.
Limitation on enrollment: Audition on or before the first class meeting.
Secondary applied lessons for those students who already have a primary instrument but need to study a second instrument as part of their training for performance positions and/or teaching. Secondary applied instruction includes supervised practice and ensemble participation. This course may be taken a total of four times. Total of 54 hours laboratory.

MUS-19 - Music Appreciation 3 units
UC, CSU
Prerequisite: None.
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.

MUS-20 - Great Composers and Music Masterpieces 3 units to 1820
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
A course on biography, history and music masterpieces of classical European music from its inception until 1820. The content focuses on great composers and their music in an historical context, from the Medieval, Renaissance, Baroque and Classic periods. Total of 54 hours lecture.

MUS-21 - Great Composers and Music Masterpieces 3 units After 1820
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
A course on biography, history and music masterpieces of classical European music from 1820 to the present. The content focuses on great composers and their music in an historical context, from the Romantic and Impressionistic periods, and in their stylistic groupings in the twentieth century. This course begins with Beethoven’s late period and continues with the European traditions. It also includes the music of the United States in the 20th century and highlights composers from around the world who write in classical traditions. Total of 54 hours lecture.

MUS-22 - Survey of Music Literature 3 units
CSU, UC
Prerequisite: MUS-3.
Course work consists of a survey of the major style periods and composers in the history of Western Music and includes study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation who can follow open score and analyze the motives, themes, harmony and form of a composition. Total of 54 hours lecture.

MUS-23 - Advanced Applied Voice 2 units
UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
Advanced individual voice lessons for those students who are preparing for recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. This course may be taken a total of four times. Total of 108 hours laboratory.

MUS-24 - Secondary Applied Voice 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-39 and a two-unit performance class.
Limitation on enrollment: Audition on or before the first class meeting.
Secondary individual voice lessons for those students who already have a primary instrument but need to study voice as part of their training for performance position and/or teaching. Secondary instruction includes supervised practice and ensemble participation. Enrollment for a subsequent semester ensures uninterrupted study for students who are preparing to perform in voice. This course may be taken a total of 4 times. Total of 54 hours laboratory.

MUS-25 - Jazz Appreciation 3 units
UC, CSU
Prerequisite: None.
A study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, form, rhythm and harmony. Total of 54 hours lecture.

MUS-26 - Film Music Appreciation 3 units
UC, CSU
Prerequisite: None.
A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. Total of 54 hours lecture.

MUS-27 - Amadeus Chamber Ensemble 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Some previous experience on the instrument through private instruction or orchestra performance. Audition on or before the first class meeting.
A course in developing individual skills through ensemble performance. Music selections will contribute to the development of the student’s performance skills. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be repeated three times. Total of 54 hours laboratory.

MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (chamber singers, show choir, jazz ensemble, wind ensemble, marching band or RCC symphony), and applied music (one-on-one instruction) each semester.

MUS-28 - Secondary Applied Voice 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-39 and a two-unit performance class.
Secondary individual voice lessons for those students who already have a primary instrument but need to study voice as part of their training for performance position and/or teaching. Secondary instruction includes supervised practice and ensemble participation. This course may be taken a total of four times. Total of 108 hours laboratory.

MUS-29 - Advanced Applied Voice 2 units
UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
Advanced individual voice lessons for those students who are preparing for recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. This course may be taken a total of four times. Total of 108 hours laboratory.

MUS-30 - Secondary Applied Voice 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-39 and a two-unit performance class.
Secondary individual voice lessons for those students who already have a primary instrument but need to study voice as part of their training for performance position and/or teaching. Secondary instruction includes supervised practice and ensemble participation. Enrollment for a subsequent semester ensures uninterrupted study for students who are preparing to perform in voice. This course may be taken a total of 4 times. Total of 54 hours laboratory.
MUS-28 - Riverside Community Symphony  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Previous experience in the performance of orchestral literature. Audition on or before the first class meeting.  
A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be repeated three times. Total of 18 hours lecture and 54 hours laboratory.

MUS-29 - Festival Singers  
UC, UC  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
A traditional concert vocal group dedicated to the study, rehearsal and public performance of larger vocal repertoire from renaissance to contemporary. Activities include festivals, concerts and clinics. Subsequent enrollment will provide the student an opportunity for additional skill and competency within the subject matter. Total of 54 hours laboratory. May be repeated three times.

MUS-30 - Class Voice  
UC, CSU  
Prerequisite: None.  
Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. Total of 54 hours laboratory.

MUS-31 - College Choir  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Open to all students interested in a college choral singing experience.  
A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. Total of 54 hours laboratory.

MUS-32 - Class Piano  
UC, CSU  
Prerequisite: None.  
Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary and secondary chords and their use in song accompaniment patterns. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. Total of 17 hours lecture and 32 hours laboratory.

MUS-33 - Showcase Singers  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Previous experience in the performance of vocal music, and audition on or before the first class meeting.  
A select vocal ensemble dedicated to the study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. Total of 108 hours laboratory.

MUS-34 - Showcase Singers Lab  
UC, CSU  
Prerequisite: None.  
Corequisite: MUS-33.  
Limitation on enrollment: Audition on or before the first class meeting.  
A select choral group dedicated to the study, rehearsal, and public performance of music in the commercial/jazz/show-entertainment genres. Showcase Singers lab will research the show/entertainment parameter of public performance. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory. May be repeated three times.

MUS-35 - Vocal Music Ensembles  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
Performance of standard music literature for small vocal ensembles. Public performance in concert or recital situations. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. Total of 54 hours laboratory.

MUS-36 - Instrumental Chamber Ensembles  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.  
Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. Total of 81 hours laboratory. May be repeated three times.

MUS-37 - Class Guitar  
UC, CSU  
Prerequisite: None.  
Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. May be taken a total of four times. Total of 17 hours lecture and 32 hours laboratory.

MUS-38 - Applied Music Training  
UC, CSU  
Prerequisite: None.  
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 additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory. May be repeated three times.
MUS-39 - Intermediate Applied Music 2 units
UC, CSU
Prerequisite: None.
Corequisite: Two unit performance ensemble.
Limitation on enrollment: Audition on or before the first class meeting.
Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. Total of 108 hours laboratory.

MUS-40 – Secondary Applied Piano 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-39 and a two-unit performance class.
Limitation of enrollment: Audition on or before the first class meeting.
Secondary individual piano lessons for those students who already have a primary instrument but need to study piano individually as part of their training for performance positions and/or teaching. Secondary applied instruction includes supervised practice and ensemble participation. Enrollment for a subsequent semester ensures uninterrupted study for students who are preparing to perform on this secondary instrument. May be taken a total of four times. Total of 54 hours laboratory.

MUS-41 - Chamber Singers 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
A select chamber vocal group dedicated to the study, rehearsal, and public performance of smaller vocal repertoire from Renaissance to Contemporary. Activities include festivals, concerts, radio and TV broadcasts and tours. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. Total of 108 hours laboratory.

MUS-42 - Wind Ensemble 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.
Performance of standard concert band literature. Appearances at college functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory. May be repeated three times.

MUS-43 - Jazz Improvisation and Theory 1 unit
UC, CSU
Prerequisite: None.
Practical experience in the art of jazz improvisation and the theory behind effective improvisation. Jazz combo or similar format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. May be taken a total of four times. Total of 54 hours laboratory.

MUS-44 - Jazz Ensemble 2 units
UC, CSU
Prerequisite: None.
Advisory: Recommended concurrent enrollment in MUS-42.
Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.
Study and performance of standard jazz literature in various styles arranged for the jazz ensemble. Opportunities will be provided for students to arrange and compose for the band as well as to direct. May be taken a total of four times. Total of 108 hours laboratory.

MUS-45 - Marching Band Woodwind Methods 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a woodwind instrument.
Performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. Total of 54 hours laboratory.

MUS-46 - Marching Band Brass Methods 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a brass instrument.
Performance on a brass instrument, as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. Total of 54 hours laboratory.

MUS-47 - Marching Band Percussion Methods 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a percussion instrument.
Performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. Total of 54 hours laboratory.

MUS-48 - Marching Band 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a band instrument.
Rehearsal and performance of music suitable for marching band. Marching skills emphasized. Participation in public performances required. May be taken a total of four times. Total of 108 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>UC, CSU</th>
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<tbody>
<tr>
<td>MUS-49</td>
<td>Percussion Ensemble</td>
<td>1</td>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td>Advisory: Concurrent enrollment in MUS-42 or MUS-48.</td>
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<td>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 additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory. May be repeated three times.</td>
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<tr>
<td>MUS-50</td>
<td>Master Chorale</td>
<td>1</td>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td>Limitation on enrollment: Audition on or before the first class meeting. An opportunity for singers in the community to learn and perform accompanied and unaccompanied secular and sacred choral music with emphasis on the major choral works of the masters. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. Total of 54 hours laboratory.</td>
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<tr>
<td>MUS-51</td>
<td>Chamber Choir</td>
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<td>Prerequisite: None.</td>
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<td>Limitation on enrollment: Previous experience in the performance of vocal music and audition on or before the first class meeting. A select student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. Total of 54 hours laboratory.</td>
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<tr>
<td>MUS-52</td>
<td>Recital Performance</td>
<td>0.5</td>
<td>UC, CSU</td>
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<td>MUS-53</td>
<td>Keyboard Proficiency</td>
<td>1</td>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td>Group and individual preparation for the keyboard proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. Total of 17 hours lecture and 32 hours laboratory.</td>
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<tr>
<td>MUS-54</td>
<td>Community Jazz Ensemble</td>
<td>0.5</td>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td>Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting. Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. Total of 27 hours laboratory.</td>
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<tr>
<td>MUS-55</td>
<td>Community Concert Band</td>
<td>1</td>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td>Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument. Study and performance of standard concert band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. Total of 54 hours laboratory.</td>
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<tr>
<td>MUS-56</td>
<td>Summer Concert Band</td>
<td>0.5</td>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td>Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument. Study and performance of standard concert band literature. Appearances at college and community functions may be made. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. Total of 27 hours laboratory.</td>
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<tr>
<td>MUS-57</td>
<td>Gospel Singers</td>
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<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td>Limitation on enrollment: Open to all students interested in a college choral singing experience. A college chorus of mixed voices dedicated to the study, rehearsal and public performance of anthems, spirituals and gospel (traditional/contemporary) music. This class provides for the learning of the fundamentals of choral singing. Subsequent enrollment in additional semesters will provide additional skill and competency development within the subject matter. Total of 54 hours laboratory. May be repeated three times.</td>
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<tr>
<td>MUS-58</td>
<td>Gospel Choir</td>
<td>1</td>
<td>UC, CSU</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td></td>
<td>Limitation on enrollment: Open to all students interested in a college choral singing experience. A choir of mixed voices dedicated to the further study, rehearsal and public performance of anthems, spirituals and African-American gospel (traditional/contemporary) music. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. Total of 54 hours laboratory.</td>
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MUS-59 - Winter Marching Band Clinic  
1 unit  
CSU  
Prerequisite: None.  
Limitation on enrollment: Basic instrumental skills on a band instrument.  
Group performance on band instruments as part of a winter session. Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. Total of 54 hours laboratory.

MUS-60 - Summer Marching Band Clinic  
1 unit  
CSU  
Prerequisite: None.  
Limitation on enrollment: Basic instrumental skills on a 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 additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours laboratory. May be repeated three times.

MUS-61 - Auxiliary Marching Units  
2 units  
CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 108 hours laboratory. May be repeated three times.

MUS-62 - Woodwind Techniques for Marching Band  
1 unit  
CSU  
Prerequisite: None.  
Limitation on enrollment: Basic instrumental skills on a woodwind instrument.  
Group performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. Total of 54 hours laboratory.

MUS-63 - Brass Techniques for Marching Band  
1 unit  
CSU  
Prerequisite: None.  
Limitation on enrollment: Basic instrumental skills on a brass instrument.  
Group performance on a brass instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. Total of 54 hours laboratory.

MUS-64 - Percussion Techniques for Marching Band  
1 unit  
CSU  
Prerequisite: None.  
Limitation on enrollment: Basic instrumental skills on a percussion instrument.  
Group performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. Total of 54 hours laboratory.

MUS-65 - Basic Musicianship  
2 units  
UC, CSU  
Prerequisite: None.  
An introduction to the basic knowledge and skills necessary to develop the ability to read standard musical notation. Voice, piano, and rhythm instruments will be used, at a rudimentary level, to aid the development of sight reading skills. Music Learning Center facilities will also develop student skill. The necessary rudiments of music theory will be presented as they apply to music reading. Total of 36 hours lecture.

MUS-66 - Advanced Auxiliary Units  
2 units  
CSU  
Prerequisite: MUS-61.  
Limitation on enrollment: Audition on or before the first class meeting.  
Further rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. Total of 108 hours laboratory.

MUS-67 – Community Chamber Ensemble  
1 unit  
CSU  
Prerequisite: None.  
Limitation on enrollment: Previous experience on the instrument.  
Audition on or before the first class meeting.  
A course in developing advanced individual skills through ensemble performance. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. Total of 54 hours laboratory.

MUS-68 – Community Symphony  
2 units  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Previous experience in the performance of orchestral literature at the college level. Audition on or before the first class meeting.  
A course that rehearses and performs advanced symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. Total of 18 hours lecture and 54 hours laboratory.

MUS-69 - Festival Choir  
1 unit  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Audition on or before the first class meeting.  
An advanced large vocal group dedicated to the further study, rehearsal and public performance of complex choral repertoire from the middle ages to the 20th century, including major works with orchestra. Activities include concerts, festivals and concert tours. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. Total of 54 hours laboratory.
MUS-71 - College Chorus
1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. Total of 108 hours laboratory.

MUS-72 - Group Keyboarding Skills
1 unit
UC, CSU
Prerequisite: None.
Keyboard skills for playing duets, trios, quartets and pieces for multiple keyboards in addition to advanced repertoire. Opportunity provided for group and individual performance. Developing skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. Total of 17 hours lecture and 32 hours laboratory.

MUS-73 - Showcase Ensemble
2 units
UC, CSU
Prerequisite: MUS-33.
An advanced vocal jazz ensemble dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. Total of 108 hours laboratory.

MUS-74 - Advanced Vocal Ensembles
1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. Total of 54 hours laboratory.

MUS-75 - Advanced Instrumental Ensembles
1.5 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Performance of music literature at an advanced level for small instrumental ensembles. Public performance in concert or recital situations. May be taken a total of four times. Total of 81 hours laboratory.

MUS-76 - Guitar Ensemble
2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience with classical guitar and an audition.
An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. Total of 108 hours laboratory.

MUS-77 - Jazz Orchestra
2 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-42 or MUS-82.
Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting.
Study and performance of literature written for the contemporary Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. Total of 108 hours laboratory.

MUS-78 - Summer Chamber Ensembles
1 unit
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.
Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. Total of 54 hours laboratory.
MUS-86 - Summer Instrumental Ensembles 1 unit
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting. Performance and rehearsal of standard music literature for the large instrument ensemble. Public performance is required. May be taken a total of four times. Total of 54 hours laboratory.

MUS-88 - Pageantry Ensemble 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting. Advanced skill development in playing and marching as part of the Marching Band program. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. Total of 108 hours laboratory.

MUS-89 - Musics of Multicultural America 3 units
Prerequisite: None.
A comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. Total of 54 hours lecture.

MUS-92 – Basic Piano .5 unit
UC, CSU
Prerequisite: None.
Group lessons for beginners on piano. Basic music reading in three keys using simple melodies and three chords. May be taken a total of four times. Total of 8 hours lecture and 16 hours laboratory.

MUS-93 - The Business of Music 3 units
CSU
Prerequisite: None.
Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. Total of 54 hours lecture.

MUS-94 - Community Jazz Orchestra 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting. Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. Total of 54 hours laboratory.

MUS-95 - Community Symphony Band 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. The ability to sightread and perform music on either a wind or percussion instrument. Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. Total of 54 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:

- ANT-4 - Native American Cultures
- ENG-18 - Literature of the Native American
- HIS-28 - Native American History: Early Contact Period
- HIS-29 - Native American History: Contemporary Society
- PHI-19 - Native American Thought

NURSING EDUCATION PROGRAMS
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 Nursing Program is accredited by the California Board of Registered Nursing (BRN) and the National League for Nursing Accrediting Commission (NLNAC). The Vocational Nursing Program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Information concerning nursing education can be obtained from these agencies. You may write the BRN at 400 “R” Street Suite 4030 Sacramento, CA 95814, Website: www.rn.ca.gov, or the BVNPT at 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: www.bvnpt.ca.gov, or the NLNAC at 61 Broadway New York, NY 10006 or call (212) 363-5555 Ext. 153; Website: www.nln.org.

HEALTH AND CPR REQUIREMENTS
Students selected for the program will be admitted pending submission of a CPR Certification card (BLS Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American Disabilities Act (1990).

FINGERPRINT REQUIREMENT
One requirement to qualify for the licensing examination is the submission of fingerprints. These are evaluated by the California Department of Justice and the F.B.I.
ASSOCIATE IN SCIENCE DEGREE IN NURSING PROGRAM (ADN)

The two-year program fulfills all the requirements for the Associate in Science Degree from Riverside Community College and qualifies the graduate to take the national 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 based agencies.

Classes in the degree program are admitted twice a year in August and January. Information on ADN (RN) Admission/Selection Policies and Procedures may be obtained by contacting the Counseling office or the Nursing Admission Clerk.

RN EXPENSES/GENERAL INFORMATION
(All expenses are approximate)

1. Uniforms: $250.
2. Books and supplies: $1,400 for two years.
3. Health examination/immunization: $200 - $250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Selected laboratory work and immunizations must be repeated one year later.
4. Health Services fee $10, Student Services fee $10 per semester, Parking fee $40 per semester, and an Enrollment fee of $11 per unit.
5. Students must have a current CPR card certification (BLS Healthcare Provider Course) valid for the length of the program. If the CPR card expires prior to program completion, recertification is required.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

APPLICATION TO THE PROGRAM

Students applying for the Nursing Program must have all eligibility and prerequisite courses finished (first priority) or in progress at the time of application (second priority.) Preference is given to those students meeting RCCD and RCC residency requirements. The applicant is responsible for ensuring that all official transcripts (high school and college) and other necessary information have been received by the Counseling Department at the time of application. Note: Admission is denied to an applicant who earned a grade of “C” or less in a nursing program at another college. Foreign transcripts must be evaluated (Detailed Evaluation) prior to submission. Further information can be obtained from the Counseling Department. Students with prerequisite courses in progress must turn in a grade verification form to the Nursing Education Program as soon as the final grade is available. Students must have applied to the college prior to making application to the RN Program. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period

Application to the RN Program must be completed one semester before a student wishes to enter. The program is transitioning into a new application process for a calendar year. Applicants are requested to see changes at the beginning of each application filing period. No waiting list is maintained.

Applications may be obtained from the Transfer and Career Center, Riverside City Campus during the application filing periods. Please verify current application filing period dates and selection procedures with the Nursing Admissions Clerk (909) 222-8407.

MINIMUM REQUIREMENTS FOR ELIGIBILITY:
1. RCC application on file and eligibility to attend RCC.
2. High School Verification: Proof of high school graduation or equivalent according to Board of Registered Nursing, Rules and Regulations, Section 1412. Official Transcripts required.
3. GPA of at least 2.0 in all work attempted at RCC and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.
4. Chemistry or Physics: Verification of one year of high school chemistry or physics with a lab, or one semester of college chemistry or physics with a grade of “C” or better. (RCC’s Chemistry 2A or 3 or Physics 10, and 11 fulfills this requirement).
5. Prerequisite Courses (15 units):
   a. Minimum combined GPA of 2.65 in the following science prerequisite courses:
      Anatomy and Physiology 2A (4 units)
      Anatomy and Physiology 2B (4 units)
      Microbiology 1 (4 units)
   b. Completion of Psychology 9 (3 units, Birth through Very Old Age) with a grade of “C” or better.

See current enrollment requirements available in the Nursing Education Office.

ADVISORIES (RECOMMENDED COURSES)

Students are encouraged to complete the following advisory courses prior to enrollment in the program: English 1A, Speech 1 or 9, CIS 80 or 84, an analytical thinking course, and completion of mathematics, reading, and English competencies.

Additional General Education Requirements (19 units)

Additional general education courses are not required for admission to the RN Program; however, they are required for the completion of the Associate in Science Degree in Nursing. Most students complete these requirements before entering the RN Program due to the rigorous nursing student course load. Students who intend to continue at CSU or UC for their BSN should clarify the general education/graduation requirements list available in the Counseling Department to ensure full credit transfer.

GRADE POINT REQUIREMENTS FOR PROGRESS IN THE NURSING PROGRAM

Nursing students are required to meet minimum requirements to be eligible for the national licensing examination administered by the California Board of Registered Nursing. A minimum grade of “C” in theory and a satisfactory evaluation indicating safe, competent performance in clinical practice in each nursing course are required for the student to advance from one semester to the next. Refer to prerequisites for each nursing course. A grade of “C” or better is required in prerequisite courses, general education graduation requirements and nursing courses.
READMISSION POLICY
A student who at any time has been admitted to the Associate Degree Nursing Program and subsequently withdraws or earns a “D” or “F” grade in the nursing course(s) must file a petition to be readmitted to the program. Petitions may be obtained from the Transfer and Career Center or the Nursing Education Office 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 Student Handbook for additional readmission policies.

When a student withdraws from the Nursing program or fails to earn a grade of “C” or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR GUARANTEE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READEMISSION.

TRANSFER/CHALLENGE POLICIES/30-UNIT OPTION FOR LVN’S
Students with previous nursing education or experience are eligible to petition for advanced placement in the Nursing Program. Additionally, a 30-unit option is offered to the Licensed Vocational Nurse. However, it is important to note that LVNs choosing to take the 30 unit option can never be qualified as graduates of Riverside Community College or of the Riverside Community College Associate Degree Nursing Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. Information regarding transfer/challenge policies and the 30-unit option for LVNs may be obtained from the Nursing Clerk (909) 222-8407.

DIPLOMA NURSING EDUCATION CREDIT
Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 15 units at Riverside Community College. Information regarding this policy may be obtained from the Nursing Clerk.

CONCEPTUAL FRAMEWORK MODEL
The conceptual framework model for the Associate Degree Nursing Program is based on five (5) unifying concepts. They provide the comprehensive organizing framework for the curriculum structure that is used throughout the program for studying the care of clients with common and recurring health-illness problems in community based settings. The five concepts are (1) Life Cycle, (2) Basic Human Needs, (3) Health-Illness Continuum, (4) Nursing Process, and (5) Three Roles of the ADN.

REGISTERED NURSE (RN):

NRN-1 - Introduction to Nursing
Concepts and Practice
CSU
Prerequisite: AMY-2A, 2B, MIC-1 and PSY-9.
Corequisite: Concurrent enrollment or prior completion of of NRN-15.
Advisory: Completion of the following is highly recommended: ENG-1A, SPE-1 or SPE-9, analytical thinking requirement, word processing skills (CIS-80 or 84) and the mathematics, reading and English competencies.
Limitation on enrollment: Acceptance to the Registered Nursing Program.
An introduction to the Associate Degree Nursing Program and conceptual framework. Discussion of mental and physical health concepts, cultural diversity and ethnicity, caring, therapeutic and socializing roles. Applies concepts to multicultural groups, middle-aged, older and very old adults in acute and other community-based settings. Total of 72 hours lecture and 216 hours laboratory.

NRN-2 - Beginning Nursing Concepts of Health and Illness
CSU
Prerequisite: NRN-1 and NRN-15.
Concepts from previous courses are applied to multicultural clients in acute care and other community-based settings who are identified as being newborns, children, young adults, adults and/or members of childbearing families. Examines the beginning nursing concepts of health and illness and uses the concepts to develop individualized plans of care for the maternal-child and orthopedic/surgical clients. 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 63 hours lecture and 243 hours laboratory.

NRN-3 - Intermediate Nursing Concepts of Health and Illness
CSU
Prerequisite: Completion of all core courses and NRN-2.
Concepts from previous courses are applied to caring for multicultural clients with a variety of health and illness problems requiring intermediate nursing skills, interventions and concepts of health assessment. The health care and comprehensive learning needs of the young and middle-aged adult with medical-surgical health problems and mental health clients throughout the life cycle with a special focus on the psychosocial assessment of the older and very old adult are addressed. Emphasis on health promotion utilizing the nursing process and multidisciplinary treatment plan to care for assigned clients with common, recurring problems in acute care and other community-based settings. 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.
NRN-4 - Advanced Nursing Concepts of Health and Illness 9 units
CSU
Prerequisite: NRN-3.
Corequisite: Concurrent enrollment in NRN-16.
Integrates total nursing care concepts in acute and other community-based settings. Emphasizes the health care of multicultural clients and their families throughout the life cycle who are experiencing complex or multiple health-illness problems. Includes advanced concepts of gerontological nursing. Students apply previously learned concepts to clients with complex and critical health and illness problems using the nursing process within the multidisciplinary treatment team. Develops the associate degree nursing role in managing care for groups of clients. Total of 72 hours lecture and 270 hours laboratory.

NRN-6 - Nursing Learning Laboratory .5 unit
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.
An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry-level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. Credit/No Credit only. Total of 27 hours laboratory. May be taken a total of four times.

NRN-7 - Nursing Learning Laboratory 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.
An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. Offered Credit/No Credit only. Total of 54 hours laboratory. May be repeated three times.

NRN-8 - Nursing Learning Laboratory 2 units
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.
An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. Offered Credit/No Credit only. Total of 108 hours laboratory. May be repeated three times.

NRN-9 - Nursing Learning Laboratory 3 units
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.
An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. Offered Credit/No Credit only. Total of 162 hours laboratory. May be repeated three times.

NRN-15 - Introduction to Nursing Roles and Relationships 2 units
CSU
Prerequisite: None.
Corequisite: Concurrent enrollment in NRN-1. Concurrent enrollment in PSY-9 or prior completion.
Limitation on enrollment: Acceptance into the Registered Nursing Program.
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. Develops beginning skills in accessing information via on-line selected nursing websites. Introduces students to professional writing style and format. Total of 36 hours lecture.

NRN-16 - Dimensions of AD-Registered Nursing 1.5 units
CSU
Prerequisite: None.
Corequisite: Concurrent enrollment in NRN-4.
Assists in the transition from student role to that of graduate of registered nursing program prepared for employment. Correlates with lab experiences in Nursing 4 to develop beginning leadership and management skills. Examines the scope of practice of the RN in delegation and prioritizing nursing care, discusses end-of-life issues and organ procurement, and introduces nursing informatics to prepare new graduates on how to use computer technology in the workplace. Reviews process licensure for California registered nursing. Provides opportunity for students to explore various employment opportunities for Registered Nurses in the community and to discuss with former graduates transitional experiences from new graduate to Registered Nurse. Total of 27 hours lecture.
NRN-17 - Transition Course 1 unit for Advanced Placement/Transfer Students
CSU
Prerequisite: None.
Limitation on enrollment: LVN, immediate graduate of the RCC LVN Program or student eligible for transfer into the RCC ADN program.
This course is designed specifically for nurses and healthcare workers to develop and improve their skills in the use of computers and electronic communication. A major focus of the course involves accessing and utilizing nursing and healthcare information from on-line sources. Hands-on practice will be provided in the classroom setting. The course includes basic instruction in preparing PowerPoint presentations, referencing on-line resources, and the use of email. Total of 12 hours lecture.

NRN-20 - National Council Licensure Examination .5 unit for Registered Nurses (NCLEX-RN)
CSU
Prerequisite: None.
Limitation on enrollment: Eligible for the NCLEXRN.
This twelve-hour workshop is offered to help students in Associate in Science Degree programs study for NCLEX-RN examination for licensure. The course presents a review of topics in medical/surgical, maternal/child and mental health nursing. Topics encompass basic concepts and recent advances that are components of safe and effective nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of theory content. May be taken a total of four times. Offered Credit/No Credit only. Total of 12 hours lecture.

NRN-91 - Nursing Work Study (BRN Approved) .5 unit
Prerequisite: NRN-2.
This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of clinical skills. May be taken a total of four times. Offered Credit/No Credit only. Total of 27 hours lecture.

NRN-92 - Introductory Nursing Informatics 1 unit
Prerequisite: None.
Advisory: Employment/experience as a nurse/healthcare worker, or enrollment in a nursing program is recommended.
This course is designed for nurses and healthcare workers to develop and improve their skills in the use of computers and electronic communication. A major focus of the course involves accessing and utilizing nursing and healthcare information from on-line sources. Hands-on practice will be provided in the classroom setting. The course includes basic instruction in preparing PowerPoint presentations, referencing on-line resources, and the use of email. Total of 18 hours lecture.

NRN-93 - Calculations for Healthcare Providers 1 unit
Prerequisite: None.
Review of basic arithmetic required to administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Administration of medications via different routes and to clients in all age groups. Computation of dosage problems encountered in actual nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of theory content. May be taken a total of four times. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. Total of 18 hours lecture.

NRN-94 - Nursing Clinical Development Practicum 2 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree Nursing or Vocational Nursing programs.
This course is designed to maintain and build clinical nursing skills. Emphasis is on using critical thinking skills in the application of theory to clinical practice. Offers opportunities for clinical enhancement and/or remediation through individualized learning contracts. Designed in collaboration with semester/program faculty. Structured to accommodate students from all levels. Offered Credit/No Credit only. Total of 108 laboratory hours. May be taken a total of four times.

NRN-95 - Focused Health Assessment 1.5 units
Prerequisite: None.
Limitation on enrollment: Enrollment in or completion of an Associate Degree or Vocational Nursing program.
A course designed to assist the student to refine basic skills in history taking, health assessment and physical examination. Major emphasis is on data collection resulting in a nursing plan of care supported by evidence-based interventions. A systems approach to physical examination is used. Techniques of inspection, palpation, percussion and auscultation are developed. Approved by the California Board of Registered Nursing for continuing education units. Provider #00100. Total of 27 hours lecture.

NRN-211-244 - Nursing Work Experience 1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: LVN, immediate graduate of the RCC LVN Program or student eligible for transfer into the RCC ADN program.
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 (VN)
The Vocational Nursing Program is a certificate program that prepares graduates to qualify for the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. The 12-month full-time and 24 month part-time curricula provide student-centered instruction and conform to regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Classroom instruction is offered concurrently with clinical practice to assist the student in the application of nursing theory to actual nursing situations. To receive a certificate, a minimum grade of “C” must be earned in each nursing course, Anatomy and Physiology 10, and Psychology 9. New classes are admitted every fall. The program is 51 semester units. Information on Vocational Nursing Program admission/selection policies and procedures may be obtained by contacting the Nursing Clerk, (909) 222-8407.
MINIMUM REQUIREMENTS FOR ELIGIBILITY

1. Eligibility to attend RCC and RCC application on file.
2. High school graduation or equivalent (GED, High School Proficiency Examination, Associate Degree or Bachelor’s Degree). Official Transcripts required.
3. A cumulative grade point average of at least 2.0 (“C”) GPA in all college course work attempted.
4. 100% on Nursing Program Arithmetic Proficiency Exam. Exam will be administered concurrent with Nursing 50.
5. Anatomy and Physiology 10 or equivalent.
7. Application to the VN program submitted during the application period. Applications are obtained from and submitted to the Transfer and Career Center, Riverside City Campus. Students who wish to start the program in the fall must submit an application regardless of whether or not they have completed Nursing 50 and/or Anatomy and Physiology 10. Note: No waiting list is maintained. Therefore, a new application must be submitted each year.
8. Official transcripts (high school and college) and other necessary information on file with the Counseling Department by the application deadline.
9. Be at least 17 years of age (Section 2866a, VN Practice Act).
10. Please note: Meeting minimum criteria to the program does not guarantee admission to the program.

VN EXPENSES/GENERAL INFORMATION
(All expenses are approximate)

3. Health examination/immunizations $200-$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Selected laboratory work must be repeated one year later.
4. Health Services fee $10, Student Services fee $10, Parking fee $40 per semester, and an Enrollment fee of $11 per unit.
5. Students must have current CPR certification (BLS Healthcare Provider Course). If the CPR card expires prior to program completion, recertification is required.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
7. Students wishing a decreased study load during the first semester may take Psychology 9 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 Nursing and Psychiatric Technicians. 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 a 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 Nursing as a participating member of the health team.

PROGRESSION POLICY: VN FULL-TIME PROGRAM:
If a student earns less than a “C” grade in any course required for enrollment in the VN Program (Psychology 9, Nursing 51, 52, 60, 61, 62, 63, 70, and 71), the student will be ineligible to continue in the Full-Time Program and must reapply when the course has been successfully repeated. Readmission will be granted on a space available basis according to the admission point system.

In order to repeat a VN Program course, the student must complete a “Petition for Readmission to the Nursing Program,” as well as an application to the program. These are obtained from and submitted to the Transfer and Career Center, Riverside City Campus, during the Nursing Program application time periods.

PROGRESSION POLICY: VN PART-TIME PROGRAM
Course sequence for the Part-Time Vocational Nursing Program will be as printed on the RCC Part-Time Vocational Nursing Program Curriculum Pattern. Students will lose their space if they fail to progress according to the sequence and must reapply to the program. Readmission will be granted on a space available basis according to the admission point system.

VN students in the part-time program will be required to earn a minimum grade of “C” in Nursing 51, 60, 63, and in Psychology 9 prior to being eligible to enroll in Nursing 52. In order to repeat a VN Program course, the student must complete a “Petition for Readmission to the Nursing Program,” as well as an application to the Nursing Program. These are obtained from and submitted to the Transfer and Career Center, Riverside City Campus, during the Nursing Program application time periods.

READMISSION POLICY-VOCATIONAL NURSING
A student who at any time has been admitted to the Vocational Nursing Program and subsequently withdraws or earns a “D” or “F” grade in the nursing course(s) must file a petition to be readmitted to the program. Petitions are obtained from the Transfer and Career Center, Riverside City Campus. Refer to the RCC VN Student Handbook for additional readmission policies. VN Program courses are subject to the State of California limits on course repetition.

When a student withdraws from the Nursing Program or fails to earn a grade of “C” or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR REASSURANCE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISISON.

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 Nursing Education Office.
NURSING (VOCATIONAL) COURSES:

NVN- 50 - Introductory Vocational Nursing 2 units

Foundations
Prerequisite: None.
Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Defines the nursing process and introduces the concept of culture as it impacts nursing care. Total of 36 hours lecture.

NVN- 51 - Introductory Concepts of Vocational Nursing-Health/Illness 3 units

Prerequisite: NVN- 50
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology are applied. The responses of the body to diseases which affect basic human needs are discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. Total of 54 hours lecture.

NVN- 52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units

Prerequisite: NVN- 50
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. Total of 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

NVN- 60 - Intermediate Vocational Nursing 1 unit

Foundations-Nursing Process/Communication
Prerequisite: NVN- 50. 
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify clients’ basic human needs which require nursing intervention. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied with beginning application to clients in various stages of the life cycle. Aspects of self-esteem and assertiveness are examined as important adjuncts in delivering health care. Total of 18 hours lecture.

NVN- 61 - Intermediate Concepts of Vocational Nursing-Care of the Family 6 units

Prerequisite: NVN- 52 and 60.
Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. Total of 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

NVN- 62 - Intermediate Concepts of Vocational Nursing-Medical/Surgical 12 units

Prerequisite: NVN- 61.
Application of the nursing process to the care of clients with common health/illness problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity for development of provider of care role for clients in the adult life cycle stages in a variety of clinical settings, from various ethnic and social backgrounds, and with common medical/surgical conditions. Includes major focus on rehabilitation and adaptation to chronic illness problems. Observational experiences in home health care and in selected ancillary health departments which impact on nursing care. Total of 126 hours lecture (including 18 hours of pharmacology) and 270 hours clinical/laboratory.

NVN- 63 - Intermediate Concepts of Vocational Nursing-Mental Health 3 units

Prerequisite: NVN- 60 and PSY-9.
Application of the nursing process and principles of mental health in the care of clients, in all health delivery settings, with conditions which interfere with normal intellectual, social, and/or emotional behavior and result in disturbed interpersonal relationships. Focus on using principles of psychiatric nursing, communication skills, and interpersonal relationship techniques to meet basic human needs. The clinical/laboratory experience will be directed toward roles of the vocational nurse in the application of theoretical knowledge through supervised interaction in the mental health setting with clients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with clients with common health/illness and functional disorders. Total of 36 hours lecture (including 2 hours pharmacology) and 65 hours clinical/laboratory.

NVN- 70 - Advanced Vocational Nursing Foundations- 1 unit

Role Transition
Prerequisite: NVN-62 and 63.
Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. In-depth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. Total of 18 hours lecture.
**NURSING ASSISTANT PROGRAM**

**NVN- 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. Total of 54 hours lecture and 126 hours laboratory.  
Meets the Department of Health Services regulations or Nursing Assistant and Home Health Aid Program approval and/or certification.

**CONTINUING EDUCATION IN NURSING**

The Continuing Education courses offered by Riverside Community College are approved by the California Board of Registered Nursing for the units/contact hours designated as specified for each course. Provider number 00100.

The Board of Vocational Nursing and Psychiatric Technicians will accept courses for Continuing Education credit that have been approved by the BVNPT and the California Board of Registered Nursing.

**NURSING (CONTINUING EDUCATION) COURSES:**

**NXN-75 - Nursing and the Law** 2 units  
Prerequisite: None.  
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.

**NXN-76 - Basic Pharmacology** 2 units  
Prerequisite: None.  
Limitation on enrollment: 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.

**NXN-77 - Pharmacology of Fluids and Electrolytes** 0.5 unit  
Prerequisite: None.  
Limitation on enrollment: 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. Total of 9 hours lecture. Approved by the California Board of Registered Nursing for 9 contact hours.

**NXN-78 - Pharmacology in Clinical Nursing Practice** 3 units  
Prerequisite: None.  
Limitation on enrollment: Completion of or concurrent enrollment in a Vocational or Registered Nursing Program.  
Reviews the major classes of medications used in community-based settings that provide primary, secondary and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Total of 54 hours lecture. Approved by the California Board of Registered Nursing for occupational education units. Provider number 00100.

**NXN-81 - Critical Care Nursing** 8 units  
Prerequisite: None.  
Limitation on enrollment: Completion of a Registered Nursing Program.  
A critical care course designed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. The course focuses on critical care nursing theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal and genitourinary, neurologic, gastrointestinal, endocrine, and hematologic. The course also includes theory related to multiple organ dysfunction; introduction of specialized procedures and equipment; and critical skills training. This course is offered in conjunction with partnering hospitals. A clinical practicum is arranged with the partnering hospital agency as an adjunct to the theory course. Total of 144 hours lecture. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100.

**NXN-82 - Emergency Department Nursing Care Course** 8 units  
Prerequisite: Completion of a Registered Nursing Program.  
This Emergency Department Nurse course is designed to provide a foundation for the Registered Nurse working in the Emergency Department that will provide the knowledge and skills necessary to adapt to the unpredictable and constantly evolving environment of this unique specialty area. It addresses the needs of a diverse patient population focusing on a variety of healthcare conditions and situations encountered in Emergency Nursing. This course is offered in conjunction with partnering hospitals. A clinical practicum is arranged with the partnering hospital agency as an adjunct to the theory course. Total of 144 lecture hours.
NXN-83 - Preceptor Workshop .5 unit  
Prerequisite: None.  
Limitation on enrollment: Current licensure as a Registered Nurse  
A critical care course designed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and highly technical supportive care. The course focuses on critical care nursing theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal and genitourinary, neurologic, gastrointestinal, endocrine and hematologic. The course also includes theory related to multiple organ dysfunction; introduction of specialized procedures and equipment; and clinical skills training. This course is offered in conjunction with partnering hospitals. A clinical practicum is arranged with the partnering hospital agency as an adjunct to the theory course. Total of 144 hours lecture.  
Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100.

NXN-85 - Introduction to Operating Room Nursing 3 units  
Prerequisite: College-level anatomy and physiology course.  
Limitation on enrollment: 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 peri-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.

NXN-86 - Operating Room Procedures and Skills Practicum 5.5 units  
Prerequisite: College-level anatomy and physiology course. Completion of NXN-85 or equivalent.  
Limitation on enrollment: Completion of a Registered Nursing Program or equivalent. Completion of NXN-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. Total 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.

NXN-93 - Social and Psychological Problems of Elderly Patients 0.5 unit  
Prerequisite: None.  
An overview of the normal aging process will provide a basis for understanding the elderly patients. The health professional’s role in helping to meet the multiple social, psychological and spiritual needs, and the additional problems encountered because of disease and disability will be discussed. Total of 9 hours lecture.  
Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. Total of 9 contact hours.

OCE-1 - Introduction of Oceanography 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: A course in geology recommended.  
Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis forces, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. Total of 54 hours lecture.

OCE-1L - Introduction to Oceanography Laboratory 1 unit  
UC, CSU  
Prerequisite: None.  
Advisory: Concurrent or previous enrollment in OCE-1 recommended, especially for transfer students.  
An optional laboratory science course. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. The laboratory experiments cover the physical, chemical, biological, and geological processes which are found in the oceans. Such topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; and dynamic topography, waves and tides. Total of 54 hours laboratory.

OFC-1A – Business Etiquette 1 unit  
Prerequisite: None.  
This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. The following communication techniques are taught for an effective professional standard: dialog, discussion, cooperation, compromise, self-knowledge and knowledge of others. Total of 18 hours lecture.

OFC-3 - Computer Applications Using Windows 3 units  
(Same as CIS 3)  
CSU  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/OFC-96 or 97 recommended.  
Introduction to Windows and an office suite of computer application skills for non-Computer Science majors. Computer applications include word processing, spreadsheets, database management, presentation graphics, scheduling/time management and the Internet. total of 54 hours lecture.

OFC-30 - Business English 3 units  
CSU  
Prerequisite: None.  
Advisory: 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.

OFC-31 - Business Communications 3 units  
CSU  
Prerequisite: None.  
Advisory: OFC-30, or concurrent enrollment recommended.  
This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. Total of 54 hours lecture.
OFC-34A - Introduction to Microsoft Word for Windows
(Same as CIS 34A)
CSU
Prerequisite: None.
Skill development in the use of Microsoft Word for Windows for word processing. For non-Office Administration majors. Total of 27 hours lecture.

OFC-34B - Intermediate Microsoft Word for Windows
(Same as CIS 34B)
CSU
Prerequisite: None.
Advisory: CIS/OFC-34A or CIS-3 recommended.
This course is to provide a continuation of instruction in Microsoft Word for Windows to students who had taken the introductory level and would like to further their skills in word processing applications. Not open to Office Administration majors. Total of 27 hours lecture.

OFC-36A - Legal Office Procedures I
CSU
Prerequisite: None.
Advisory: OFC-50 or typing speed of 40 wpm net strongly recommended.
This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal concepts of the law for legal secretaries. Total of 54 hours lecture.

OFC-36B - Legal Office Procedures II
CSU
Prerequisite: None.
Advisory: OFC-36A recommended.
A continuation and in-depth study of the scope of the law office professional. Emphasis will be placed on the principles and practices used in the legal environment in trial preparation, litigation, ethics and a variety of other legal formats. Total of 54 hours lecture.

OFC-37 - Legal Terminology and Transcription
CSU
Prerequisite: None.
Advisory: OFC-36A and OFC/CIS-80 or 84 and keyboarding speed of 40 wpm recommended. Concurrent enrollment in OFC/CIS-97 also recommended.
A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal records and reports. Transcribing legal documents from dictation using a computer. Total of 54 hours lecture.

OFC-38 - Legal Word Processing and Forms
Production
CSU
Prerequisite: None.
Advisory: OFC-37 and OFC/CIS-80 or OFC/CIS 84, plus concurrent enrollment in OFC/CIS-97 recommended.
Preparing legal documents and computerized judicial council forms using a computer. Emphasis will be placed on the standards used in legal systems for general and specialized areas of law. Total of 54 hours lecture.

OFC-40 - Administrative Office Management
CSU
Prerequisite: None.
Advisory: OFC-30 and 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.

OFC-50 - Keyboarding and Document Processing
(Same as CIS 50)
CSU
Prerequisite: None.
Develops motor coordination, memory, and 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.

OFC-51 - Document Formatting
CSU
Prerequisite: None.
Advisory: Beginning typing skills recommended.
Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. Total of 36 hours lecture and 54 hours laboratory.

OFC-52 – Introduction to PDAs
(Same as BUS/CIS-52)
Prerequisite: None
An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. Total of 27 hours lecture.

OFC-53 - Keyboarding for Computer Users
(Same as CIS 53)
Prerequisite: None
Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 20 gross words a minute. Total of 9 hours lecture and 27 hours laboratory.

OFC-54A – Introduction to Flash
(Same as CIS-54A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, working with symbols, creating interactive buttons and streaming sound. Total of 54 hours lecture.
OFC-56A – Designing Web Graphics 1.5 units
(Same as CIS-56A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-78A and concurrent enrollment in CIS-96 or CIS-97 recommended.
This course provides students with the knowledge and skills required to create, modify and prepare graphics for placement within web pages. Focus on the understanding of file compression, color palettes and visual design. The course uses Adobe PhotoShop, ImageReady. Total of 27 hours lecture.

OFC-60 - Introduction to Microsoft Access on the IBM PC 1.5 units
(Same as CIS-60)
Prerequisite: None.
Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. Total of 27 hours lecture.

OFC-61 - Professional Office Procedures 3 units
Prerequisite: None.
Advisory: OFC-3, OFC-31 AND OFC-51 recommended.
Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. Total of 54 hours lecture.

OFC-62 - Records Management 3 units
Prerequisite: None.
Advisory: Knowledge of database management recommended.
Examines basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. Total of 54 hours lecture.

OFC-63A - Secretarial Accounting, I 3 units
Prerequisite: None.
Activities of the general clerical employee: journalizing, posting, trial balance, worksheet, and financial reports. Total of 54 hours lecture.

OFC-63B - Secretarial Accounting, II 3 units
Prerequisite: OFC-63A.
Further activities of the general clerical employee. Contents include special journals, payroll, property records, and depreciation. Total of 54 hours lecture.

OFC-65 - Introduction to Microsoft PowerPoint 1.5 units
for the IBM PC
(Same as CIS-65)
Prerequisite: None.
Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentation media. Total of 27 hours lecture.

OFC-66 - Machine Dictation/Transcription 3 units
Prerequisite: OFC-80, OFC-84, or OFC-51.
Advisory: OFC-30 recommended.
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 54 hours lecture.

OFC-70 - Notetaking 3 units
CSU
Prerequisite: None.
This course provides students with a system of note taking using Gregg Shorthand. Students will develop minimal speed for personal and professional use with memorization, drill work and transcription. Total of 54 hours lecture.

OFC-71 - Intermediate Shorthand and Transcription 3 units
CSU
Prerequisite: OFC-70.
Reinforces and reviews shorthand theory, develops shorthand speed of at least 80 words per minute and skill in punctuation and spelling. Total of 36 hours lecture and 54 hours laboratory.

OFC-72A - Introduction to Web Page Creation 1.5 units
(Same as CIS-72A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or 97 recommended.
An introduction to Web page creation using Hypertext Markup Language (HTML). Use HTML to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames and forms. Total of 27 hours lecture.

OFC-72B – Intermediate Web Page Creation using Cascading Style Sheets (CSS) 1.5 units
(Same as CIS-72B)
Prerequisite: None. Knowledge of HTML and the Internet recommended. CIS/OFC-72A and CIS-95A recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.
Intermediate Web page creation using cascading style sheets (CSS) to format and lay out Web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. Total of 27 hours lecture.

OFC-74A - Introduction to CorelDraw 1.5 units
(Same as CIS-74A)
Prerequisite: None
Techniques taught include using existing clip art and creating basic design compositions using the program. Students will learn how to transform objects, change shapes and color, apply special effects and use fills and blends. Students will create professional quality illustrations for business reports, advertisements, multimedia presentations and business media. Total of 27 hours lecture.
OFC-74B - Advanced CorelDraw 1.5 units  
(Same as CIS-74B)  
Prerequisite: OFC/CIS-74A.  
Advanced aspects of CorelDraw will be presented. This will include features on Corel PhotoPaint, working with digital images, applying color masks and 3-D design. Total of 27 hours lecture.

OFC-75 – Desktop Publishing using QuarkXPress 3 units  
(on the IBM PC)  
(Same as CIS-75)  
Prerequisite: None.  
Page creation techniques for the microcomputer using QuarkXPress. Mastery of beginning and intermediate techniques of document creation and design skills with emphasis on incorporation of drawing and painting software programs. Total of 54 hours lecture.

OFC-76A - Website Creation using Microsoft 3 units  
FrontPage  
(Same as CIS-76A)  
Prerequisite: None.  
Advisory: Competency in using the Internet and in managing files and folders recommended. CIS-95A and concurrent enrollment in CIS-96 or 97 recommended.  
Learn to design, create, publish and maintain quality Web sites using Microsoft FrontPage. Use FrontPage to streamline and automate Web site management. Features include hyperlinks, navigation bars, image maps, tables, frames, forms, databases, site maps, discussion groups, themes, shared borders cascading style sheets, hover buttons and Dynamic HTML effects. Total of 54 hours lecture.

OFC-76B – Introduction to Dreamweaver 3 units  
(Same as CIS-76B)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.  
This course provides students with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Dreamweaver. The course uses Macromedia Dreamweaver to streamline and automate Web site management on your web site. Total of 54 hours lecture.

OFC-77 - Beginning Desktop Publishing using 3 units  
Pagemaker  
(Same as CIS-77A)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with Windows recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
Introduction to text publishing, graphics, composition, layout and design on the IBM PC. Includes instruction on desktop publishing using Pagemaker software. Preparation of camera-ready copy using word processing, draw/paint software and desktop publishing software. Total of 54 hours lecture.

OFC-78A - Introduction to Adobe Photoshop 3 units  
(on the IBM PC)  
(Same as CIS-78A)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with Windows recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
Introduction to Adobe Photoshop fundamentals on the IBM including selecting, editing and manipulating images. This course includes retouching images, special effects, working with image color and various file formats. Total of 54 hours lecture.

OFC-78B - Advanced Adobe Photoshop 1.5 units  
(Same as CIS-78B)  
Prerequisite: CIS-78A.  
Advanced Adobe Photoshop presents an alternative approach to using layers, filters and masks. Valuable tips and techniques for using Photoshop’s tools and palettes. Special effects and color control are presented. Total of 27 hours lecture.

OFC-79 - Introduction to Adobe Illustrator 3 units  
(on the IBM)  
(Same as CIS-79)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with Windows recommended. Concurrent enrollment in CIS-96 or CIS-97 recommended.  
Introduction to Adobe Illustrator fundamentals on the IBM, creating objects, drawing paths and designing with type. This course includes creating and manipulation of freehand drawing and illustration. Develop a working knowledge of the processes that generate graphic images: layering and shadowing and color use. Importing and working with graphics will be discussed. Total of 54 hours lecture.

OFC-80 - Word Processing: Microsoft Word for 3 units  
Windows  
(Same as CIS-80)  
Prerequisite: None.  
Advisory: Concurrent enrollment in OFC-96 recommended.  
Recommend typing knowledge/skills with at least 40 wpm.  
This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. Total of 54 hours lecture.

OFC-81 – Introduction to Desktop Publishing 3 units  
using Adobe InDesign  
(Same as CIS-81)  
Prerequisite: None.  
Page creation techniques for the microcomputer using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation and design skills with emphasis on incorporation of drawing and painting software programs. Total of 54 hours lecture.
OFC-82A - MOSPrep Microsoft Word-Core Level  
(Same as CIS-82A)  
Prerequisite: None.  
Advisory: Completion of CIS-1A, CIS/OFC-3, CIS/OFC-34A or CIS/OFC-80 recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Word application, core level. The course provides the direction for students to develop the necessary skills to perform standard and complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

OFC-82B - MOSPrep: Microsoft Word-Expert Level  
(Same as CIS-82B)  
Prerequisite: None.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Word application, expert level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

OFC-83A - MOSPrep Microsoft Excel-Core Level  
(Same as CIS-83A)  
Prerequisite: None.  
Advisory: Completion of CIS-1A, CIS/OFC-3, CIS/OFC-98A recommended. Concurrent enrollment in CIS/OFC-96 or 97 recommended.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Excel application, core level. The course provides the direction for students to develop the necessary skills to perform tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

OFC-83B - MOSPrep: Microsoft Excel-Expert Level  
(Same as CIS-83B)  
Prerequisite: None.  
Advisory: CIS-1B, CIS/OFC-83A or CIS/OFC-98B recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Excel application, expert level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

OFC-84 - Word Processing: WordPerfect for Windows  
(Same as CIS-84)  
Prerequisite: None.  
Advisory: Concurrent enrollment in OFC-96 recommended. Recommend typing knowledge/skills with a minimum speed of 40 wpm.  
This course is designed to provide introductory and intermediate skill levels necessary to produce a variety of professional documents using WordPerfect for Windows. Total of 54 hours lecture.

OFC-85 - MOSPrep Microsoft Access-Core Level  
(Same as CIS-85)  
Prerequisite: None.  
Advisory: CIS-1A, CIS/OFC-3, or CIS/OFC-60 recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Access application, core level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Access. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

OFC-86 - MOSPrep Microsoft PowerPoint-Core Level  
(Same as CIS-86)  
Prerequisite: None.  
Advisory: CIS-1A, CIS/OFC-3, or CIS/OFC-65 recommended. Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the PowerPoint application, core level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft PowerPoint. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

OFC-87 - MOSPrep Microsoft Outlook-Core Level  
(Same as CIS-87)  
Prerequisite: None.  
Advisory: CIS/OFC-90 and concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Outlook application, core level. The course provides the direction for students to develop the necessary skills to perform complex tasks in Microsoft Outlook. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. This course may be taken a total of 2 times. CR/NC only. Total of 18 hours lecture.

OFC-90 – Microsoft Outlook  
(Same as CIS-90)  
Prerequisite: None.  
Advisory: Enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.  
Limitation on enrollment: This course is not recommended for AOL users.  
This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company, on the Internet, as well as peer to peer collaboration. Total of 54 hours lecture.
OFC-91 – Microsoft Project 3 units
(Same as CIS-91)
Prerequisite: None.
Advisory: Enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. Total of 54 hours lecture.

OFC-93A - Introduction to Windows 1.5 units
(Same as CIS-93A)
Prerequisite: None.
Advisory: Current enrollment in OFC-96 recommended.
Skill development in the concepts of Microsoft Windows on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with Microsoft Windows using personal computers. Total of 27 hours lecture.

OFC-93B - Intermediate Windows 1.5 units
(Same as CIS 93B)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 recommended.
Continued development in the concepts of Microsoft Windows on microcomputer-based systems. Topics will include File Manager, Accessories, Recorder and Object-Linking. Total of 27 hours lecture.

OFC-95A - Introduction to Internet CSU 1.5 units
(Same as CIS-95A)
Prerequisite: None.
Advisory: Concurrent enrollment in OFC-96 recommended.
Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. Total of 27 hours lecture.

OFC-95B – Preparation for Online Learning 1 unit
(Same as CIS-95B)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/OFC-96 or CIS/OFC-97 recommended.
An introduction to the skills necessary to successfully complete a class on the Internet. Introduction to the Internet and the World Wide Web, managing email, online services, search engine techniques and WebCT basics are covered through lecture, discussion and hands-on computer assignments. Total of 18 hours lecture.

OFC-96 - Practicum in Computers .5 unit
(Same as ACC/CIS-96)
Prerequisite: None.
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. (Non-degree credit course. CR/NC only.) Total of 27 hours laboratory required for credit.

OFC-97 - Practicum in Computers 1 unit
(Same as ACC/CIS-97)
Prerequisite: None.
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. (Non-degree credit course. CR/NC only.) Total of 54 hours laboratory required for credit.

OFC-98A - Introduction to Excel 1.5 units
(Same as CIS-98A)
Prerequisite: None.
Advisory: Concurrent enrollment in OFC-96 recommended.
Skill development in electronic spreadsheets using Excel for business and scientific related applications. Total of 27 hours lecture.

OFC-98B - Advanced Excel 1.5 units
(Same as CIS-98B)
Prerequisite: CIS/OFC-98A.
Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. Total of 27 hours lecture.

OFC-99A - CalWORKs: Keyboarding for Computer Users .25 unit
Prerequisite: None.
Self-paced, competency based skill development in computer usage. Instruction is given on a group and an individual basis using personal consultation with the student. Total of 4 hours lecture and 14 hours laboratory. (Non-degree applicable)

OFC-99B - CalWORKs: Introduction to Windows .25 unit
Prerequisite: None.
Develops a basic understanding of computer components. Skill development in the concepts of Microsoft Windows on microcomputer based systems. Introduction is given on a group and an individual basis using personal consultation with the student. Total of 4 hours lecture and 14 hours laboratory. (Non-degree applicable)

OFC-99C - CalWORKs: Introduction to MS Word for Windows .25 unit
Prerequisite: None.
Skill development in the use of Microsoft Word for Windows. For non-Office Administration majors. Instruction is given on a group and an individual basis using personal consultation with the student. Total of 4 hours lecture and 14 hours laboratory. (Non-degree credit course)

OFC-99D – Excel in the Workplace .25 unit
Prerequisite: None.
Skill development in the use of Microsoft Excel for Windows. For non-Office Administration majors. Instruction is given on a group and individual basis using personal consultation with the student. Total of 4 hours lecture and 14 hours laboratory. (Non-degree credit course)
<table>
<thead>
<tr>
<th><strong>PARALEGAL STUDIES</strong></th>
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<tbody>
<tr>
<td><strong>PAL-10 - Introduction to Paralegal Studies</strong></td>
<td>3 units</td>
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<tr>
<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. Total of 54 hours lecture.</td>
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<td><strong>PAL-14 - Legal Ethics</strong></td>
<td>3 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. Total of 54 hours lecture.</td>
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<tr>
<td><strong>PAL-64 - Legal Research and Computer Applications</strong></td>
<td>3 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>Introduction to legal research from the perspective of the paralegal’s role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. Total of 54 hours lecture.</td>
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<tr>
<td><strong>PAL-68 - Civil Litigation and Procedures I</strong></td>
<td>3 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>The first of two courses designed to introduce the student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers and other legal documents applicable in a given fact situation in the preliminary stages of litigation. Total of 54 hours lecture.</td>
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<tr>
<td><strong>PAL-70 - Law Office Policies, Procedures and Ethics</strong></td>
<td>1.5 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. Total of 27 hours lecture.</td>
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<tr>
<td><strong>PAL-71 – Legal Terminology</strong></td>
<td>1.5 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>Introduction to legal words, definitions, synonyms, pronunciation and usage. To prepare for the use of legal terms in legal writing, memoranda of law, legal documents and briefs as well as verbal communication with judges, lawyers, paralegals and legal assistants in the legal profession. Total of 27 hours lecture.</td>
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<td><strong>PAL-72 - Legal Analysis and Writing</strong></td>
<td>3 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> PAL-10, PAL-68 or BUS-18A</td>
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<tr>
<td>The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. Total of 54 hours lecture.</td>
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<tr>
<td><strong>PAL-78 - Civil Litigation and Procedures II</strong></td>
<td>3 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> PAL-68.</td>
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<tr>
<td>Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. Total of 54 hours lecture.</td>
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<td><strong>PAL-80 - Internship Project</strong></td>
<td>1.5 units</td>
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<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> PAL-64.</td>
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<tr>
<td>An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. Total of 27 hours lecture.</td>
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<tr>
<td><strong>PAL-81 - Bankruptcy Law and Procedures</strong></td>
<td>3 units</td>
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<tr>
<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor’s and creditor’s rights and obligations are covered. total of 54 hours lecture.</td>
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<tr>
<td><strong>PAL-83 - Estate Planning and Probate Procedures</strong></td>
<td>3 units</td>
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<tr>
<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person’s estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person’s estate. Total of 54 hours lecture.</td>
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<tr>
<td><strong>PAL-85 - Family Law and Procedures</strong></td>
<td>3 units</td>
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<tr>
<td><strong>CSU</strong></td>
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<tr>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. Total of 54 hours lecture.</td>
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</tbody>
</table>
PAL- 87 - Trial Practice Preparation and Procedures  3 units
CSU
Prerequisite: None.
Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. Total of 54 hours lecture.

PHILOSOPHY

PHI-10 - Introduction to Philosophy  3 units
UC, CSU (CAN PHIL 2)
Prerequisite: None.
A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Total of 54 hours lecture.

PHI-11 - Critical Thinking  3 units
UC, CSU
Prerequisite: None.
This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. Total of 54 hours lecture.

PHI-12 - Introduction to Ethics: Contemporary Moral Issues  3 units
UC, CSU (CAN PHIL 4)
Prerequisite: None.
Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. Total of 54 hours lecture.

PHI-13 - Philosophy of Art  3 units
UC, CSU
Prerequisite: None.
An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, aesthetic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. Total of 54 hours lecture.

PHI-14 - Survey of Black Thought  3 units
UC, CSU
Prerequisite: None.
A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and modern Western slave and liberation periods. Representative thinkers of the modern periods are discussed. Total of 54 hours lecture.

PHI-15 - Bio-Medical Ethics  3 units
UC, CSU
Prerequisite: None.
An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. Total of 54 hours lecture.

PHI-19 - Native American Thought  3 units
UC, CSU
Prerequisite: None.
Philosophical and religious beliefs and practices of Native Americans. 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.

PHI-20 - History of Western Philosophy I: Greek, Roman, and Medieval  3 units
UC, CSU (CAN PHILOS 10)
Prerequisite: None.
Advisory: PHI-10, 12, or 20 recommended.
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.

PHI-21 - History of Western Philosophy II: Modern and Contemporary  3 units
UC, CSU (CAN PHILOS 10)
Prerequisite: None.
Advisory: PHI-10, 12, or 20 recommended.
A survey of the history of Western philosophy beginning with the transition from the medieval period and ending with contemporary philosophy. Topics covered will include renaissance humanism, the rise of modern science, continental rationalism, British empiricism, the Enlightenment, German romanticism and idealism, and such contemporary movements as Marxism, existentialism, positivism, American pragmatism and analytic philosophy. Total of 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic  3 units
(Same as MAT-32)
UC, CSU (CAN PHIL 6)
Prerequisite: None.
Limitation on enrollment: May not be taken if credit for MAT-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.
PHI-33 - Introduction to Social and Political Philosophy 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended. An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. While regard to issues in the history of philosophy will be paid, the subject matter of the course will be presented as among the fundamental normative problems of contemporary society. Total of 54 hours lecture.

PHI-35 - Philosophy of Religion 3 units
(Same as HUM-35)
UC, CSU
Prerequisite: None.
Advisory: PHI-10 or 11 recommended. An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The study presumes a basic knowledge of philosophical argumentation. Total of 54 hours lecture.

PHOTOGRAPHY

PHO-8 - Introduction to Photography 3 units
UC, CSU (CAN ART 18)
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.

PHO-9 - Intermediate Photography 3 units
UC
Prerequisite: PHO-8.
Emphasis on the use of professional equipment: view, press reflex and 35mm cameras. Application of art principles and photography to produce pictures of high quality. Introduction to studio management. Total 27 hours lecture and 81 hours laboratory.

PHO-10 - Advanced Photography 3 units
UC
Prerequisite: PHO-8 and 9.
A course for professionally oriented students of photography, with emphasis on concepts of approach and applications, studio management, and legal aspects for the professional photographer. Total of 27 hours lecture and 81 hours laboratory.

PHO-12 - Photojournalism 3 units
(Same as JOU-12)
UC
Prerequisite: PHO-8.
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.

PHO-13 - Advanced Darkroom Techniques 3 units
UC
Prerequisite: PHO-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.

PHO-14 - Basic Studio Portraiture 3 units
UC
Prerequisite: PHO-9.
This course is designed to introduce students to the basic theory and principles of studio photography. The course provides hands on experience in creating studio and environmental portraits. Total of 27 hours lecture and 81 hours laboratory.

PHO-16 - Multimedia Production 2.5 units
Prerequisite: PHO-9.
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.

PHO-17 - Introduction to Color Photography: Negatives and Transparencies 3 units
UC
Prerequisite: PHO-9.
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.

PHO-20 - Introduction to Digital Still Photography 3 units
UC
Prerequisite: None.
This course introduces students to Electronic Still Photography/Digital Imagery. Students will learn how to create photography quality images without use of the traditional photographic wet lab. Students use state of the art computers, digital cameras, professional grade negative and flat bed scanners and a digital printer to produce photo-grade prints. Software utilized includes Adobe PhotoShop, Photoenhancer Ofoto and others. May be taken a total of four times. Total of 27 hours lecture and 81 hours laboratory.

PHO-211-244 - Photography Work Experience 1-2-3-4 units
Prerequisite: None.
A course to coordinate the student’s on-the-job training with the related occupational classroom instruction. Subsequent enrollment in Sections B, C, and D are restricted to the student who has the 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 JOURNALISM
PHYSICAL EDUCATION

It is recommended that students enroll in physical education activity courses or academic physical education courses (that satisfy the Self Development requirement of the Associate in Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate in Arts Degree requirements in this catalog. Students are exempt from the self development requirement when enrolled full-time in the Cosmetology, Registered or Vocational Nursing Programs.

UNIFORMS

Students are requested to wear attire appropriate to the activity as requested by the instructor.

LOCKERS

A lock and locker for which the student is responsible will be issued to each student. A $3.00 charge will be assessed for a lost lock.

INTRAMURAL SPORTS

The intramural program for men and women is sponsored by Student Activities. 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, basketball, bowling, softball, tennis, volleyball, weight training, golf, and racquetball. As student interest warrants, additional activities will be provided. In order to participate, a student must possess an associated student body (ASRCC) card. 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 (COEDUCATIONAL)

PHP-4 - Nutrition 3 units
(Same as HES-4 and HOM-4)
UC, CSU
Prerequisite: None.
Limitation on enrollment: Not open to students with credit for or concurrent enrollment in HES-4 or HOM-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. Total of 54 hours lecture.

PHP-6 - Introduction to Physical Education for Pre-School and Elementary Children 3 units
CSU
Prerequisite: None.
This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 0-11 years including children with special needs and abilities. Emphasis is on the application of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. Total of 45 hours lecture and 27 hours laboratory.

PHP-8 - Triathlon Techniques 2 units
UC*, CSU
Prerequisite: None.
Provides instruction for the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling and running skills and learn how to develop an individual program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. Total of 18 hours lecture and 54 hours laboratory.

PHP-10 - Introduction to Physical Education 3 units
UC, CSU
Prerequisite: None.
This is an orientation course for students interested in physical education. It studies the history of sport, analyzes scientific research as it pertains to physical fitness and sport, and provides information on education requirements and careers. Total of 54 hours lecture.

PHP-12 – Sport Psychology 3 units
CSU
Prerequisite: None.
This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains and applies sport psychology concepts and theories to practical experiences. Total of 54 hours lecture.

PHP-14 – Athletic and Fitness Organization and Administration 3 units
CSU
Prerequisite: None.
This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions from facilities planning, finances and risk management to public relations and marketing. Total of 54 hours lecture.

PHP-16 - Introduction to Athletic Training 3 units
UC, CSU
Prerequisite: None.
This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. Total of 45 hours lecture and 27 hours laboratory.

PHP-17 - Athletic Training, Fall Sports, Beginning 2 units
CSU
Prerequisite: None.
Corequisite: Completion of or concurrent enrollment in PHP-16 and PHP-30.
This course involves athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, waterpolo, cross country and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Total of 18 hours lecture and 54 hours laboratory.
PHP-18 - Athletic Training, Spring Sports, Beginning  2 units  
CSU  
Prerequisite: None.  
Corequisite: Completion of or concurrent enrollment in PHP-16 and PHP-30.  
This course involves athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Total of 18 hours lecture and 54 hours laboratory.

PHP-19 - Athletic Training, Fall Sports, Advanced  2 units  
CSU  
Prerequisite: PHP-17.  
This course will expose students to advanced field experience in athletic training for fall sports. Students will be able to evaluate, treat and rehabilitate injuries specific to fall sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. Total of 18 hours lecture and 54 hours laboratory.

PHP-20 - Athletic Training, Spring Sports, Advanced  2 units  
CSU  
Prerequisite: PHP-18.  
This course will expose students to advanced field experience in athletic training for spring sports. Students will be able to evaluate, treat and rehabilitate injuries specific to spring sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. Total of 18 hours lecture and 54 hours laboratory.

PHP-21 - Athletic Training Applications  2 units  
CSU  
Prerequisite: None.  
Corequisite: Completion of or concurrent enrollment in PHP-17 or PHP-18, PHP-19, or PHP-20.  
The student, under the supervision of the Head Athletic Trainer, will be responsible for all aspects of the athletic training services to be provided to an assigned Riverside Community College athletic team. Students will be responsible for all pre and post practice and competition of athletic training situations. The field experience hours earned in the course may partially fulfill the requisites and requirements of the National Athletic Trainers Association Certification. This course may be taken a total of four times. Total of 108 hours laboratory.

PHP-24 - Sports Officiating-Fall Sports  3 units  
UC*, CSU  
Prerequisite: None.  
The mechanics, techniques, and rules of officiating football, basketball, and volleyball are defined, analyzed and applied to prepare students to become competent officials. Total of 54 hours lecture plus required field work.

PHP-25 - Sports Officiating-Spring Sports  3 units  
UC*, CSU  
Prerequisite: None.  
The mechanics, techniques, and rules of officiating baseball, softball and track and field are defined, analyzed and applied to prepare students to become competent officials. Total of 54 hours lecture.

PHP-26 – Foundations of Coaching  3 units  
CSU  
Prerequisite: None.  
This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. Total of 54 hours lecture.

PHP-27 - Football Theory  3 units  
CSU  
Prerequisite: None.  
The course includes the study of various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, individual skills and offensive and defensive play. Total of 54 hours lecture.

PHP-28 - Basketball Theory  3 units  
CSU, UC*  
Prerequisite: None.  
This course includes the study of various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills and offensive and defensive play. Total of 54 hours lecture.

PHP-29 - Soccer Theory and Practice  2 units  
CSU, UC*  
Prerequisite: None.  
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.

PHP-30 - First Aid and CPR  3 units  
UC, CSU  
Prerequisite: None.  
This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim’s condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. Total of 54 hours lecture.

PHP-35 - Foundation for Fitness and Wellness  3 units  
CSU  
Prerequisite: None.  
This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. Total of 45 hours lecture and 27 hours laboratory.
PHP-36 - Wellness: Lifestyle Choices 3 units
CSU
Prerequisite: None.
The course content focuses on the seven dimensions of wellness as they relate to living positive, healthy lifestyles. These include social, physical, emotional, career, intellectual, environmental and spiritual. Benefits include learning life skills to overcome barriers to the learning process and the enhancement of personal, family and community health. Total of 54 hours lecture.

PHP-42 - Lifeguard and Water Safety 3 units
Instructor Certification
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on demonstrated proficiency in intermediate swimming skills, surface dive test, and 500 yard swim. This course is designed to drill the competent swimmer in life saving and water safety techniques and to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional, Lifeguard Today, Community First Aid, Instructor Candidate Training and Water Safety Instructor Certificates. Total of 36 hours lecture and 54 hours laboratory.

PHP-43 – Personal Training 3 units
CSU
Prerequisite: None.
This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification exams for national certifying organizations (ACE, IFPA, NCSA, etc.) Total of 36 hours lecture and 54 hours laboratory.

PHP-47 - Hiking and Backpacking 2 units
CSU
Prerequisite: None.
The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. Total of 18 hours lecture and 54 hours laboratory.

PHP-59 – Athletic Advisement 1 unit
Prerequisite: None.
Limitation on enrollment: Recommended for first year RCC athletes. The course assists student-athletes to transfer successfully to four-year institutions. Emphasis is on COA, NCAA and NAIA rules and regulations; covers financial aid options, recruiting and eligibility rules for athletes; and the development of responsibilities and time management skills unique to student-athletes. Total of 18 hours lecture.

ACTIVITY COURSES
UC*, CSU
The majority of physical education activity classes meet for a full semester, while some are offered for nine-week or six-week modules. Most are scheduled three times a week or twice a week. One unit of credit in physical education normally is assigned for a full semester class of 54 hours laboratory. There are a few classes that are .5 unit because they meet for 27 laboratory hours. One activity course (S please and Cheerleading, A-05) and all varsity sports carry two units of credit.

Each activity area can be taken for a total of four times for credit. Reenrollment in a physical education activity course will provide the student an opportunity for additional skill and competency development. Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate in Arts Degree.

All activity classes meet physical education requirements at four-year colleges.

A-03 Adaptive Physical Education for Students with a Physical Disability (The class is designed for students with documented physical disabilities.)
A-04 Adaptive Water Exercise (The class is designed for students with documented physical disabilities.)
A-05 Songleading and Cheerleading (CSU only)
A-07 Badminton
A-09 Racquetball
A-10 Table Tennis, Beginning
A-11 Tennis, Beginning
A-12 Tennis, Intermediate
A-13 Tennis, Advanced
A-15 Bowling, Beginning
A-16 Bowling, Intermediate (130-plus avg.)
A-17 Bowling, Advanced (150-plus avg.)
A-20 Golf, Beginning
A-21 Golf, Intermediate
A-28 Swimming, Basic Skills and Aquatic Exercises
A-29 Swimming, Intermediate Skills
A-30 Swimming, Advanced Skills and Conditioning
A-31 Water Aerobics and Deep Water Exercise
A-33 Track and Field Running Event Techniques
A-34 Track and Field: Field Event Techniques
A-35 Ski Conditioning
A-36 Cross Country Skiing (CSU only)
A-40 Karate, Beginning
A-41 Karate, Intermediate
A-46 Hatha Yoga, Beginning
A-47 Hatha Yoga, Intermediate
A-50 Baseball Fundamentals, Defensive
A-51 Baseball Fundamentals, Offensive
A-54 Fast Pitch Softball
A-57 Basketball
A-60 Football Fundamentals, Offensive
A-61 Football Fundamentals, Defensive
A-62 Flag Football
A-62A Flag Football
A-62B Flag Football
A-64 Soccer
A-67 Volleyball, Beginning
A-68 Volleyball, Intermediate
A-69 Volleyball, Advanced  
A-70 Water Polo Techniques  
A-72 Team Sports  
A-74 Hiking and Backpacking  
A-75 Walking for Fitness  
A-77 Jogging for Fitness  
A-78 Long Distance Running  
A-78A Long Distance Running  
A-78B Long Distance Running  
A-79 In-Line Skating  
A-80 Triathlon Techniques  
A-81 Physical Fitness  
A-85 Bicycling  
A-86 Step Aerobics  
A-88 Step Aerobics, Advanced  
A-90 Weight Training  
A-90A Weight Training  
A-90B Weight Training  
A-92 Weight Training, Advanced  
A-94 In Season Varsity Sport Conditioning  
A-95 Out of Season Varsity Sport Conditioning

**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:

<table>
<thead>
<tr>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-11 AB Pep Squad (CSU only)</td>
<td>V-01 AB Cross Country</td>
</tr>
<tr>
<td>V-12 AB Cross Country</td>
<td>V-02 AB Football</td>
</tr>
<tr>
<td>V-14 AB Track &amp; Field</td>
<td>V-04 AB Basketball</td>
</tr>
<tr>
<td>V-18 AB Tennis</td>
<td>V-05 AB Baseball</td>
</tr>
<tr>
<td>V-19 AB Swimming and Diving</td>
<td>V-06 AB Track &amp; Field</td>
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<tr>
<td>V-20 AB Basketball</td>
<td>V-07 AB Golf</td>
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<tr>
<td>V-21 AB Volleyball</td>
<td>V-08 AB Tennis</td>
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<tr>
<td>V-22 AB Fastpitch</td>
<td>V-09 AB Swimming and Diving</td>
</tr>
<tr>
<td>V-24 AB Water Polo</td>
<td>V-10 AB Soccer</td>
</tr>
<tr>
<td>V-25 AB Soccer</td>
<td>V-11 AB Pep Squad</td>
</tr>
<tr>
<td></td>
<td>V-23 AB Water Polo</td>
</tr>
</tbody>
</table>

**PHYSICAL SCIENCE**

| PHS-1 - Introduction to Physical Science       | 3 units |
| UC*, CSU                                       |        |
| *Prerequisite: None.                          |        |

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. Total of 54 hours lecture.

| PHS-5 - Weather and Climate                   | 3 units |
| (Same as GEG-5)                               |        |
| 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.

| PHS-17 - Introduction to the Development of Modern Science | 3 units |
| (Same as CHE-17)                                        |        |
| UC, CSU                                                 |        |
| *Prerequisite: None.                                    |        |

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. Total of 54 hours lecture.

**PHYSICIAN ASSISTANT**

| PHT-1 - Applied Clinical Skills                 | 2 units |
|                                                 |        |
| *Prerequisite: None.                            |        |

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student will learn basic clinical skills applicable to the clinical environment including interpretation and theory of body fluids and tissue and their implications in arriving at preliminary diagnosis. Topics include clinical biochemistry, hematology and urinalysis. Total of 27 hours lecture and 27 hours laboratory.

| PHT-2 - Medical Science I                       | 6 units |
|                                                 |        |
| *Prerequisite: None.                            |        |

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Total of 108 hours lecture.

| PHT-3 - History and Physical Assessment I       | 4 units |
|                                                 |        |
| *Prerequisite: None.                            |        |

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program and concurrent enrollment in PHT-2. The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history, physical and neurological exam and progressive case presentations which correlate with the pathophysiology of disease systems covered in the PHT-2 Medical Science I course. Total of 54 hours lecture and 54 hours laboratory.

| PHT-4 - Applied Clinical Skills II              | 3 units |
|                                                 |        |
| *Prerequisite: None.                            |        |

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the basic skills and concepts electrocardiography radiology. Total of 54 hours lecture and 18 hours laboratory.
PHT-5 - Medical Science II 6 units
Prerequisite: None.
Limitation on enrollment: Acceptance into the Physician Assistant Program and successful completion of PHT-2.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the continuation of systemic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Total of 108 hours lecture.

PHT-6 - History and Physical Assessment II 4 units
Prerequisite: Completion of all first semester courses.
Corequisite: Concurrent enrollment in PHT-5.
Limitation on enrollment: Acceptance into the Physician Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the continuation of clinical data gathering skills related to history and physical assessment. Emphasis will be on a normal history, physical and neurological exam and progressive case studies will correlate with the clinical symptoms covered in PHT-5. The student will also learn how to perform an obstetric and gynecological exam and examination of the male genitalia and prostate using patient simulations and patient models. Includes practical experiences of history taking and physical assessment supervised by individual preceptors. Total of 54 hours lecture and 54 hours laboratory.

PHT-7 - Medical Pharmacology 4 units
Prerequisite: Acceptance into the Physician Assistant Program, completion of all first semester courses and concurrent enrollment in PHT-4, PHT-5, and PHT-6.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorptions, distribution, metabolism, excretions and therapeutic use of drugs. Total of 72 hours lecture.

PHT-8 - Applied Clinical Skills III 3 units
Prerequisite: Acceptance into the Physician Assistant Program, completion of all first and second semester courses including PHT-1 and PHT-4.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. A continuation of the basic clinical skills applicable to the clinical environment to include the techniques involved in venipuncture, injections, intravenous procedures, CPR, laryngoscopy and intubation, casting and suturing skills. Total of 50 hours lecture and 20 hours laboratory.

PHT-9 - Medical Science III 6 units
Prerequisite: Acceptance into the Physician Assistant Program and successful completion of PHT-5.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to a continuation of the systemic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury in pediatrics, surgery and obstetrics/gynecology. Total of 120 hours lecture.

PHT-10 - Clinical Nutrition 3 units
Prerequisite: None.
Limitation on enrollment: Acceptance into the Physician Assistant Program.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the science of nutrition as it relates to good health, health promotion, disease prevention, the diagnosis, assessment and treatment of the nutritional aspects of acute and chronic illnesses. Total of 54 hours lecture.

PHT-11 - Internal Medicine I 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Medicine where, under supervision, they participate in a wide variety of patient care activities including rotation through Intensive and Coronary Care Units and the Emergency Room. Students are assigned patients for medical history, physical examination, diagnostic testing and patient management. They attend daily grand rounds and special conference with participation in the elucidation of diagnosis and the formulation of therapeutic plans. Total of 336 hours laboratory.

PHT-12 - Internal Medicine II 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Medicine where, under supervision, they participate in a wide variety of patient care activities including medical histories, physical examination, diagnostic testing and, within limitations imposed by education and previous experience, patient management and supportive involvement in major and minor surgical procedures. Daily grand rounds and special conference with participation, when possible, in the pre-operative assessment and post-surgical care of patients and performance of surgical procedures. Includes rotations through the Burn and Trauma Units and Emergency Room. Total of 336 hours laboratory.

PHT-13 - Surgery I 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Surgery where, under supervision, they participate in a wide variety of patient care activities including medical histories, physical examination, diagnostic testing and, within limitations imposed by education and previous experience, patient management and supportive involvement in major and minor surgical procedures. Daily grand rounds and special conference with participation, when possible, in the pre-operative assessment and post-surgical care of patients and performance of surgical procedures. Includes rotations through the Burn and Trauma Units and Emergency Room. Total of 336 hours laboratory.

PHT-14 - Surgery II 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to a continuation of Surgery Internship with the Department of Surgery and the surgical subspecialties including but not limited to orthopedics. Total of 336 hours laboratory.
PHT-15 - Pediatrics 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Pediatrics where they, under supervision, participate in a wide variety of patient care activities in the outpatient clinics, the Emergency Room and pediatric inpatient services. They are assigned patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role in the patient’s therapeutic management. They also attend daily grand rounds and special conferences with participation on discussion of diagnostic problems and formulation of patient management plans. Total of 336 hours laboratory.

PHT-16 - Obstetrics/Gynecology 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Obstetrics and Gynecology where, under supervision, they participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Students are assigned to patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role during labor and delivery or gynecologic surgery. They also attend daily grand rounds and special conferences with participation in the discussion of diagnostic problems and patient management plans. Total of 336 hours laboratory.

PHT-17 - Family Practice 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Practice where, under supervision, they participate in a variety of patient care activities. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend daily grand rounds and special conferences with participation, where possible, in the elucidation of diagnosis and formulation of therapeutic plans. Total of 336 hours laboratory.

PHT-18 - Psychiatry/Mental Health 6 units
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Psychiatry and Mental Health where, under supervision, they participate in a variety of patient care activities. Students perform psychiatric history and mental status examinations and participate and understand the basics for therapeutics. They attend daily grand rounds, and special conferences participating where possible, in the discussion of diagnostic problems and formulation of therapeutic plans. Total of 336 hours laboratory.
PHYSIOLOGY and ANATOMY

See ANATOMY AND PHYSIOLOGY

POLITICAL SCIENCE

POL-1 - American Government 3 units
UC, CSU (CAN GOVT 2)
Prerequisite: None.
The principles and problems of government, with emphasis on national government in the United States. Also, consideration of bureaucracy, political parties and elections, public policy and California state and local government are included. Total of 54 hours lecture.

POL-2 - Comparative Government 3 units
UC, CSU
Prerequisite: None.
A comparative study of selected European, Asian, African, and Latin American governments concerned with broadening and deepening the student’s understanding of the nature and variety of political systems. Total of 54 hours lecture.

POL-3 - Introduction to Political Science 3 units
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.

POL-4 - Introduction to International Relations 3 units
UC, CSU
Prerequisite: None.
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.

POL-5 - The Law and Politics 3 units
UC, CSU
Prerequisite: None.
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. Total of 54 hours lecture.

POL-6 - Introduction to Political Economy 3 units
UC, CSU
Prerequisite: None.
This course will examine the historical, structural, and cultural elements in the development of international political economy. Emphasis will be placed on economic concepts in the study of international political behavior and the political concepts influencing the choices of economic policies. Total of 54 hours lecture.

POL-7ABCD - Current Global Issues 3 units
CSU
Prerequisite: None.
These sections may be taken in any sequence. Current global issues is designed to provide students the opportunity to examine major global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the international bodies involved in attempting resolution. Total of 54 hours lecture.

POL-8 - Introduction to Public Administration and Policy Development 3 units
UC, CSU
Prerequisite: None.
This course is designed as an introduction to the process of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and government service as a career are discussed. Total of 54 hours lecture.

POL-10ABCD - International Organizations 3 units
CSU
Prerequisite: None.
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 Sections B, C and D will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours lecture.

POL-11 - Political Theory 3 units
UC, CSU
Prerequisite: None.
The course will examine the historical perspectives of political thinkers from Plato to the present. Perennial questions and central concepts such as liberty, equality, power, authority, and justice will be explored. An introduction to the tools of political analysis will be covered. Total of 54 hours lecture.
POL-12 - State and Local Government 3 units
CSU
Prerequisite: None.
The goal of this course is to acquaint students with the history and theories of American state and local politics. This course will examine the history of state and local politics in America since the beginning of the nation. Current political issues such as urban development, fiscal policies, inequality and racial politics, state and local political leaders and bureaucrats and quality of life issues will also be discussed. The course will also explore current state and local political theories to explain how state and local politics operate in the present and may operate in the future. Total of 54 hours lecture.

POL-13 - Introduction to American Foreign Policy 3 units
UC, CSU
Prerequisite: None.
The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. Total of 54 hours lecture.

POL-14 - Internship in Political Science 3 units
Prerequisite: None.
This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the field work component of this course. Total of 27 hours lecture and 90 hours volunteer internship required.

PORTUGUESE

POR-1 – Portuguese 1 5 units
UC, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

POR-2 – Portuguese 2 5 units
UC, CSU
Prerequisite: POR-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Portuguese. This course includes an expanded discussion of Luso-Brazilian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

PSYCHOLOGY

PSY-1 - General Psychology 3 units
UC, CSU (CAN PSY 2)
Prerequisite: None.
Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior as systemized in learning, motivation, emotion, personality, intelligence, and thought. Total of 54 hours lecture.

PSY-2 - Physiological Psychology 3 units
UC, CSU
Prerequisite: None.
The scientific study of the physiological determinants of behavior. Issues addressed include: basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming and neurological and mental disorders. Total of 54 hours lecture.

PSY-9 - Developmental Psychology 3 units
UC, CSU
Prerequisite: None.
Genetic and environmental determinants of life-span human development in the biosocial, cognitive and psychosocial domains. Total of 54 hours lecture.

PSY-33 - Theories of Personality 3 units
UC, CSU
Prerequisite: None.
This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. This course includes discussion of the application of theory to real-life situations and the significance of the theorist’s biographical data to the development of the theory. Total of 54 hours lecture.

PSY-35 - Abnormal Psychology 3 units
UC, CSU
Prerequisite: None.
Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. Total of 54 hours lecture.

READING

REA-2 - Rapid Reading 2 units
CSU
Prerequisite: None.
Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying preparation score is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. May be taken a total of two times. Total of 36 hours lecture. (Letter grade Credit/No Credit option)
REA-3 - Reading for Academic Success 3 units
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. (Letter grade/CR/NC option.) Total of 54 hours lecture.

REA-66 - Reading 2 units
Prerequisite: None.
Emphasis is on literacy and special interest remedial and developmental reading. Explains approaches to tutoring reading. Examines the attitudes and frames of reference necessary for effective tutoring. Participants learn from specific techniques to tutor persons in the Reading discipline. Students will spend one hour per week in class and three hours per week in the Writing and Reading Center tutoring remedial and developmental reading students. May be taken a total of two times. (Non-Degree Credit Course) (Letter Grade/Credit/No Credit Option) Total of 18 hours lecture and 54 hours laboratory.

REA-81 - Reading, Level I 3.5 units
Prerequisite: None.
Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 54 hours lecture and 36 hours laboratory. May be repeated one time. (Non-Degree Credit Course.)

REA-82 - Reading, Level II 3.5 units
Prerequisite: REA-81 or qualifying preparation score.
Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. Total of 54 hours lecture and 36 hours laboratory. May be repeated one time. (Non-degree credit course.)

REA-83 - Reading, Level III 3 units
Prerequisite: REA-82 or ESL-73 or qualifying preparation score.
Intended for students who experience moderate difficulty in reading college-level materials. Instruction in reading skills at a more advanced level than those covered in REA-82. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. Total of 54 hours lecture. May be repeated one time. (Non-degree credit course, letter grade/CR/NC option.)

REA-87 - Reading Tutorial .5 unit
Prerequisite: None.
This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. This course may be taken a total of 4 times. Total of 27 hours laboratory. (CR/NC only) (Non-Degree Credit Course)

REA-95 - Special Topics in Reading .5 unit
Prerequisite: None.
Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. Subsequent enrollment in the course will provide the student with additional practice and further opportunities for skill and competency development within the subject matter. May be taken a total of four times. (Non degree credit course. CR/NC only.) Total of 9 hours lecture.

REAL ESTATE

RLE-80 - Real Estate Principles 3 units
CSU
Prerequisite: None.
The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. Total of 54 hours lecture.

RLE-81 - Real Estate Practices 3 units
CSU
Prerequisite: None.
Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state’s educational requirements for the brokers examination. Total of 54 hours lecture.

RLE-82 - Legal Aspects of Real Estate 3 units
CSU
Prerequisite: None.
California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. Total of 54 hours lecture.

RLE-83 - Real Estate Finance 3 units
CSU
Prerequisite: None.
Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. Total of 54 hours lecture.

RLE-84 - Real Estate Appraisal 3 units
CSU
Prerequisite: None.
Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. Total of 54 hours lecture.
RLE-85 - Real Estate Economics  
3 units  
CSU  
Prerequisite: None.  
Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. Total of 54 hours lecture.

RLE-86 - Escrow Procedures I  
3 units  
CSU  
Prerequisite: None.  
Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. Total of 54 hours lecture.

RLE-211-244 - Real Estate Work Experience  
1-2-3-4 units  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This 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 will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 18 hours of lecture 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.

RUSSIAN

RUS-1 - Russian 1  
5 units  
UC*, CSU (CAN RUSS-2)  
Prerequisite: None.  
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

RUS-1A - Russian 1A  
2.5 units  
UC*, CSU  
Prerequisite: None  
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. RUS-1A is equivalent to the first half of RUS-1. Total of 54 hours lecture and 9 hours laboratory.

RUS-1B - Russian 1B  
2.5 units  
UC*, CSU  
Prerequisite: RUS-1A.  
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. RUS-1B is equivalent to the second half of RUS-1. Total of 54 hours lecture and 9 hours laboratory.

RUS-2 - Russian 2  
5 units  
UC, CSU (CAN RUSS-4)  
Prerequisite: RUS-1.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. This course includes expanded discussion of Russian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

RUS-3 - Russian 3  
5 units  
UC, CSU  
Prerequisite: RUS-2.  
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the intermediate level. This course includes an expanded discussion of Russian culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

RUS-11 - Culture and Civilization  
3 units  
UC, CSU  
Prerequisite: None.  
Introductory survey of Russian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. Total of 54 hours lecture.

SOCIOLOGY

SOC-1 - Introduction to Sociology  
3 units  
UC, CSU (CAN SOC 2)  
Prerequisite: None.  
An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Total of 54 hours lecture.

SOC-2 - American Social Problems  
3 units  
UC, CSU (CAN SOC 4)  
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.
SOC-3 - Social Inequality in American Society 3 units
UC, CSU
Prerequisite: None.
This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. Total of 54 hours lecture.

SOC-4 - Introduction to Human Services 3 units (Same as HMS-4)
CSU
Prerequisite: None.
This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. Total of 54 hours lecture.

SOC-5 - Introduction to Evaluation and Counseling 3 units (Same as HMS-5)
CSU
Prerequisite: None.
This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. Total of 54 hours lecture.

SOC-6 - Introduction to Case Management 3 units (Same as HMS-6)
CSU
Prerequisite: None.
This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills than can be applied to a variety of Human Service settings. Total of 54 hours lecture.

SOC-7 - Introduction to Psychosocial Rehabilitation 3 units (Same as HMS-7)
CSU
Prerequisite: None.
An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. Total of 54 hours lecture.

SOC-8 - Introduction to Group Process 3 units (Same as HMS-8)
CSU
Prerequisite: None.
An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. Total of 54 hours lecture.

SOC-10 - Race and Ethnic Relations 3 units
UC, CSU
Prerequisite: None.
An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. Total of 54 hours lecture.

SOC-11 - Introduction to the Sociology of Health and Medicine 3 units
UC, CSU
Prerequisite: None.
An introduction to the basic sociological concepts and ideas related to the study of health and medicine in the United States. Special emphasis is placed on comprehensive understanding of the relationship between social factors and health and the development of medical sociology, and indepth understanding of the identification and interrelatedness of the practitioners and other principles involved in the health care delivery system. Total of 54 hours lecture.

SOC-12 - Marriage and Family Relations 3 units
UC, CSU (CAN FCS 12)
Prerequisite: None.
Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. Total of 54 hours lecture.

SOC-13 - Employment Support Strategies 3 units (Same as HMS-13)
CSU
Prerequisite: None.
An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. Total of 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-14</td>
<td>Job Development (Same as HMS-14)</td>
<td>3</td>
<td>None</td>
<td>An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SOC-15</td>
<td>Women in American Society</td>
<td>3</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>SOC-16</td>
<td>Public Assistance and Benefits (Same as HMS-16)</td>
<td>1</td>
<td>None</td>
<td>A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. Total of 18 hours lecture.</td>
</tr>
<tr>
<td>SOC-17</td>
<td>Introduction to Social Gerontology</td>
<td>3</td>
<td>None</td>
<td>An introduction to the basic sociological concepts and ideas related to the study of aging and the aged in the United States. Special emphasis is placed on comprehensive understanding of the relationship between social factors and aging, the historical development of the major trends in the field of social gerontology, aging and the aged in cross-cultural comparison, in-depth understanding of the critical life issues and transitions facing the aged and those who live and work with the older segment of the population. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SOC-20</td>
<td>Introduction to Criminology</td>
<td>3</td>
<td>None</td>
<td>An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SOC-22</td>
<td>Cultural and Psychological Aspects of Deafness (Same as AML 22)</td>
<td>3</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>SOC-30</td>
<td>Introduction to Formal Organizations</td>
<td>3</td>
<td>None</td>
<td>An introduction to the study of formal organizations. A review of the theoretical explanations of social organization, the structural features of social organization, and the relationship between social organization and the larger society including organizational pathology and effectiveness. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SOC-35</td>
<td>Sociology of the Black Community</td>
<td>3</td>
<td>None</td>
<td>Identification and analysis of the sociology of Black people in today’s society. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SOC-42</td>
<td>Introduction to Urban Sociology</td>
<td>3</td>
<td>None</td>
<td>The influence of urban life in our society has to be recognized as a focus for understanding our current society. The emphasis of this course content is to focus on the characteristics of the modern urban communities within the United States. The areas addressed: recurrent ecological and social patterns, dynamic relationships, examination of institutions, urban problems, problems which give rise to new problems, actual and proposed methods of urban planning and control, and the ever changing racial, ethnic, economic relationships. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SOC-45</td>
<td>Childhood and Culture</td>
<td>3</td>
<td>None</td>
<td>The cultural impact of child rearing on the development, personality and behavior of a child. How this culture effects motivation, goals and probability of success in society. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SOC-49</td>
<td>Introduction to Research Methodology</td>
<td>5</td>
<td>None</td>
<td>This introductory course to research methodology is organized around three principles: understanding the theoretical principles of scientific research, seeing how those principles were reflected in the established techniques of doing research, and being prepared to make appropriate compromises whenever field conditions do not permit the routine application of established techniques. Discussion of the types of methodology, computer technology, ethics and constraints of entering data into computer programs are emphasized. The structure of the course is designed to underscore the understanding of the appropriateness and the range of research methodology within the social sciences. Total of 72 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>SPA-1</td>
<td>Spanish 1 (Same as AML 22)</td>
<td>5</td>
<td>None</td>
<td>This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Spanish culture and daily life. Total of 90 hours lecture and 18 hours laboratory.</td>
</tr>
</tbody>
</table>
SPA-1A - Spanish 1A  
**UC*, CSU**  
Prerequisite: None.  
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. Total of 54 hours lecture and 9 hours laboratory.

SPA-1B - Spanish 1B  
**UC*, CSU**  
Prerequisite: SPA-1A.  
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1B is equivalent to the second half of SPA-1. Total of 54 hours lecture and 9 hours laboratory.

SPA-2 - Spanish 2  
**UC*, CSU (CAN SPAN 4)**  
*(SPA 1 + 2 = CAN SPAN SEQ A)*  
Prerequisite: SPA-1 or 1B.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Spanish culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

SPA-2A - Spanish 2A  
**UC*, CSU**  
Prerequisite: SPA-1 or 1B.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. SPA-2A is equivalent to the first half of SPA-2. Total of 54 hours lecture and 9 hours laboratory.

SPA-2B - Spanish 2B  
**UC*, CSU**  
Prerequisite: SPA-2A.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. SPA-2B is equivalent to the second half of SPA 2. Total of 54 hours of lecture and 9 hours laboratory.

SPA-3 - Spanish 3  
**UC*, CSU (CAN SPAN 8)**  
SPA 3+4 = (CAN SPAN SEQ B)  
Prerequisite: SPA-2 or 2B.  
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Spanish culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

SPA-3N - Spanish for Spanish Speakers  
**UC*, CSU**  
Prerequisite: None.  
Limitation on enrollment: Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Total of 90 hours lecture and 18 hours laboratory.

SPA-4 - Spanish 4  
**UC, CSU (CAN SPAN 10)**  
SPA 3+4 = (CAN SPAN SEQ B)  
Prerequisite: SPA-3 or SPA-3N.  
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Spanish as a means of enhancing basic Spanish language skills. This course includes an expanded discussion of Hispanic culture and daily life. Total of 90 hours lecture and 18 hours laboratory.

SPA-8 - Intermediate Conversation  
**UC, CSU**  
Prerequisite: SPA-2.  
Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. Total of 54 hours lecture. Repeatable three times.

SPA-11 - Spanish Culture and Civilization  
**UC, CSU**  
Prerequisite: None.  
Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. Total of 54 hours lecture.

SPA-12 - Latin American Culture and Civilization  
**UC, CSU**  
Prerequisite: None.  
Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. Total of 54 hours lecture.
### SPEECH COMMUNICATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Requirements and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE-1</td>
<td>Public Speaking</td>
<td>3</td>
<td>None</td>
<td>Prepares students to research, develop outlines, and deliver a minimum of four speeches, including expository and persuasive presentations. Topics include listening skills, rhetorical principles, theory principles of effective delivery, and logical arguments. Some writing required. Total of 54 hours lecture. (Letter grade only)</td>
</tr>
<tr>
<td>SPE-2</td>
<td>Persuasion in Rhetorical Perspective</td>
<td>3</td>
<td>None</td>
<td>The development of persuasion in rhetorical perspective with emphasis on the understanding and use of logic in public speaking. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SPE-3A</td>
<td>Argumentation and Debate</td>
<td>3</td>
<td>None</td>
<td>This course focuses on the fundamentals of argumentation and debate: research, logical analysis, case construction, refutation/rebuttal basics and persuasive presentations, including cross examination debate. Emphasis is placed on the application of logic to problems in contemporary society. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SPE-3B</td>
<td>Argumentation and Debate</td>
<td>3</td>
<td>None</td>
<td>This course is designed to further train students in logical thinking and effective persuasive presentations with emphasis on various types of argumentation and debate, including parliamentary debate and forum. Training in intercollegiate forensic and debate contests is optional. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SPE-4AB</td>
<td>The Psychology of Argumentation</td>
<td>3</td>
<td>SPE-3AB</td>
<td>Comprehensive format of the pertinent factors in developing argumentation on the second year level. Particular emphasis applied to the psychological factors of persuasion through argumentation. Consistent reference made to underlying rhetorical theory and criticism. 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.</td>
</tr>
<tr>
<td>SPE-5</td>
<td>The Deliberative Process</td>
<td>3</td>
<td>None</td>
<td>The nature and function of deliberative speaking in public meetings and parliamentary bodies. Rules of parliamentary speaking. Critical analysis of speaking and parliamentary discussion on contemporary public issues. Total of 54 hours lecture.</td>
</tr>
<tr>
<td>SPE-6</td>
<td>Small Group Problem Solving</td>
<td>3</td>
<td>None</td>
<td>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.</td>
</tr>
</tbody>
</table>

### SPANISH

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Prerequisite</th>
<th>Requirements and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA-51</td>
<td>Introductory Listening Comprehension I</td>
<td>2</td>
<td>None</td>
<td>This telecourse concentrates on developing basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPAN 51, 52 and 53, may be taken independently or as supplements to SPAN 1, 2 and 3. Total of 36 hours lecture.</td>
</tr>
<tr>
<td>SPA-52</td>
<td>Introductory Listening Comprehension II</td>
<td>2</td>
<td>SPA-51 or SPA-1</td>
<td>This telecourse continues the development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPAN 51, 52 and 53, may be taken independently or as supplements to SPAN 1, 2 and 3. Total of 36 hours lecture.</td>
</tr>
<tr>
<td>SPA-53</td>
<td>Intermediate Listening Comprehension III</td>
<td>2</td>
<td>SPA-52 or SPA-2</td>
<td>This telecourse begins the development of intermediate skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an expanded introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPAN 51, 52 and 53, may be taken independently or as supplements to SPAN 1, 2 and 3. Total of 36 hours lecture.</td>
</tr>
<tr>
<td>SPA-96</td>
<td>Practicum in Spanish</td>
<td>.5</td>
<td>None</td>
<td>Self-paced, competency based skills development in Spanish. Computer instruction is given on an individualized basis using personal consultation with the student. Total of 27 hours laboratory is required for credit. May be taken a total of four times. (Non-degree credit course. CR/NC only.)</td>
</tr>
<tr>
<td>SPA-97</td>
<td>Practicum in Spanish</td>
<td>1</td>
<td>None</td>
<td>Self-paced, competency based skills development in Spanish. Computer instruction is given on an individualized basis using personal consultation with the student. Total of 54 hours laboratory is required for credit. May be taken a total of 4 times. (Non-degree credit course. Credit/no credit only.)</td>
</tr>
</tbody>
</table>
SPE-7 - Oral Interpretation, I  
UC, CSU  
3 units  
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. Total of 54 hours lecture.

SPE-8 - Oral Interpretation, II  
UC, CSU  
3 units  
Prerequisite: SPE-7/THE-7.  
Performance training in oral reading of prose, poetry and drama. Practice in analysis for communication with training in principles for effective delivery. Total of 54 hours lecture.

SPE-9 - Interpersonal Communication  
CSU (CAN SPCH 8)  
3 units  
Prerequisite: None.  
Examines the dynamics of the two-person communication process according to the transactive model. Students study self-concept, self-disclosure, perception, listening, conflict resolution and emotions as they impact relationships. Explores other variables in the communication process, such as nonverbal communication, language, culture and values. Total of 54 hours lecture. (Letter grade only)

SPE-10A - Forensics  
UC, CSU  
1 unit  
Prerequisite: None.  
Advisory: Completion of, or concurrent enrollment in, SPE-1 recommended.  
Effective oral communication in a variety of speech situations. Serves as a basis for intercollegiate speech tournaments and public community programs. Emphasis placed on one event selected from the following: persuasion, exposition, extemporaneous, impromptu, various interpretation categories, communication analysis, speech to entertain, debate and reader’s theater. Total of 9 hours lecture and 27 hours laboratory. May be repeated 7 times. A student may take no more than 4 units per semester or a total of 16 units of SPE-10A, B. This course will be offered for two 9-week sessions each semester.

SPE-10B - Forensics  
UC  
2 units  
Prerequisite: None.  
Advisory: Completion of or concurrent enrollment in SPE-1 recommended.  
Effective oral communication in a variety of speech situations. Serves as a basis for intercollegiate speech tournaments and public community programs. Emphasis placed on two events selected from the following: persuasion, exposition, extemporaneous, impromptu, various interpretation categories, communication analysis, speech to entertain, debate and reader’s theater. Total of 18 hours lecture and 54 hours laboratory. May be repeated 7 times. A student may take no more than 4 units per semester or a total of 16 units of SPE-10A, B. This course will be offered for two 9-week sessions each semester.

SPE-11 - Storytelling  
CSU  
3 units  
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.

SPE-12 - Intercultural Communication  
UC, CSU  
3 units  
Prerequisite: None.  
This course traces the imprint of culture and its effect on communication. As people from different climates interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals how culture influences interaction patterns. This influence ranges widely, and includes an understanding of intercultural theories, cultural adaptation, interpersonal effectiveness in relationship and ethnolinguistic identities. Total of 54 hours lecture.

SPE-13 - Gender and Communication  
UC, CSU  
3 units  
Prerequisite: None.  
This course will examine communication patterns and differences existing between males and females. Gender and communication will integrate theory and practice and heighten student’s awareness of the importance of gender as a communication variable. Communication problems relating to gender are addressed with emphasis on listening, perception, verbal and nonverbal communication in interpersonal, small group and public settings. Assertiveness and conflict management styles will also be addressed as they are reflected in male and female communication. Total of 54 hours lecture.

SPE-19 - Reader’s Theater  
UC, CSU  
3 units  
Prerequisite: None.  
Study of basic concepts of Reader’s Theater, preparation of scripts, staging and experience in the preparation and performance of plays and other forms of literature suitable to this method of presentation. Total of 54 hours laboratory.

SPE-51 - Basic Speech  
UC, CSU  
3 units  
Prerequisite: None.  
Limitation on enrollment: Not open to students enrolled in SPE-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.

SPE-52 - Fundamentals of Oral Communication  
1 unit  
Prerequisite: None.  
A practical overview of interpersonal, small group and public communication. Attention is given to two-person communication, with an emphasis on listening skills and conflict resolution; group dynamics, with an emphasis on group interaction; and public speaking, with an emphasis on informative, persuasive techniques. Total of 18 hours lecture. (Non-degree credit course. CR/NC only.)
SUPERVISION

See MANAGEMENT

TELECOMMUNICATIONS

TEL-11 - Sound Recording and Reinforcement Techniques  
(3 units)  
CSU  
Prerequisite: None.  
Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with others in theater, television and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. Total of 36 hours lecture and 54 hours laboratory. May be taken a total of four times.

TEL-12 - History of American Film  
(3 units)  
Prerequisite: None.  
This course examines the historical development of film from the perspective of technology, and the arts and sciences of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, threaded and open-ended discussions, viewing of films and film excerpts comprise the elements of this course. Total of 54 hours lecture.

TEL-38 – Television Production Project  
(3 units)  
CSU  
Prerequisite: TEL-42, TEL-43, TEL-44 or TEL-45.  
Supervised production of a designated television project as part of a production team. All aspects of pre-production planning, production and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. May be taken a total of four times. Total of 18 hours lecture and 108 hours laboratory.

TEL-41 - Introduction to Telecommunication  
(3 units)  
CSU  
Prerequisite: None.  
A survey of electronic media including the history and development of mass media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological and economic implications on society. Total of 54 hours lecture.

TEL-42 - Writing and Production Planning for Television  
(3 units)  
CSU  
Prerequisite: None.  
A course in preproduction practices and procedures for television. Emphasis is on materials, techniques and formats of script writing, including elements of home video, news, comedy and drama. Total of 36 hours lecture and 54 hours laboratory.

TEL-43 - Television Production  
(3 units)  
CSU  
Prerequisite: None.  
Introduction to use of cameras, recorders, editors and control room and related areas. Work will include theories and practices, terminology and operation of all television production job categories. May be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

TEL-44 - Television Studio and Equipment  
(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. May be taken a total of four times. Total of 18 hours lecture and 108 hours laboratory.

TEL-45 - Television News Production  
(3 units)  
CSU  
Prerequisite: None.  
Advisory: JOU-1 or ENG-1A recommended.  
A course in the identification, assignment, reporting, writing, producing, editing and broadcasting television news. Instruction includes classes in television news gathering, writing and production. Labs consist of videography, writing, producing, and editing completed stories. Finished work will be shown on public access television. Enrollment in additional semesters will allow students to develop additional skill and competency within the subject matter. Total of 18 hours lecture and 108 hours laboratory. May be repeated two times.

TEL-46 - Editing for Television  
(3 units)  
CSU  
Prerequisite: None.  
A course in post-production practices and procedures for television with emphasis on off-line and on-line editing including sound and music, insert editing and assembly editing. Video and/or sound procedures of mixing techniques. Total of 35 hours lecture and 85 hours laboratory. May be repeated two times.

TEL-47 - Telecommunications Laboratory  
(1 unit)  
CSU  
Prerequisite: None.  
Advisory: Completion of or concurrent enrollment in TEL/MUS-11, TEL-42, 43, 44 or TEL/JOU-45 recommended.  
Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. Total of 54 hours laboratory.

TEL-48 - Telecommunications Laboratory  
(2 units)  
CSU  
Prerequisite: None.  
Advisory: Completion of or concurrent enrollment in TEL/MUS-11, TEL-42, 43, 44 or TEL/JOU-45 recommended.  
Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. Total of 108 hours laboratory.
THE-3 - Introduction to the Theater 3 units
UC, CSU (CAN DRAM 8)
Prerequisite: None.
A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. Total of 54 hours lecture.

THE-4 - Play Practicum-Special Projects Laboratory II 2 units
UC, CSU
Prerequisite: None.
Advisory: Acting and production skills desirable.
A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. This course may be taken a total of four times. Total of 108 hours laboratory.

THE-5 - Theater Practicum 3 units
UC, CSU
Prerequisite: None.
Advisory: Acting and production skills desirable.
A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. Total of 162 hours laboratory.

THE-6 - Advanced Theater Practicum 3 units
UC, CSU
Prerequisite: THE-5.
Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. Total of 162 hours laboratory.

THE-25 - Makeup for the Stage 2 units
UC, CSU
Prerequisite: None.
This course is an exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. Total of 18 hours lecture and 54 hours laboratory.

THE-30 - Voice and Movement for the Stage 2 units
UC, CSU
Prerequisite: None.
Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. Total of 18 hours lecture and 54 hours laboratory.
THE-32 - Acting Fundamentals-Theater 3 units
Games and Exercises
CSU, UC
Prerequisite: None.
Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor’s instrument: voice, speech, body and imagination. Beginning of relationship and motivation. Total of 36 hours lecture and 54 hours laboratory.

THE-33 - Scene Acting: Creating a Role 3 units
CSU, UC
Prerequisite: THE-32.
Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor’s body through exercises. Advanced work in motivation, relationships and emotional discovery and release. Total of 36 hours lecture and 54 hours laboratory.

THE-34 - Scene Study in Various Theatrical Styles 3 units
CSU, UC
Prerequisite: THE-32.
Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor’s artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. Total of 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in Shakespearean Verse 3 units
CSU, UC
Prerequisite: THE-32.
Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor’s physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. Total of 36 hours lecture and 54 hours laboratory. May be taken a total of two times.

THE-36 - Improvisational Acting 3 units
CSU, UC
Prerequisite: THE-32.
Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. Total of 36 hours lecture and 54 hours laboratory.

THE-37 - Musical Theater Techniques 3 units
UC, CSU
Prerequisite: THE-32.
Advisory: MUS-38 or MUS-39
Limitation on enrollment: Audition on or before the first class meeting.
Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing and acting. Culminates in public performance. Total of 36 hours lecture and 54 hours laboratory. May be taken a total of four times.

THE-38 – Auditioning for the Stage 1 unit
CSU
Prerequisite: None.
Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. Total of 9 hours lecture and 27 hours laboratory.

THE-41 - Elementary Stagecraft 3 units
UC, CSU
Prerequisite: None.
Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. Total of 36 hours lecture and 54 hours laboratory.

THE-50 – Acting Techniques for Musical Theater .5 units
Prerequisite: None.
Principles and techniques of the various acting methods and styles involved in performing in musical theater. Culminates in public performance. This course may be taken a total of four times. Total of 27 hours laboratory.

THE-51 – Production Techniques for Musical Theater 3 units
Prerequisite: None.
A course in musical theater production from casting to performance including units in acting, voice and dance. This course may be taken a total of four times. Total of 36 hours lecture and 54 hours laboratory.

THE-52 – Musical Theater Touring Ensemble 2 units
Prerequisite: None.
Advisory: MUS-38 or MUS-39
Limitation on enrollment: Audition on or before the first class meeting.
This course is designed to be a touring ensemble that will provide students with an opportunity for intensive preparation, performance and appraisal of musical theater for public performance. This course may be taken a total of four times. Total of 108 hours laboratory.

WELDING

WELDING

WEL-15 - Introduction to Basic Shielded Metal Arc 3 units
Welding
CSU
Prerequisite: None.
An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. Total of 27 hours lecture and 81 hours laboratory.
WEL-16 - Advanced Shielded Metal Arc Welding 3 units
CSU
Prerequisite: WEL-15.
An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. Total of 27 hours lecture and 81 hours laboratory.

WEL-25 - Introduction to Oxyacetylene Welding 3 units
CSU
Prerequisite: None.
An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. Total of 27 hours lecture and 81 hours laboratory.

WEL-34 - Metal Joining Processes 2 units
(Same as ENE/MAN-34)
CSU
Prerequisite: None.
An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. Total of 18 hours lecture and 54 hours laboratory.

WEL-35 - Semi-Automatic Welding 3 units
CSU
Prerequisite: None.
A course in semi-automatic welding processes, with emphasis on Gas-metal-arc-welding, Flux-cored-arc-welding, and Submerged-arc-welding. The course covers the responsibilities of integrating computers and automated manufacturing with high-tech joining processes. Total of 27 hours lecture and 81 hours laboratory.

WEL-55A - Gas Tungsten Arc Welding-Plate 3 units
Material
Prerequisite: None.
Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. Total of 27 hours lecture and 81 hours laboratory.

WEL-55B - Gas Tungsten Arc Welding-Exotic 3 units
Metals
Prerequisite: None.
Advisory: Completion of or concurrent enrollment in WEL-55A recommended.
Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. Total of 27 hours lecture and 81 hours laboratory.

WEL-60 - Advanced Pipe and Plate Laboratory 2 units
Prerequisite: None.
Limitation on enrollment: Six units of welding or one year of professional welding experience required.
A course designed to advance the competent welder’s knowledge of welding pipe and plate. Research is performed with respect to destructive and nondestructive testing, effects of variable factors on weldments, the weldability of ferrous and nonferrous alloys. This course may be taken a total of two times. Total of 108 hours laboratory.

WEL-61 - Certification for Licensing of Welders 3 units
Prerequisite: WEL-16.
This course is designed to enhance the competency of advanced students in the various welding processes and techniques. Subsequent enrollment in additional semesters 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 the Los Angeles City welding certification. May be taken a total of four times. Total of 27 hours lecture and 81 hours laboratory.

WEL-211-244 - Welding Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This 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

WKX-200 - Work Experience 1-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units.
This course is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively dropped and re-enrolled in the appropriate work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupation program requirements, and type of work the student is engaged in.

WKX-201-202 - General Work Experience 3 units
CSU*
Prerequisite: None.
Limitation on enrollment: 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 will provide the student an opportunity for additional skill and competency development within the subject matter. May be repeated one time. Total of 18 hours lecture plus 180-225 hours per semester of volunteer or paid experience, respectively.

ZOOLOGY

See BIOLOGY 2A, 2B——
Sharon L. Crasnow
Associate Professor, Philosophy

FACULTY LECTURER, 2003
FACULTY

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.

ACHARYA, SUREKHA  
Associate Professor, English  
B.A., M.A.: Osmania University, India; M.A., California State University at Fullerton. Ph.D., University of California, Riverside. At Riverside Community since 1991.

ADAMS, BARBARA F.  
Instructor, Speech  
B.A., California State University, Stanislaus; M.A., California State University, Fullerton. At Riverside Community College since 2000.

ALEXANDER, DOUGLAS  
Associate Professor, Counseling  

ALLEN, THOMAS  
Associate Professor, English  
A.A., Los Angeles City College; B.A., California State University, Northridge; M.A., California State University, San Bernardino. At Riverside Community College since 1986.

ALMQUIST, DAVID  
Associate Professor, Physical Education  
A.A., Riverside Community College; B.A., California State University of Long Beach; M.A., University of La Verne. At Riverside Community College since 1996.

AMRICH, MICHAEL, JR.  
Associate Professor, Chemistry  
B.A., University of California, Riverside; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside Community College since 1970.

ANDERSON, KRISTINE R.  
Associate Professor, English  

ANDACHEH, KHALIL  
Instructor, Sociology  
B.A., University of Tehran (Iran); M.A., Roosevelt University; M.A., University of California, Irvine; Ph.D., University of California, Irvine. At Riverside Community College since 2003.

ANGRIMSON, SHARON  
Associate Professor, Nursing  
B.S.N., M.S.N., California State University, Los Angeles; Diploma in Nursing, Bryan School of Nursing (Lincoln, Nebraska). At Riverside Community College since 1978.

ANGUiano, JOE W.  
Assistant Professor, English  
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ARMSTRONG, SALLY  
Associate Professor, Art  
B.A., California State University, Fullerton; M.A., California State University, Long Beach. At Riverside Community College since 1980.

AVILA, PATRICIA  
Assistant Professor, Counseling  
B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College since 1997.

AXELSON, RICK  
Associate Vice President, Institutional Effectiveness  
B.A., University of Minnesota; M.S., University of Arizona. At Riverside Community College since 1993-98, and since 2000.

BAILEY, STEVEN CHARLES  
Dean, Public Safety Education and Training  

BAIR, ASATAR  
Instructor, Economics  
B.A.; M.A.; University of Wisconsin. At Riverside Community College since 2001.

BAKER, DAVID V.  
Associate Professor, Sociology  
B.A., California State University, Northridge; M.A., and Ph.D., University of California, Riverside. At Riverside Community College since 1987.

BAKER, SANDRA L.  
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A.A., Maryville College, Missouri; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 1989.

BAILEY, STEVEN CHARLES  
Dean, Public Safety Education and Training  

BAIRD, REX  
Instructor, Business/Logistics  
B.S., United States Military Academy at West Point; M.B.A., California State University at San Bernardino. At Riverside Community College since 2002.

BECK, REX  
Instructor, Business/Logistics  
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BECKSTROM, DOUGLAS A.  
Associate Professor, Dental Technology  
A.S., Community College of the Air Force; B.S., Southern Illinois University; M.A., Chapman University. At Riverside Community College since 1992.
BEMIS, CHAD  
Instructor, Mathematics  
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BHAHIA, SHAILESH D.  
Associate Professor, Computer Information Systems  
B.S., M.B.A., M.S., University of Toledo. At Riverside Community College since 1990.

BHATTACHARYA, DEBABADRI (Dipen)  
Instructor, Physics  
M.S., Moscow State University, Moscow, Russia; Ph.D., University of New Hampshire, Durham. At Riverside Community College since 2001.

BIANCARDI, FABIAN A.  
Instructor, Political Science  
B.A., Richmond College, London; M.S., Ph.D., London School of Economics. At Riverside Community College since 2001.

BIEHL, JOHN  
Associate Professor, Biology and Health Science  
B.A., M.A., University of California at Santa Barbara. At Riverside Community College since 1971.

BINAM, JANIS  
Associate Professor, Anthropology  
B.A., California State University, Long Beach; M.A., University of California, Riverside. At Riverside Community College since 1991.

BLAIR, SCOTT  
Assistant Professor, Astronomy  
A.S., Riverside Community College; B.S., M.S., University of California, Riverside. At Riverside Community College since 1994.

BOELMAN, PETER  
Assistant Professor, Economics  

BOND, DOUGLAS  
Professor, Chemistry  
B.S., University of Washington; Ph.D., University of California, Los Angeles. At Riverside Community College since 1971.

BONZOUMET, NIKKI P.  
Instructor, Physical Education  
A.S., Riverside Community College; B.G.S., Northern Arizona University; M.S., California State University, San Bernardino. At Riverside Community College since 1999.

BOWEN, DOUGLAS G.  
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BRADY, GLEN  
Director, Distance Education  
B.S., University of Utah; M.S., San Diego State University. At Riverside Community College since 2000.

BROCKENBROUGH, CELIA  
Associate Professor, Library Services  

BROOKS, KATHRYN S.  
Associate Professor, Biology and Health Science  
B.S. (with highest honors), M.A., University of California, Riverside. At Riverside Community College since 1991.

BROSE, FRIEDRICH K.  
Associate Professor, Library Services  
B.A., Australian National University; Dip., Lib., University of New South Wales; M.L.S., McGill University, Montreal; M.A., California State University, San Diego. At Riverside Community College since 1970.

BROWN-DRINKWATER, ELLEN  
Instructor, Counseling  
B.A., Saint Mary’s College, Notre Dame, Indiana; M.A., California State University, San Bernardino. At Riverside Community College since 2002.

BROWN, TIMOTHY  
Associate Professor, Reading  
B.A., Arizona State University; M.Ed., Pan American University; M.S., California State University, Fullerton, Ed.D., Pepperdine. At Riverside Community College since 1984.

BROWN, WILLIAM  
Associate Professor, Counseling  
B.S., California State Polytechnic University; M.A., Azusa Pacific University. At Riverside Community College since 1985.

BUFFALINO, PATRICIA  
Associate Professor, Healthcare Technician  
B.S.N., St. Joseph College, Maryland; M.N., F.N.P., University of California, Los Angeles; M.A., California State University, Northridge. At Riverside Community College since 1980.

BURCHETT, GREGORY E.  
Instructor, Biology  
B.S., M.S., California State Polytechnic University. At Riverside Community College since 2000.

BURNETT, DARIA  
Dean of Student Services, Moreno Valley Campus  
Assistant Professor, Student Activities  
B.A., M.A., Kean College of New Jersey; Ed.D., University of Southern California. At Riverside Community College since 1991.

BURRISS, ROBERT  
Assistant Professor, Air Conditioning  

BUSH, EDWARD  
Assistant Professor, Student Activities  
B.A., University of California Riverside; M.P.A., California State University San Bernardino. At Riverside Community College since 1998.
BUYSSE, JAMES  
**Vice President, Administration & Finance**  
B.A.; M.A.S.; Ph.D., University of Illinois. At Riverside Community College since 1992.

CAMAK, SHELAGH  
**Associate Dean, Workforce Preparation**  
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CARLSON, LANCE  
**Executive Dean, Riverside School for the Arts**  
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CARRERAS, SOFIA  
**Instructor, Dance**  
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CARRILLO, MICHAEL  
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CAVERS-HUFF, DASIEA  
**Associate Professor, Philosophy**  
B.A., M.A., Cleveland State University, Ph.D., University of California, Riverside. At Riverside Community College since 1990.

CAZALES, DEBORAH A.  
**Assistant Professor, Early Childhood Studies**  
B.A., University of California, Los Angeles; M.A., Teachers College/Columbia University. At Riverside Community College since 1999.

CERWIN-BATES, STACEY  
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CHAKS, MICHAEL  
**Associate Professor, Accounting**  
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CHATTERJEE, ACHINTA  
**Associate Professor, English**  
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The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College
Name of School

4800 Magnolia Avenue, Riverside, CA 92506-1299
Address

June 2003
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Vice President of Academic Affairs