Be Part of the RCC Picture!
All information contained in the 2005-2006 Catalog is current as of March 2005. 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, deletions or changes.

Available in alternative formats
<table>
<thead>
<tr>
<th>Academic Departments</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records</td>
<td>222-8600</td>
</tr>
<tr>
<td>Applied Technology</td>
<td>222-8490</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>222-8494</td>
</tr>
<tr>
<td>Athletics</td>
<td>222-8892</td>
</tr>
<tr>
<td>Bookstore</td>
<td>222-8140</td>
</tr>
<tr>
<td>Business Administration</td>
<td>222-8550</td>
</tr>
<tr>
<td>College Police</td>
<td>222-8520</td>
</tr>
<tr>
<td>24 Hour Dispatch Center</td>
<td>222-8171</td>
</tr>
<tr>
<td>Parking Control (Citations)</td>
<td>222-8520/21</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>222-8181</td>
</tr>
<tr>
<td>Counseling</td>
<td>222-8440</td>
</tr>
<tr>
<td>Criminal Justice &amp; Public Services</td>
<td>486-2841</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>222-8060</td>
</tr>
<tr>
<td>Diversity &amp; Equity Compliance</td>
<td>222-8435</td>
</tr>
<tr>
<td>Early Childhood Studies</td>
<td>222-8068</td>
</tr>
<tr>
<td>Extended Opportunity</td>
<td></td>
</tr>
<tr>
<td>Programs &amp; Services</td>
<td>222-8045</td>
</tr>
<tr>
<td>Health, Human &amp; Public Services</td>
<td>485-6189</td>
</tr>
<tr>
<td>Health Services</td>
<td>222-8151</td>
</tr>
<tr>
<td>Human Resources</td>
<td>222-8588</td>
</tr>
<tr>
<td>Information Systems &amp; Technology</td>
<td>222-8556</td>
</tr>
<tr>
<td>International Student Center</td>
<td>222-8160</td>
</tr>
<tr>
<td>Library/Learning Resources</td>
<td>222-8560</td>
</tr>
<tr>
<td>Mathematics &amp; Physical Education</td>
<td>571-6125</td>
</tr>
<tr>
<td>Dean of Student Services</td>
<td>571-6137</td>
</tr>
<tr>
<td>Dental Hygiene Program</td>
<td>571-6433</td>
</tr>
<tr>
<td>Dental Tech Program</td>
<td>571-6440</td>
</tr>
<tr>
<td>Disabled Student Program and Services</td>
<td>571-6138</td>
</tr>
<tr>
<td>Extended Opportunity</td>
<td>571-6253</td>
</tr>
<tr>
<td>Early Childhood Education Center</td>
<td>571-6214</td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td>571-6449</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>571-6100 x 4600</td>
</tr>
<tr>
<td>English Writing and Reading Center</td>
<td>571-6128</td>
</tr>
<tr>
<td>Facilities Office</td>
<td>571-6113</td>
</tr>
<tr>
<td>Financial Services</td>
<td>571-6139</td>
</tr>
<tr>
<td>Health Services</td>
<td>571-6103</td>
</tr>
<tr>
<td>Information Services</td>
<td>571-6116</td>
</tr>
<tr>
<td>Instructional Media Department</td>
<td>571-6201</td>
</tr>
<tr>
<td>Job Placement</td>
<td>571-6414</td>
</tr>
<tr>
<td>KRCC TV, Channel 17</td>
<td>571-6100 x 4317</td>
</tr>
<tr>
<td>Library</td>
<td>571-6111</td>
</tr>
<tr>
<td>Mailroom</td>
<td>571-6145</td>
</tr>
<tr>
<td>Math Lab</td>
<td>571-6232</td>
</tr>
<tr>
<td>Matriculation</td>
<td>571-6131</td>
</tr>
<tr>
<td>Middle College High School</td>
<td>571-6463</td>
</tr>
<tr>
<td>Outreach</td>
<td>571-6236</td>
</tr>
<tr>
<td>Physician Assistant Program</td>
<td>571-6166</td>
</tr>
<tr>
<td>Provost Office</td>
<td>571-6161</td>
</tr>
<tr>
<td>Puente Program</td>
<td>571-6240</td>
</tr>
<tr>
<td>Title V Office</td>
<td>571-6260</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>571-6167</td>
</tr>
<tr>
<td>Workforce Preparation</td>
<td>571-6154</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>372-7009</td>
</tr>
<tr>
<td>Title V, Hispanic Serving</td>
<td>739-7800</td>
</tr>
<tr>
<td>Institution</td>
<td>739-7800</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>372-7043</td>
</tr>
<tr>
<td>Trio Programs</td>
<td>372-7149</td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td></td>
</tr>
<tr>
<td>Star</td>
<td></td>
</tr>
<tr>
<td>Upward Bound</td>
<td></td>
</tr>
<tr>
<td>Tutorial</td>
<td>372-7143</td>
</tr>
<tr>
<td>Writing and Reading Center</td>
<td>372-4545</td>
</tr>
</tbody>
</table>

**Riverside City Campus**

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000

**Moreno Valley Campus**

16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100

**Norco Campus**

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000
RIVERSIDE COMMUNITY COLLEGE CITY CAMPUS
4800 Magnolia Avenue
Riverside, California 92506-1299
(951) 222-8000

RIVERSIDE COMMUNITY COLLEGE MORENO VALLEY CAMPUS
16130 Lasselle Street
Moreno Valley, California 92551-2045
(951) 571-6100
RIVERSIDE COMMUNITY COLLEGE NORCO CAMPUS
2001 Third Street
Norco, California 92860-2600
(951) 372-7000
TABLE OF CONTENTS

BOARD OF TRUSTEES
ADMINISTRATIVE AND SUPERVISORY PERSONNEL
COLLEGE CALENDAR
GENERAL INFORMATION
STUDENT LIFE

GRADUATION REQUIREMENTS

ASSOCIATE DEGREE
GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE
SCHOLASTIC HONORS AT COMMENCEMENT
DEAN’S LIST
REPEAT POLICY
ACADEMIC APPEALS BY STUDENTS
STANDARDS OF CONDUCT
STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL
GRADING SYSTEM
PETITION FOR CREDIT BY EXAMINATION
COURSE REPETITION
ACADEMIC RENEWAL

REQUIREMENTS FOR COLLEGE TRANSFER

GRADUATION REQUIREMENTS

ACADEMIC RENEWAL

CURRICULAR PATTERNS

TRANSFER PROGRAMS
NONCREDIT COURSES
WORKSHOP COURSES
OPEN CAMPUS
COORDINATE WORK EXPERIENCE EDUCATION
GENERAL WORK EXPERIENCE EDUCATION
OCCUPATIONAL WORK EXPERIENCE EDUCATION
HIGH SCHOOL ARTICULATED COURSES
ASSOCIATE IN SCIENCE DEGREES/COLLEGE CERTIFICATES
ASSOCIATE DEGREE AND CERTIFICATE PATTERNS

COURSE DESCRIPTIONS

FACULTY

INDEX
RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

Dr. Salvatore Rotella
Chancellor

Dr. Ray Maghroori
Vice Chancellor, Academic Affairs

Dr. James Buysse
Vice Chancellor, Administration & Finance

Dr. Linda Lacy
Vice Chancellor, Student Services and Operations

Dr. Richard Tworek
Provost, Moreno Valley Campus

Dr. Brenda Davis
Provost, Norco Campus

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Academic & Student Affairs, Interim Associate Dean (Norco) .............................................................. Dr. Beatriz Vasquez
Academic and Student Affairs, Dean (Norco) ......................................................................................... Dr. Dawn Lindsay
Administrative Services, Director ........................................................................................................... Mr. Ed Godwin
Admissions and Records, District Dean .................................................................................................. Ms. Lorraine Anderson
Auxiliary Business Services Manager .................................................................................................... Mr. Bill Bogle
Center for Applied Competitive Technology, Director ........................................................................... Mr. Hank Rogers
Center for International Students & Programs, Director ....................................................................... Mrs. Marylin Jacobsen
Center for International Trade Development, Interim Statewide Director .......................................... Mr. Jeff Williamson
Chief of Staff/Executive Assistant to the Chancellor ................................................................................... Mrs. Ginny MacDonald
College Safety & Police, Director/Chief ...................................................................................................... Mr. Lee Wagner
Community Education, District Supervisor ............................................................................................. Mrs. Cyndi Pardee
Contracts Manager ...................................................................................................................................... Mr. Michael Wright
Disabled Student Programs & Services, District Dean .................................................................................. Ms. Paula McCroskey
Distance Education, Director .................................................................................................................... Mr. Glen Brady
Diversity, Equity & Compliance, Director/Assistant to the Chancellor ....................................................... Mr. Richard Ramirez
Early Childhood Education, Associate Dean .............................................................................................. Ms. Debbie Whitaker
Education, Dean ........................................................................................................................................... Dr. Irving Hendrick
EOPS Director ............................................................................................................................................. Mr. Michael Carrillo
Facilities, Associate Vice Chancellor ......................................................................................................... Mr. Aan Tan
Facilities/Operations and Maintenance, Director ....................................................................................... Mr. Ralph Perez
Faculty Affairs, Dean ............................................................................................................................... Ms. Kristina Kauffman
Finance, Associate Vice Chancellor ......................................................................................................... Mr. Aaron Brown
Fire Technology/Fire Academy Program, Director .................................................................................... Mr. Phil Kelleher
Food Services, Assistant Director ............................................................................................................. Mrs. Mary Black
Gateway to College, Interim Project Director .......................................................................................... Ms. Jill Marks
Governmental Relations, Grants and Contracts, Associate Dean .............................................................. Dr. Lyn Greene
Grant & Contract Services, Dean ............................................................................................................... Mr. Richard Keeler
Health Services, District Director .............................................................................................................. Dr. Patti Smith
Hospitality and Culinary Arts Programs, Director ..................................................................................... Mr. Bobby Moghadam
Human Resources, Associate Vice Chancellor .......................................................................................... Ms. Rosella Marilao

continued on next page
ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Information Services, Associate Vice Chancellor .............................................................. Mr. Steven Gilson
Institutional Effectiveness, Associate Vice President ...................................................... Dr. Susan Mills
Institutional Reporting and Academic Services, Dean/Director ..................................... Mr. Raj Bajaj
Institutional Research, Director .................................................................................... Mr. David Torres
Instruction, Associate Vice President ........................................................................... Ms. Sylvia Thomas
Instruction, Dean (Moreno Valley) ................................................................................ Dr. Lisa Conyers
Instruction, Dean (Riverside) ....................................................................................... Mr. Glenn Hunt
Instructional Media Center Manager ........................................................................... Mr. Henry Bravo
Middle College High School, Director (Moreno Valley) ............................................. Mr. Jason Siegel
Nursing Education, Dean/Director .............................................................................. Ms. Sandra Baker
Occupational Education, Dean ................................................................................... Mr. Ronald Vito
Open Campus, Dean ................................................................................................... Dr. Robert Bramucci
Passport Plus, Director .............................................................................................. Dr. Marilyn Martinez-Flores
Physical Education and Athletics, District Dean ......................................................... Dr. Marilyn Martinez-Flores
Procurement Assistance Center, Director ..................................................................... Mr. Robert Truex
Public Affairs & Institutional Advancement, Associate Vice Chancellor ...................... Mr. James Parsons
Public Safety Education and Training, Dean ............................................................... Dr. Bill Vincent
Purchasing Manager ..................................................................................................... Ms. Doretta Sowell
RCCD Foundation and Alumni Affairs, Director ............................................................ Ms. Amy Cardullo
Riverside School for the Arts, Interim Dean ................................................................. Dr. Carolyn Quin
Student Financial Services, District Dean ..................................................................... Mrs. Eugenia Vincent
Student Services, Associate Vice President ................................................................ Dr. Deborah DiThomas
Student Services, Dean (Moreno Valley) .................................................................... Dr. Daria Burnett
Student Services, Acting Dean (Riverside) ................................................................. Ms. Monica Delgadillo-Flores
Technology and Learning Resources, Executive Dean ............................................... Mrs. Cecilia Wong
Warehouse Supervisor ............................................................................................... Mr. Anthony Puzzuto
Workforce Preparation, Dean ................................................................................... Ms. Shelagh Camak
For final exam schedule, please refer to the Class Schedule.

Graduation: June 8, 2006

The application deadline to walk in the Commencement Ceremony is April 3, 2006
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 has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On 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, have grown rapidly and are in the process of becoming individually accredited colleges. It is projected that by the year 2020, more than 57,000 students will attend classes within the Riverside Community College District.
ACCREDITATION
Riverside Community College is a California public community college fully accredited by the Accrediting Commission for Community and Junior Colleges of 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.

PUBLIC AFFAIRS & INSTITUTIONAL ADVANCEMENT
Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College this is the responsibility of the Public Affairs and Institutional Advancement Office. College departments are assisted with enrollment-development marketing, securing newspaper, radio and cable TV publicity, and publicizing their programs through district print and online publications.

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 2005-2006 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 graduated from high school or
• Have passed the CA High School Proficiency Exam or
• Have passed the GED examination or
• Did not graduate from high school but are 18 years of age or older or
• Are an eligible high school student who has satisfied concurrent enrollment admissions requirements or
• Are an international student who has satisfied specific international student admissions requirements

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

High School Students/Concurrent Enrollment
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 for the summer school session.

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. Students must reapply each term.

Students must demonstrate that they can benefit from college level classes and must have approval from a certified school official and a parent or guardian each term they seek to enroll. Students may apply to take 8 units or less for fall and spring terms and 5 units or less for winter and summer terms. High school students do not pay enrollment fees but are required to pay health fees. Admission to RCC does not guarantee registration in a class. Admitted students must attend the first day of class and ask to be added to the class. Students obtain registration materials online at www.rcc.edu and complete the registration process in person at the Admissions office at the Riverside, Norco, or Moreno Valley campuses.

Dates/deadlines to complete and submit documents are: Summer Session: March 1 to June 1; Fall Semester: March 1 to August 1; Winter Intersession: October 1 to December 1; Spring Semester: October 1 to January 15. If dates fall on a weekend the deadline is the next business day. After the first two weeks of the term students may again apply for admission to shorter-term classes in the same term. Documents must be received at least two weeks prior to the start of the class.

Students who plan to continue attending RCC after exiting high school must submit a new RCC application as first-time students.

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
Admission Application
Individuals must complete an application for admission if they have never enrolled at Riverside Community College. Returning students must submit an application if they have previously taken one or more courses at RCC, but did not register in the previous Fall or Spring Semester. However, if students apply for the Winter Intersession they do not need to reapply for spring, even if they do not register for winter classes. And, if students apply for the Summer term, they do not need to reapply for Fall, even if they do not register for Summer classes.

Online applications can be submitted any time at www.rcc.edu and take approximately 24 hours to process (weekends and holidays excepted). Paper applications take up to a week to process and are not accepted two weeks before and two weeks after the start of each term.
Schedule of Classes
Schedules are mailed to all students who registered for the previous fall or spring semester or for the most recent summer or winter intersession. The Class Schedule is also available at www.rcc.edu.

Registration
Continuing students automatically receive a registration appointment letter that includes their student ID number and date to begin registering. New and returning students who submit an application up to two weeks before a term begins also receive a registration appointment letter in the mail. Registration appointment dates as well as information on holds that may restrict registration can also be viewed on WebAdvisor at www.rcc.edu approximately 48 hours after applying (weekends and holidays excluded). Students can register on the web or Tiger Talk phone registration on or after their scheduled appointment date through the end of the 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 with a readmit contract and approved high school concurrent students must register in person at Admissions.

Students can pay fees by credit card on WebAdvisor or Tiger Talk, mail a check or pay at one of the campuses. See the Schedule of Classes or www.rcc.edu for payment deadlines. A registration receipt/class schedule can be viewed or printed on WebAdvisor.

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

Procedure for Adding and Dropping Classes
On and after the first day of class a student may only add a class with the instructor’s permission. Students can then add classes through WebAdvisor at www.rcc.edu or Tiger Talk with an authorization code obtained from the instructor. ADD cards with only the instructor’s signature must be processed at the Admissions counter at any RCC campus. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor, Tiger Talk, or submitting an ADD/DROP card prior to the drop deadlines. If there is a hold restricting use of the web or the phone, the student may bring a completed ADD/DROP card to the Admissions counter at any campus and register there, if eligible. Students should refer to their Registration Receipt/Class Schedule or see WebAdvisor for deadlines. It is the student’s responsibility to drop a class he/she no longer attends.

Units for Full-Time Status
For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

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

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

For information on auditing classes, see 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 34.
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 placement 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.

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 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 (951) 571-6104; Norco (951) 372-7101; Riverside (951) 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
   • Educational 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

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.

Students challenging a prerequisite based on unofficial documentation may submit a Matriculation Appeals Petition one time only. Students are required to submit transcripts from all previous colleges after that time.

Students may appeal to retake the placement test:
   After 12 months has passed from previous tests
   or
   Based on compelling evidence that the initial placement level is not an accurate reflection of the student’s abilities
   or
   After proof of appropriate academic intervention has occurred.

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

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 (951) 372-7101; Norco (951) 372-7101; Riverside (951) 222-8440.

Student Educational Plan
Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to a high demand for counseling 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.

FEES/RESIDENCY REQUIREMENTS

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

Each student at the time of admission or readmission is classified according to his/her legal residence. Evidence is required to prove physical presence in California and intent to make California the permanent home. Residency determination is made as of the first day of the semester of application. All documents must be submitted prior to that date.

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

The enrollment fee for California residents is set at twenty-six dollars per unit (subject to change per state legislation).
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 $151 per unit.

Students classified as out-of-state residents must also pay the $26 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 $26 enrollment fee per unit in addition to the $151 per unit non-resident tuition. Out-of-country residents also pay an additional $19 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 $26 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 if he/she signs an affidavit verifying:

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

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.

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. Fees are subject to change. 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.

Parking
Parking permits can be purchased on WebAdvisor at www.rcc.edu or through the Tiger Talk telephone registration system up until approximately two weeks before the term begins. Permits may be purchased at Admissions before and after this time at the Riverside, Moreno Valley, and Norco campuses. Special parking is provided to the physically handicapped at the same cost. Parking citations are not issued during the first two weeks of the term as long as students park only in student spaces.

REFUND DEADLINES FOR FEES
Students are eligible for a refund of fees if a course is cancelled or withdrawal occurs within a specific time frame. Refund deadlines are printed on the student’s Registration Receipt/Class Schedule. This page can be printed from WebAdvisor at www.rcc.edu. To ensure refunds students must drop themselves within the refund deadline. Refunds are issued to students approximately 6-8 weeks after the deadline to drop class(es) with a refund.

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).

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

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.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS
RCC exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition.

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

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.

VETERANS ASSISTANCE
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Veterans must submit an RCC application and complete any required assessment testing and/or counselor orientation (if applicable). Before enrollment can be certified all prior credit must be evaluated. All transcripts must be sent to RCC; they must be official, sealed and be less than 90 days old.

The above requirements must be completed before the Student Educational Plan (SEP) can be started for the VA qualifying program of study. After a counselor completes the SEP and the student is enrolled in approved classes, the Veteran’s Statement of Responsibility (Blue Sheet) is submitted to the RCC Veterans’ Services office. Veterans should allow at least three weeks processing time during peak semester times. The VA then takes approximately one week to process the request.

Veterans can contact the RCC Veterans’ office at (951) 222-8607 or veterans@rcc.edu for more information. Call 1-888-GIBILL1 for questions regarding pay, the Certificate of Eligibility, or benefits.

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.

RCC Transcripts
The RCC transcript includes only coursework completed at Riverside Community College. Official student transcripts may be requested online at www.rcc.edu, in the Transcript Office at the Admissions and Records office on the Riverside campus, and 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 (available only on the Riverside campus). Transcripts are mailed with first class postage. Unofficial transcripts require a $1.00 fee and may be obtained at any RCC campus. For more information regarding official transcripts, call (951) 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/3 months old and in a sealed envelope from the institution. Transcripts submitted become the property of Riverside Community College and cannot be returned to the student nor be forwarded to another institution. These transcripts are kept on file as long as the student maintains continuous enrollment at RCC. When a student has three consecutive years of non-attendance at RCC, transcripts from other institutions will be purged from the student’s record. If the student returns to RCC after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCC. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions.

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 education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCC, based on FERPA regulations,-designates as directory information the following: student’s name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCC may go to the Student Services office at the Moreno Valley or Norco campus or to the Admissions and Records office at the City campus and request to have directory information withheld.

The student’s prior written consent is not required to disclose nondirectory information under this provision is the ability to disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rcc.edu/ferpa/ for more information.
The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 7045 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend a records that they believe is inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to changed, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

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

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.rcc.edu.
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, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone in the work or educational setting, when (1) submission to, or rejection of, the conduct is explicitly or implicitly made a condition of academic status or programs, employment, or participation in other district activities (2) submission to or rejection of, such conduct by an individual is used as a basis for making academic or personnel decisions affecting that individual’s educational or employment relationship with the District, (3) the conduct has the purpose or effect of having a negative impact upon an individual’s academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment, or (4) explicit or implicit coercive sexual behavior is used to control, influence or affect the educational advancement, availability of financial aid, access to campus resources, programs, activities, benefits, services or educational environment of a student; or the career, salary or working environment of an employee.

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

Diversity, Equity and Compliance Office
Riverside Community College District
3845 Market Street, Riverside, CA 92501
(951) 222-8039

Department of Fair Employment and Housing (DFEH)
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Wells Fargo Bank Building
401 B Street, Suite 510
San Diego, CA 92101
(800) 669-4000 • www.eeoc.gov

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

Chancellor’s Office of the California Community Colleges (CCCCO)
1102 Q Street, 3rd Floor
Sacramento, CA 95814-6511
(916) 445-8752

To obtain a complete copy of the Board Policies mentioned above, please call the Diversity, Equity and Compliance Office: (951) 222-8435.
Section II

STUDENT LIFE
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, Wednesday, and Thursday 8 am - 6 pm, Tuesday 8 am - 7 pm, and Friday 8 am - 12 pm. Appointments can be made at any of the three campuses: Riverside campus (951) 222-8440, Norco campus (951) 372-7101, Moreno Valley campus (951) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

STUDENT SERVICES
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 all facilities are:

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<th>Fall – Spring Schedule</th>
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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 (951) 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 offers quality library services at the Riverside Campus (Digital Library/Learning Resource Center, 2nd and 3rd floors), 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://library.rcc.edu.

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 - (951) 222-8651 (overdue books, library cards, held records, or reserve material)
Reference Desk - (951) 222-8652

**Moreno Valley Campus:**
Monday-Thursday: 8a.m.-8p.m.;
Friday: 8a.m.-12noon;
Saturday: 10 a.m.-4 p.m.
Phone: (951) 571-6112

**Norco Campus:**
Monday-Thursday: 8a.m.-8p.m.;
Friday: 8a.m.-12noon;
Saturday & Sunday: 8 a.m.-4 p.m.
Phone: (951) 372-7019

Summer and Winter intersession hours vary, and will be available at the libraries and on the Library’s website (http://library.rcc.edu) - 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 (951) 222-8045.
STUDENT LIFE

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 (951) 222-8045.

STUDENT FINANCIAL SERVICES

Our Mission Statement
The mission of the Student Financial Services Office is to provide eligible students with financial assistance by providing support in applying for a variety of programs that will help them with their educational expenses. Programs available consist of 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).

Objectives
- To achieve an environment conducive to learning by providing a variety of financial aid programs, workshops, applications, and literature to assist students with the financial aid process.
- Prepare students to keep up with modern technology by encouraging students to participate in the on-line financial aid application process through the web. Visit our website at www.rcc.edu for current information.
- Increase the number of recipients 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 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.

Student Financial Services Counseling and Outreach Office
The following services are available in the Student Financial Services Counseling and Outreach Office:
- Academic Counseling for financial aid students
- FAFSA on the Web applications
- Financial Aid Presentations and Workshops
- Monstertrak.com (Job search on-line)
- Scholarship information

Computers are available for student to use to apply for financial assistance on-line, apply for scholarships on-line, or to research other on-line scholarship opportunities in the Student Financial Services Counseling and Outreach Office located on the Riverside City Campus behind the Bradshaw Student Center.

Federal Aid
The Free Application for Federal Student Aid (FAFSA) – This application is available for the next academic year on January 2nd. The priority filing date is March 2nd of each year. There are workshops throughout the year to assist you in completing this application. For workshop dates, please refer to our website. This application is available in paper form and also on the web at www.fafsa.ed.gov. The Title IV code for all three campuses is “001270.” 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 Supplementary 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 and also at www.monstertrak.com. Salary ranges vary based on the job. Students are awarded based on need, funding, and checking “yes” to question #28 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 our website at www.rcc.edu 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, and 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. When students complete the FAFSA, they are also applying for the BOGW. Eligibility for the BOGW is determined automatically when the Student Financial Services Office receives the student’s information from the Department of Education after they complete the FAFSA. Students will be sent a notice in the mail if they are eligible for the BOGW. 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 December. The RCC Scholarship brochure for High School seniors is available each Spring semester.

Scholarships are also available from outside sources at RCC. A list of these scholarships is available on the Student Financial Services web page at www.rcc.edu and in the Student Financial Services Office. 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:

- You must have a high school diploma, GED, or its equivalent. If you do not have a high school diploma, GED or its equivalent, you must contact the Riverside Community College Assessment Center to take the Ability to Benefit Test.
- 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.
- 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).
- 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.)
- Please know that you cannot receive financial assistance at two institutions at the same time.
- All students receiving aid are required to meet Riverside Community College’s Satisfactory Academic Progress Standard. The Federal Title IV requirements are comprised of Qualitative and Quantitative Standards. All students must meet Satisfactory Academic Progress (SAP) Standards to remain eligible for financial assistance. Students will become ineligible to receive financial assistance if they do not meet the following standards:
  - Qualitative Standards state that students must maintain a Cumulative Grade Point Average (CGPA) of 2.0 of all classes attempted at Riverside Community College District. If the student’s CGPA falls below 2.0, the student will be placed on financial aid probation. The probationary status will be determined each academic year.
  - Quantitative Standards state that students must successfully complete 67% (sixty-seven percent) of all units attempted. It also sets a maximum length of time frame in which students must complete their educational program as 150% (one hundred and fifty percent) of the published length of the program at Riverside Community College District.

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 (951) 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. 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
Workforce Preparation at Riverside Community College District (RCCD) offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth residing in foster care facilities with preparing for academic achievement, employment, and attaining financial independence. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Secrets of Success (SOS) Classes, Independent Living Program, Foster and Kinship Care Education Program, the TANF Child Development Careers Project (CDCP), and Gateway to College Early College High School. The programs outlined below are some of the ways in which Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

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 CalWORKs services. The CalWORKs Program services include counseling, priority registration, job search and resume assistance, parenting/childcare workshops, and intensive joint-case management with the County GAIN Program. The primary aim of the CalWORKs Program is to provide these students with the opportunity to become self-sufficient. Workforce Preparation has approximately 1,325 student contacts per month with funding continuing to be available so that these services are available to additional students who desire financial independence. For further information, please call (951) 222-8648.

Workforce Preparation Skills Classes
The Skills Classes are comprised of English, math, reading, and computer skills training. The Skills Classes are designed to assist students become better prepared and successful in college level courses. The Skills Classes are open to all RCCD students. The Workforce Preparation Skills Classes offer skill-building courses to any student interested in building a strong foundation of reading, writing, Business English, math, computer keyboarding and applications, and life management skills to enhance success in the workplace and in further college courses. After a comprehensive orientation and assessment, students develop specific career goals and an educational plan including skill-building courses and occupational education courses through intensive counseling. The skill-building courses are all offered through Workforce Preparation and are very innovative. Each course has multiple sections, in the day and evening, and students can go to any section throughout the week. Another innovative aspect of the skill-building courses is that students may enter them at the beginning of every week. These courses are competency-based and instructor-led which allows students to progress at their own pace while having an instructor to assist them through difficult subject areas. After achieving competency in the necessary skill-building courses, students progress to further training in over 100 different certificate, degree or transfer programs. For further information, please call (951) 222-8648.

Secrets of Success (SOS) Workshops
Secrets of Success (SOS) Workshops are a four-part series of workshops designed to assist the student with acquiring the skills necessary for success in the Skills Classes, occupational education programs, and the workplace. The SOS workshops include topics such as Time Management, Goal Setting, Study Skills, and Life Stamina. Workshops are offered on Wednesday morning and evening. The workshops are open to all students who want to develop the skills necessary to be self-sufficient. For further information, please call (951) 222-8648.

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. For further information, please call (951) 222-8648.

Independent Living Program
This program serves to educate both foster youth who are nearing emancipation in order to maximize their success as they emerge into the workplace and society. Independent Living Program provides a minimum of 30 hours of training to eligible youth (ages 16-21) in employment and career preparation, orientation to college, financial aid workshops, daily living relationship skills, and computer literacy. For further information, please call (951) 222-8648.

The Foster/Kinship Care Education Program
The Foster/Kinship Care Education Program provides a minimum of 150 hours of education/training to potential and existing foster parents in areas including, but not limited to: age appropriate child development, positive discipline, self esteem, health concerns, and emancipation issues. These workshops fulfill the State requirements for continuing education for foster parents. They are offered at various times and locations in Riverside, Moreno Valley, Temecula, Perris, and Hemet. Foster and Kinship Care Education workshops are offered in both English and Spanish. For further information, please call (951) 222-8648.

Riverside Gateway to College Early College High School
Riverside Gateway to College Early College High School provides at-risk youth, 16 through 20 years of age, who have dropped out of school or are near dropping out of school, with the opportunity to earn a high school diploma while achieving college success. Students simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward an associate degree, occupational certificate or college transfer program. To that end, Riverside Gateway to College provides students with a continuum of services that helps students achieve academic success, opens their eyes to post-high school opportunities, provides an avenue for students to transition to the post-secondary environment, and supports students...
during their enrollment. Following successful completion of the first term cohort-based college preparatory experience, students transition to classes with the college’s general (adult) population. Riverside Gateway to College resource specialists develop individual student Education plans that are intended to prepare, advance, and measure student progress toward high school completion, college preparation and success. Riverside Gateway to College actively recruits a diverse student population from the district and surrounding areas who understand and value the school’s mission and are committed to the school’s instructional and operational philosophy. For further information, please call (951) 222-8931.

CLUBS AND ORGANIZATIONS

The ASRCCD sponsors many clubs/organizations on all three campuses. There are honorary, social services, 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. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club.

Athletics
- Karate
- Wrestling

Career
- Dental Hygiene
- Emergency Medical Services

Departmental
- Math & Science
- Business Leaders of Tomorrow
- Philosophy Club
- Spanish Club

Honor/Service
- Amnesty International
- Alpha Gamma Sigma
- Human Services

Religious
- Students for Christ
- LDSSA

Multicultural/Ethnic
- African American Student Alliance
- Gospel Singers
- MEChA (Movimiento Estudiantil Chicanos de Aztlan)
- Latinos Promoting Education and Culture

Special Interest
- Art Club
- Clay Club
- Dance Club
- Graphix Club
- International Students
- L.G.B.T.S.A
- Marching Tigers
- Model United Nations
- Muse
- Phi Rho Pi
- Photo Club

STUDENT ACTIVITIES OFFICE

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

Programs and Services
- Support for the Associated Students of Riverside Community College
- Support for campus clubs and organizations
- Campus Information Center including posting approval and literature distribution
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development. Student Activities Offices are located on the Moreno Valley, Norco and Riverside campuses.

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

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) for 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.

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

Posting Policy: All items posted on campus must be approved by the Student Activities Office. Posting is allowed only on designated bulletin boards. Items may be posted for ten (10) days. All flyers, posters, and banners will be date stamped by the Student Activities Office. More specific information on posting regulations is available at the Student Activities Office.

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 include four to five musical and non-musical student shows. The productions are designed with professional elements and can feature professional actors. Students are offered the opportunity to work both on stage and backstage.

TELECOMMUNICATIONS
The Telecommunications Department offers students instruction and training in all aspects of television production from idea conception to live-to-tape studio production. Students may complete an Occupational Certificate or Associate's Degree in Telecommunications – Television Production. Practical, hands-on classes are taught by industry-experienced instructors, using both analog and digital equipment. The program prepares students for a broad range of options, from documenting family events, to entry-level positions in television production, to continued education at a four-year college or university. A unique aspect of the Program is that students develop and produce several regularly-scheduled programs as part of their coursework—“Inland Valley News”, a weekly newscast and “Inland Valley Magazine” a weekly entertainment program. Students receive on-air credits and their productions are telecast on local cable systems throughout the Inland Empire. Opportunities also exist for students to serve as crew on a variety of professional productions in the community, 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, Prague/Vienna 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. We welcomed more than 1,500 students in Fall 2004.

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 in Fall 2006.
THE RCCD FOUNDATION

Established in 1975, the RCCD 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 RCCD Foundation has played a major role in the acquisition of land for the Moreno Valley Campus, the Early Childhood Studies building, the RCCD Art Gallery, Passport to College, the purchase of the RCCD Alumni House, and several other initiatives.

Scholarship support remains a central mission of the RCCD 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 $4 million, with $300,000 distributed annually in scholarship support to incoming, continuing, and transferring students.

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

RCCD ALUMNI HOUSE

In 1998, the RCCD Board of Trustees and the RCCD Foundation Board of Directors approved the purchase of the historic Alabaster Home located at 3564 Ramona Avenue and transformed the home into the RCCD 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 RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation and the RCCD Public Affairs Department. Downstairs rooms are regularly used for college and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are open Monday through Friday, 8 a.m.-5 p.m. For more information about the house, please call the RCCD Foundation at 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the rear courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point in the home’s garden, and a visual testament to RCCD Alumni and friends of the college. For gifts of $100 or more, you can purchase a brick and have it personalized to commemorate your time at RCC, honor a friend or loved one, or celebrate an important milestone. More than 350 engraved bricks already have been installed. Call 222-8626 for additional information or to order your Alumni Brick today!

The RCCD Alumni House: A center for college and community activities.
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
Students are reminded that they are responsible for understanding and complying with the requirements for the academic degrees described in this section as well as elsewhere in this catalog.

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
(only one Associate in Arts Degree will be awarded)
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). (Note: Students must also complete the Section VII Additional Degree Requirements listed on the next page.)

ASSOCIATE IN SCIENCE
(Only one Associate in Science Degree will be awarded, multiple Associate in Science Degrees in Occupational programs may be awarded, see page 48)
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 from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office. 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
(0-7 UNITS)
A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination, (recommended by the math department) and approved by the curriculum committee, or by the successful completion of a Riverside Community College 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.

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; Computer Applications and Office Technology 99 ABCD; English 60ABC, 60A1, 60A2, 60A3, 60A4, 90-98; English as a Second Language 51 AB, 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95; Guidance 85 AB, 86, 95; Mathematics 50, 51, 62 ABC, 98; Reading 66, 81, 82, 83, 87, 95; in addition, computer practicums numbered 96 and 97 are not degree applicable.

A. NATURAL SCIENCES (3 UNITS)

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

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

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), Photography 8, 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 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 EMS Program, or the Physician Assistant program.

VIII. PETITION FOR GRADUATION

Students must file an application for a degree or certificate from October 1 through June 30 for the 2005-06 academic year. Students who want to participate in the commencement ceremony must file their application by April 3. Students applying for a degree must pay a $5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

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.

CERTIFICATE APPLICATION

Students who will be completing their requirements for a Certificate in this academic year are encouraged to submit their Certificate application as soon as possible on or after October 1 at the Admissions and Records office on any of the RCC campuses. The Evaluation/Graduation staff will review academic records and inform students of any courses needed to complete the certificate pattern. Students planning to participate in the commencement ceremony must file their Certificate Application by April 3. In order to receive a diploma or a certificate all fees must be paid in full.

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.

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 President. The final appeal a student can make is to the College Board of Trustees.

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

Information on students’ rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure can be found in the Student Handbook.
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 13 units. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

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 unsuccessful units attempted at RCC reaches or exceeds 50%.

3. A student on academic probation for a grade point deficiency shall achieve good standing when the student’s accumulated grade point average is 2.0 or higher.

4. A student on progress probation because of an excess of unsuccessful units attempted at RCC shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status should make an appointment with an RCC counselor. The counselor will review the student’s academic record and either explain how the student achieved that status or, in the case of an error, notify the Office of Matriculation.

Standards for Dismissal

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

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

2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of “W”, “I” and “NC” in at least two consecutive semesters (Fall/Spring) of attendance at RCC.

3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.

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

GRADING SYSTEM

Grades

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


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

Students should refer to the Schedule of Classes, WebAdvisor, or their Registration Receipt/Class Schedule for withdrawal deadlines. These dates are printed in the Class Schedule and are available on WebAdvisor.
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 a 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”.

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.

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

Auditing Classes
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 the RCC transcript. Forms and information are available at the Admissions offices on the Riverside, Moreno Valley and Norco campus.

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

1. Class sections wherein all students are evaluated on a “credit–no credit” basis.
2. Courses in which each student has the option to individually elect credit-no credit or letter grade. Students electing this option must file a petition in the Admissions office at Riverside, Moreno Valley, or Norco by the end of the fifth week of the semester or by the end of the first 30% of a shorter-than-semester term.
All units earned on a “credit–no credit” basis in accredited California institutions of higher education or equivalent out-of-state institutions are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a “credit–no credit” basis are not used to calculate grade point averages. However, units attempted for which “NC” is recorded are considered in probation and dismissal procedures.

Final Examinations-Final Grades
Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an “F” grade in the course. Final grades may be obtained on WebAdvisor or Tiger Talk immediately after they are submitted by the instructor.

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.

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

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

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco campuses and pay enrollment fees including out of state and/or out of country tuition where applicable.
A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.

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

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

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

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

Credit for College-Level Examination Program (CLEP)
A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College. 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 IGTC 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>
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<td>3 + 3</td>
<td>Soc. Sciences &amp; History</td>
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### SUBJ ECT EXAMS

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<thead>
<tr>
<th>Composition &amp; Literature</th>
<th>Passing Score</th>
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<tbody>
<tr>
<td>American Lit</td>
<td>50</td>
<td>3</td>
<td>English Literature Elective</td>
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<tr>
<td>Analysis &amp; Interpretation of Literature</td>
<td>50</td>
<td>3</td>
<td>English Literature Elective</td>
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<td>Freshman College Composition</td>
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<tr>
<td>College French</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Level 1</td>
<td>50</td>
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<td>French 1 &amp; French 2</td>
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<td>Level 2</td>
<td>50</td>
<td>5+5+5</td>
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<th>College German</th>
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<td>44</td>
<td>5 + 5</td>
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<td>Level 2</td>
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<td>German 1, German 2, German 3, &amp; German 4</td>
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<td>Level 1</td>
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<td>American Government</td>
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<td>History 7</td>
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<tr>
<td>Early Colonizations to 1877</td>
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<td>1865 to Present</td>
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<td>Human Growth &amp; Development</td>
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<td>Ancient Near East to 1648</td>
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<td>Western Civilization II</td>
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<td>1648 to Present</td>
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<td>Functions</td>
<td>50</td>
<td>4</td>
<td>Math 1A</td>
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<td>College Algebra</td>
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<td>Math 11</td>
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<td>College Algebra -</td>
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<td>General Biology</td>
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<td>General Chemistry</td>
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<td>Chemistry 10 (no lab)</td>
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<td>Computer Applications</td>
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<td>CIS 1 or 1A</td>
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<td>Business Elective</td>
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<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>Marketing 20</td>
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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.

REPEAT POLICY
Course Repetition in a Non-Repeatable Course
Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

1. The student is repeating the course to alleviate substandard work which has been recorded on the student’s record (D, F, or N/C) Courses in which a substandard evaluative symbol has been assigned may be repeated once. Otherwise, students are limited to four attempts per course counting withdrawals (W’s). No Petition for Course Repetition is required if a student has only one substandard grade or has not attempted the class four times (including Ws).

2. The student’s previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student. A Petition for Course Repetition and documentation are required.

3. There has been a lapse of time (at least 5 years) since the student previously took the course. A Petition for Course Repetition is required.

4. The course outline of record has been officially changed and demonstrates significant curricular changes. A Petition for Course Repetition is required.

5. Repetition of courses where substandard work has not been recorded is permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
   a. Repetition of courses shall be permitted only upon petition of the student with the written permission of the program administrator based on a finding that circumstances exist which justify such a repetition.
   b. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average. Students must file a Petition for Course Repetition.

Petitions for Course Repetition are available in the Admissions offices and Deans of Instruction offices at Riverside, Moreno Valley, and Norco campuses. Petitions are approved or denied by a Dean of Instruction.

The following conditions apply to course repetition in non-repeatable courses:

1. Only courses which are current Riverside Community College District courses may be repeated.

2. When course repetition occurs, the permanent academic record is annotated in such a manner that all work remains legible ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol.

3. For courses taken and repeated at RCCD, the highest grade earned in the repeated course will be used to compute an adjusted grade point average. The adjusted grade point average will be used in determining academic status and in establishing eligibility for the Associate in Arts degree, Associate in Science degree and occupational certificates.

4. For courses taken or repeated at another accredited college or university, the highest grade earned in the repeated course will be used to compute an adjusted cumulative grade point average. The adjusted cumulative grade point average will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.

6. Students may repeat any course, which was taken in an accredited college or university and for which substandard academic performance was recorded.

7. The District reserves the right to honor similar, prior course repetition action by other accredited colleges and universities.

8. This regulation will not be construed so as to limit the repetition of activity and performance courses as defined below:
Course Repetition in a Repeatable Course
The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
   a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the higher grade used in the computation of the grade point average.
   b. Grades from other repeats will be used in the computation of the grade point average.

ACADEMIC RENEWAL
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. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco campuses. 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.

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. All DTLS, MDTP, Asset and APS test scores are no longer valid.

The PTESL (Proficiency Test in English as a Second Language) is the ESL test 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 8.

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.
University of California (UC)
UC Website: www.ucop.edu/pathways
UC, Berkeley
UC, Davis
UC, Irvine
UC, Los Angeles
UC, Merced
UC, Riverside
UC, San Diego
UC, San Francisco
UC, Santa Barbara
UC, Santa Cruz

California State University (CSU)
CSU Website: www.csu.mentor.edu
CA Polytechnic State University, San Luis Obispo
CA Polytechnic State University, Pomona
CSU, Bakersfield
CSU, Channel Islands
CSU, Chico
CSU, Dominguez Hills
CSU, Fresno
CSU, Fullerton
CSU, Hayward
CSU, Long Beach
CSU, Los Angeles
CA Maritime Academy
CSU, Monterey Bay
CSU, Northridge
CSU, Sacramento
CSU, San Bernardino
CSU, San Marcos
CSU, Sonoma
CSU, Stanislaus
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
REQUIREMENTS FOR COLLEGE TRANSFER

GRADUATION REQUIREMENTS

Information about transfer is available in the Transfer/Career Center located in the Admissions and Counseling building. Most transfer institutions have a unit, subject and scholarship (GPA) requirement. Although completion of all general education (GE) is not an admissions requirement, it is advisable that GE courses be completed prior to transfer. Students pursuing high unit majors such as Engineering, Computer Science, Physical or Life Sciences, should seek the advice of a counselor prior to selecting general education course work.

REQUIREMENTS FOR ADMISSION TO THE UNIVERSITY OF CALIFORNIA

Applying to transfer: To be eligible to apply for transfer as a junior, students must have completed at least 60 units of UC-transferable credit and meet specific admission requirements. In most cases, students may transfer up to 70 semester units of credit from a community college.

At most UC campuses admission is competitive and a grade point average higher than the minimum 2.4 is required.

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 with High School Deficiencies

Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the subjects they are missing, earn a grade of C or better in each of these required courses, and earn an overall C (2.0) average in all transferable college coursework to be eligible to transfer.

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 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.

   (Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy this requirement.)

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

Students may fulfill their lower-division requirements by completing either the individual U.C. Campus general education pattern or the Intersegmental General Education Transfer Curriculum (IGETC). In order to receive full credit for general education completed at Riverside Community College, the IGETC must be certified and completed in its entirety. Once you have transferred to a UC or CSU, you may not return to RCC to complete additional IGETC requirements nor can you use courses taken at the transfer institution. Please see your counselor to determine which pattern is more appropriate for you and for information regarding certification.

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.

REQUIREMENTS FOR ADMISSION TO THE CALIFORNIA STATE UNIVERSITY

High School Requirements

High school graduates are classified as “eligibles” or “ineligibles” on the basis of an eligibility index. This index is a weighted total of either the ACT composite score (American College Testing Program), or the SAT total score (Scholastic Aptitude Test of the College Entrance Examination Board), and the student’s grade point average based on work completed in the last three years of high school exclusive of physical education and military science.

Community College Transfers

A student who was eligible to enter a California State University as a freshman must maintain a “C” average in all work taken at a community college. A student who was ineligible to enter a California State College on his or her high school record may transfer from a two-year college on completion of 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 department 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.

Copies of the 2005-2006 CSU General Education requirements are available in the Counseling Center.

2004-05 CSU General Education Requirements

A. Communication and Critical Thinking (minimum 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 (minimum 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, 1/1L; IR, 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, 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 is required): Math 1A, 4, 5, 10, 11, 12, 25, 36

C. Arts, Literature, Philosophy and Foreign Languages (minimum 9 units)
Select at least one course from each area:
1. Arts: Architecture 36; Art 1, 2, 5, 6, 7, 8, 9, 10, 12; Dance 6; Engineering 36; Music 6, 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; 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; Greek 1; History 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 14, 15, 19, 21, 22, 23, 25, 26, 28, 29, 30, 31, 34, 35; 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; Military Science 1, 2; Philosophy 10, 12, 13, 14, 15, 19, 20, 21, 32, 33, 35; Portuguese 1, 2; Russian 1, 1A and 1B, 2, 3, 11; Spanish 1, 1A and 1B, 2, 2A and 2B, 3, 3N, 4, 8, 11, 12; Telecommunications 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, 4, 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 Communication 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, 42, 45, 49.

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:
Biography 10; Early Childhood Studies 20; Guidance 47; Health Science 1; Physical Education 4, 35, 36; Psychology 9, 33; Sociology 12

United States History, Constitution and Government (6 units)
Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government 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 or Humanities 16
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) 2004-2005

Copies of the 2005-2006 IGETC are available in the Counseling Center.

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
   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, *8, **9, **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, 5, 6, 7, 8, 9, 10, 12; Chinese 11; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 25, 26; Russian 11; Theater Arts 3
   b. Humanities: American Sign Language 3; Arabic 2; Chinese 2; English 6, 7, 8, 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; History 1*, 2*, 4*, 5*, 6*, 7*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Humanities 1A, 1B, 4, 5, 8, 9, 10, 11, 16, 18, 23, 35; Italian 2, 3; Japanese 2, 3, 4; Korean 2; Latin 2; Military Science 1, 2; Philosophy 10, 12, 13, 14, 19, 20, 21, 33, 35; Portuguese 2; 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; Chemistry 17; Economics 4, 7, 8; Geography 2, 3, 4, 6; History 1*, 2*, 4*, 5*, 6*, 7*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Military Science 1, 2; Physical Science 17; 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, 42, 49

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,*1 B,**2A,**2B,**3,**10,**12A,**12B; Geography 1, 1/1L, 5; Geology 1, 1/1L, 1B; 3; Oceanography 1, 1/1L; Physical Science **1, 5; Physics**2A, **2B, **4A, **4B, **4C, **4D, **10, **10/11
   b. Biological Science: Anatomy and Physiology 2A, 2B; Anthropology 1*; Biology 1, 2A, 2B, 3, 5, 7, **8,**8/8L,**10, 1L,*12, 30, 34,**36; Microbiology 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; Greek 1; Italian 1; Japanese 1; Korean 1; Latin 1; Portuguese 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.

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 that will transfer to the 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.
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. See [www.assist.org](http://www.assist.org) for the complete articulation information.

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.

2005-06 MAJOR 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, 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 or 3

ADMINISTRATION OF JUSTICE/CRIMINAL JUSTICE
**CSU Long Beach**
Administration of Justice 1

**CSU San Bernardino**
Administration of Justice 1, 3, 13; Recommended: Mathematics 10, 11 or 25

**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; English 16

**CSU San Bernardino**
Anthropology 1, 2

ART
**CSU Fullerton**
Studio Emphasis: Art 1, 2, 17, 22 or 23, 24, 26, 40 Choose two from 15, 18, 20, 27, 30

**UC Riverside**
General Art Emphasis: Art 1, 2 or 10 and 17, 26

**CSU San Bernardino**
Art History Option: Art 1, 2, 5, 17, 22, 24, 36; Choose one from: Art 15, 20, 26, 30 or Photography 8

BIOLOGY
**CSU Fullerton**
Biology 11, 12; 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 2AB or 4ABC.

BOTANY
**Cal Poly Pomona**
Biology 11, 12; Chemistry 1AB; Mathematics 5, 12; Physics 2AB;

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

BUSINESS ADMINISTRATION
**CSU Fullerton**
Mathematics 1A or 5; Economics 7, 8; One course from Anthropology 2, Business Administration 18A, 18B; Geography 3, Psychology 1 or Sociology 1

**Cal Poly Pomona**
Economics 7, 8; Mathematics 12; Business Administration 18B; Accounting 1AB, 38; Computer Information Systems 1A or 3

**UC Riverside**
Accounting 1AB; Business Administration 10; Computer Information Systems 1A; Economics 7, 8; Mathematics 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, 3; Physics 4ABCD

**Cal Poly Pomona**
Biology 11; Chemistry 1AB; Mathematics 1ABC, 2; Physics 4ABC;

**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, 19A and 1 or 3; Economics 7, 8; Mathematics 12; Business Administration 18B; Accounting 1AB, 38

COMPUTER SCIENCE

CAL POLY POMONA
Chemistry 1A; Computer Information Systems 11 and 18A; Mathematics 1ABC, 3; Physics 4BC

CSU SAN BERNARDINO
Biology 1, or 11; Computer Information Systems 5, 17A; Mathematics 1AB; Physics 4ABC; one laboratory course from Biology, Chemistry, Geology or Physics

DENTAL HYGIENE

USC
Biology 1, 2B, 5; Anatomy and Physiology 2A, 2B; Chemistry 1AB; English 1AB; Psychology 1; Sociology 1; Speech Communications 1

LOMA LINDA UNIVERSITY
English 1AB; Speech Communications 1 or 9; Microbiology 1; Anatomy & Physiology 2AB; Chemistry 2AB; Sociology 1; Anthropology/Economics/Geography/Political Science/Psychology (two courses); Physical Education (2 units); Anthropology 2 or Sociology 10; Choose 11 units from: Art (lecture only); Foreign Language; History 1, 2, 4, 5; Literature; Physical Education 4; Philosophy; One transferable Mathematics 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 and 12; Chemistry 1AB, 12AB; English 1AB; Physics 2AB or 4AB

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; Mathematics 1B; Economics 7, 8;

CAL POLY POMONA
Economics 7, 8; Mathematics 11; English 1AB; Accounting 1AB, 38; Electronics/Engineering 27

UC RIVERSIDE
Economics 7, 8; Mathematics 1A, 1B

CSU SAN BERNARDINO
Economics 7, 8; Mathematics 10 or 11; Mathematics 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: Mathematics 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; Mathematics 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, 2A; Biology 1; Engineering 17, 22, 35; Mathematics 1ABC, 2, 3; Physics 4ABCD

UC RIVERSIDE
Mechanical Chemistry 1AB; Engineering 17, 22, 30, 35; Mathematics 1ABC, 2; Physics 4ABC; Biology 11

CAL POLY POMONA
Chemistry 1A; Engineering 21, 30, 35; Mathematics 1ABC, 2; Physics 4ABC
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;

CSU SAN BERNARDINO
English 6, 7

ENVIRONMENTAL SCIENCE

UC RIVERSIDE
Biology 11, 12, 8, 36; Chemistry 1AB, 12AB; Geology 1/1L or Geography 1/1L; Mathematics 1AB; Physics 2AB or 4ABC

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 1

FORESTRY

UC BERKELEY
Chemistry 1A; Economics 7, 8; English 1AB; Mathematics 1A, 1B, 12

CSU HUMBOLDT
Biology 5; Mathematics 1A or 5

GEOGRAPHY

CSU FULLERTON
Geography 1, 2, 3

CAL POLY POMONA
Geography 1, 2; Geographic Information 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; 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 Communication 1; Anatomy and Physiology 2A, 2B

HISTORY

CSU FULLERTON
History 1, 2, 6, 7

CSU LONG BEACH
History electives (9 units)

CAL POLY POMONA
History 1, 2, 6, 7; Political Science 1

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: Graphics Technology 1; Journalism 7 and 12; Photography 8

LANDSCAPE ARCHITECTURE

CAL POLY POMONA
Art 17; Chemistry 1A; Engineering 1A, 1B; English 1A, 1B; Mathematics 36

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.

MATHMATICS

CAL POLY POMONA
Physics 4ABC; Mathematics 1ABC, 2, 3

CSU SAN BERNARDINO
Computer Information Systems 5; Mathematics 1ABC, 2, 3; Physics 4A

PRE-MEDICINE

UC IRVINE
Biology 11, 12; Chemistry 1AB, 12AB; Physics 2AB; Mathematics 1A

LOMA LINDA UNIVERSITY
Biology 11, 12; Chemistry 1AB, 12AB; Physics 2AB; Mathematics 1A

UC LOS ANGELES
Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1A, 12; Physics 4ABCD

MICROBIOLOGY

CSU LONG BEACH
Chemistry 1AB; Mathematics 1A; Physics 2AB

CAL POLY POMONA
Biology 11, 12; Chemistry 1AB; Microbiology 1; Physics 2AB;
MUSIC
CSU Fullerton
Music 4, 5; four semesters Performance; four semesters Ensemble
USC
All theory classes will be taken at USC.
UC Riverside
Music 4, 6

NURSING—B.S. DEGREE
CSU Long Beach
Anatomy and Physiology 2A, 2B; Microbiology 1; Psychology 1; Sociology 1
CSU San Bernardino
Anatomy and Physiology 2AB; Chemistry 2A; English 1A; Mathematics 25, 1A, 10 or 11; Microbiology 1; Psychology 9; Speech Communication 1.

PHARMACY
UC San Francisco
Anatomy and Physiology 2A, 2B; Biology 2B, 11; Chemistry 1AB, 12AB; English 1AB; Mathematics 1A and 1B; Physics 2AB or 4AB; Speech Communication 1, 2 or 3A; Economics 7 or 8; Anthropology 2/Psychology 1 or Sociology 1
USC
Biology 11, 12; Chemistry 1AB, 12AB; Economics 7 or 8; English 1AB; Mathematics 1A; Microbiology 1; Psychology 1; Speech Communication 1; Physics 2AB, Mathematics 12.

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
Cal Poly Pomona
Anatomy and Physiology 2AB; Mathematics 12; Biology 11

PHYSICAL THERAPY
Loma Linda University (Master’s Level only)
Biology 11, 12 or Anatomy and Physiology 2A, 2B; Anthropology 2 or Sociology 10; Chemistry 1 AB and Physics 10, 11 or Physics 2AB and Chemistry 2AB; Computer Information Systems 1A; English 1B; Health Science 1 or Physical Education 4; Mathematics 12; Microbiology 1; Psychology 1, 9; Speech Communication 1 or 9.
CSU Long Beach (Masters Level only)
Anatomy and Physiology 2A; Chemistry 1AB; Psychology 1
USC (Masters Level only)
Anatomy and Physiology 2A, 2B; Biology 11, 12; Chemistry 1A, 1B, 12A, 12B; English 1A, 1B; Mathematics 1A, 12; Microbiology 1; Physics 2A, 2B; Psychology 1 or Sociology 1

PHYSICS
CSU Fullerton
Chemistry 1AB; Mathematics 1ABC; Physics 4ABCD
Cal Poly Pomona
Biology 1; Chemistry 1AB; CIS 5; Mathematics 1ABC, 2; Physics 4ABCD
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
Political Science 1, 2, 4
UC Riverside
Political Science 1, 2, 4; recommended: Mathematics 12

PSYCHOLOGY
Cal Poly Pomona
Mathematics 12; Sociology 1, 2; Psychology 1, 2
CSU San Bernardino
Mathematics 12; Psychology 1; Psychology 9 or Early Childhood Studies 20

SOCIAL SCIENCES
Cal Poly Pomona
Anthropology 1; Economics 7, 8; English 1B; Geography 2; History 1, 2, 6, 7; Political Science 1, 2; Sociology 10

SOCIAL WORK
CSU Long Beach
Anthropology 2; Anatomy and Physiology 2A; Mathematics 12; Psychology 1; Sociology 1
San Diego State University
Biology 1 or Anthropology 1; Economics 4, 7 or 8; Health Science 1; Psychology 1; Sociology 1; Mathematics 12

SOCIOLOGY
CSU Fullerton
Sociology 1
UC Riverside
Sociology 1 and 3 units of Sociology electives
CSU San Bernardino
Sociology 1

THEATER ARTS
CSU San Bernardino
Theater Arts 25, 32, 33
Cal Poly Pomona
Theater Arts 33, 34
ZOOLOGY

CSU LONG BEACH
Chemistry 1AB; Mathematics 1A, 1B; Geology 1/1L

CAL POLY POMONA
Biology 11, 12/2A, 2B; Chemistry 1AB; Mathematics 12; Physics 2AB

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

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

SENIOR CITIZEN EDUCATION
801 Buyers Beware
802 Legal Affairs and You
804 Topics on Aging
805 Critical Reading: Essays
808 Folk Music for Seniors
810 Amateur Photography
811 Drawing and Painting for Pleasure
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
826 Convalescent Care Planning
827 Estate Planning
830 Mature Driver Improvement
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 (951) 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 is responsible for Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of 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 requirements, with many classes transferable to four-year institutions.* For further information about Distance Education options, visit www.opencampus.com.

*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.

AUTOMOTIVE INTERNSHIP
Auto 99 is an internship designed to allow students to work in automotive dealerships in conjunction with an experienced technician. This class reinforces theories, concepts and practical applications taught in manufacturer specific automotive classes at Riverside Community College.

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

Work Experience is a one hour per week class which allows students to earn up to 4 units per semester for experience gained through employment or volunteer service. Enroll in a general Work Experience section and you will be placed in your choice of one of the disciplines below.

Units Determination:
General Work Experience (not related to one of the occupational disciplines listed below) is 3 units only.

OCCUPATIONAL PROGRAMS

Riverside Community College offers associate in science degrees and certificate programs with occupational emphasis. Both provide instruction in the skills and knowledge needed to enter a skilled or professional occupation. Associate in science degree programs require completion of at least 60 units of credit, which normally take four semesters. Certificate programs, leading to an associate of science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Occupational certificates lead to employment. Each course required for the certificate 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 must file an official application in the Admissions and Records Office located on any of the College’s three campuses. Admission to Riverside Community College is regulated by state law as prescribed in the California Education Code.

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

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. Students wishing to apply for articulated credit should contact Occupational Education for information and forms, (951) 222-8963. Following are high school articulated courses (RCC course name is shown in italics):

ALVORD UNIFIED SCHOOL DISTRICT
Accounting Principles (RCC OFC-63A)
Architectural Drawing (RCC ARE-24)
Child Development AND Exploring Childhood (RCC EAR-22)
Computer Information Systems (RCC CIS-3)
Computer Keyboarding (RCC CIS-53)
Drafting 1 (RCC-ENE-21)
Human Anatomy & Physiology for Health Careers (RCC AMY-10)
Introduction to Word Processing (RCC OFC-51)

COLTON REDLANDS YUCAIPA REGIONAL OCCUPATIONAL PROGRAM (CRYROP)
Microsoft Office (RCC CIS-82A; CIS-83A; CIS-85; CIS-86; CIS-87)

CORONA-NORCO UNIFIED SCHOOL DISTRICT
Anatomy-Physiology 1A-1B (RCC AMY-10)
Architectural Drawing 1A & 1B (RCC ARE-24)
Automotive 1A&B (RCC AUT-50)
Computer Aide Drafting 1A & 1B (RCC ENE-30)
Electronics 1A & 1B (RCC ELE-21)
Graphic Arts 1A & 1B (RCC GRT-1)
Industrial Drafting 1A & 1B (RCC ENE-21)
Photography 1A&B (RCC PHO-8)
**Curricular Patterns Riverside Community College 2005-2006**

**JURUPA UNIFIED SCHOOL DISTRICT**
Accounting 1 (RCC OFC-63A)
Auto Theory/Auto 1 (RCC AUT-50)
Computer 1 (RCC CIS-34A)
Computer 2 (RCC CIS-34B)
Computer Maintenance & Certification (RCC CIS-23)
Computer Networking 1/CISCO (RCC CIS-26A)
Connections to Your Future (RCC GUI-47)
Construction Technology 1 & 2 (RCC CON-60)
Photography 1 (RCC PHO-8)
Video Production (RCC TEL-64)
Web Design and Development (RCC CIS-72A)

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**
Architectural Design Drafting (RCC ARE-24)
Auto Tech 1 & 2 (RCC AUT-50)
Construction Print Reading (RCC CON-62)
Construction Technology (RCC CON-60)
Digital Electronics (RCC ELE-25)
Engineering Drawing 1 & 2 (RCC ENE-21)
Human Anatomy & Physiology for Health Careers (RCC AMY-10)
Photography 101 (RCC PHO-8)
Principles of Engineering (RCC ENE-60)

**RIVERSIDE UNIFIED SCHOOL DISTRICT**
Accounting 1A & 1B (RCC OFC-63A)
Anatomy & Physiology (RCC AMY-10)
AP Computer Science (RCC CIS-18A)
Architectural Drawing A & B (RCC ARE-24)
Auto Tech 2/A & B (RCC AUT-50)
Cisco Networking (RCC CIS-26A)
Drafting Technology A & B (RCC ENE-21)
Intro to Construction Tech &
   Building Construction Tech A&B (RCC CON-60)

**RIVERSIDE COUNTY OFFICE OF EDUCATION REGIONAL OCCUPATIONAL PROGRAM**
Automotive Technology (RCC AUT-50)
Certified Internet Webmaster - Web Authority (RCC CIS-72A)
Cisco Networking Academy I (RCC CIS-26A)
Cisco Networking Academy II (RCC CIS-26B)
Cisco Networking Academy III (RCC CIS-26C)
Cisco Networking Academy IV (RCC CIS-26D)
Computer Information Systems/CIS (RCC CIS-80)
Construction Technology (RCC CON-60)
Digital Imagining (RCC GRT-71)
Graphics Technology / Printing Occupations (RCC GRT-1)
Medical Assisting-Clinical (RCC MDA-54)
Medical Front Office (RCC MDA-59)
Nurse Assistant (RCC HET-80)
ROP Manufacturing Technology #10437 (RCC WEL-15 AND WEL-25)

**SAN BERNARDINO COUNTY SCHOOLS REGIONAL OCCUPATIONAL PROGRAM**
Computer Aide Drafting (RCC ENE-21 AND ENE-30)
Printing/Graphic Arts Occupations (RCC GRT-1)
Welding (RCC WEL-15 AND WEL-34)

**SAN BERNARDINO UNIFIED SCHOOL DISTRICT**
Automotive Technology 604 (RCC AUT-50)
MOUS Certification - Excel (RCC CIS-83A AND CIS-83B)
MOUS Certification - PowerPoint (RCC CIS-86)
MOUS Certification - Word (RCC CIS-82A AND CIS-82B)

**VAL VERDE UNIFIED SCHOOL DISTRICT**
Construction Technology (RCC CON-60)
Human Anatomy & Physiology for Health Careers (RCC AMY-10)
Photography 2 (RCC PHO-8)

**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, (951) 222-8000.

**Associate in Science Degree**
The Associate in Science degree consists of coursework totaling 60 units or more, including coursework in a specific college certificate pattern plus general education and elective courses.

**State Approved Certificate**
The College Certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. College Certificates may lead to employment competency and may also lead to an associate of science degree.

**Locally Approved Certificates**
The Occupational Certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Occupational Certificates may lead to employment competency, but do not lead to an associate of science degree.
Riverside Community College 2005-2006

CERTIFICATES AND DEGREES

PROGRAM | PROGRAM CODE | LOCAL APPROVED | STATE APPROVED | ASSOCIATE DEGREE
--- | --- | --- | --- | ---

**ADMINISTRATION OF JUSTICE**
AS504/CE504

**AOJ/Basic Correctional Deputy Academy**
CE783

**AOJ/Basic Public Safety Dispatch Course**
CE784

**Investigative Assistant**
CE785

**Law Enforcement**
AS563/CE563

**Private Security Assistant**
CE786

**AIR CONDITIONING AND REFRIGERATION**
AS596/CE596

**ARCHITECTURE**
AS509/CE509

**Visual Communications-Animation**
CE774

**Visual Communications-Illustration**
CE825

**AUTOMOTIVE TECHNOLOGY**
AS511/CE511

**Automotive Body Repair**
AS515/CE515

**Ford Specialty**
AS519

**General Motors Specialty**
AS583

**Mechanical**
AS517/CE517

**Toyota**
AS617/CE617

**BIOTECHNOLOGY**
AS546/CE546

**Business Administration**
AS523/CE523

**Accounting Concentration**
AS524/CE524

**General Business Concentration**
AS521/CE521

**Logistics Mgmt Concentration**
AS580/CE580

**Management Concentration**
AS525/CE525

**REAL ESTATE CONCENTRATION**
AS527/CE527

**Operations and Production Mgmt**
AS532/CE532

**COMMUNITY INTERPRETATION**
AS557/CE557

**Computer Applications & Office Technology**
AS605/CE605

**Administrative Assistant**
CE609

**Legal Secretarial Studies**
CE611

**Office Clerk/Typist**
CE613

**Secretary**
CE615

**Computer Information Systems**
AS674/CE674

**C++ Programming**
CE680

**CISCO Networking**
CE681

**COBOL Programming**
AS683/CE683

**Computer Applications**
AS726/CE726

**Computer Programming**
AS727/CE727

**E-Commerce**
CE807

**Java Programming**
AS609

**PC Publishing**
CE815

**Relational Database Mgmt Tech**
CE816

**Systems Development**
CE806

**Visual Basic Programming**
CE817

**Webmaster**
CE820

**CONSTRUCTION TECHNOLOGY**
AS532/CE532

**Cosmetology**
AS534/CE534

**Cosmetology Business Admin-Entrepreneurial Concentration**
AS537/CE537

**Cosmetology Business Admin-Mgmt and Supervision Concentration**
AS538/CE538

**CULINARY ARTS**
AS561/CE561

**DENTAL HYGIENE**
AS724

**DENTAL LABORATORY TECHNOLOGY**
AS723/CE723

**DRAFTING TECHNOLOGY**
AS539/CE539

**EARLY CHILDHOOD STUDIES**
AS444/CE444

**Early Childhood Intervention Asst**
CE601

**ECS / Asst Teacher**
CE795

**Early Childhood Education**
AS801/CE801

**ECS / Twelve Core Units**
CE797

**ELECTRONICS**
AS831

**Analog and Digital Microelectronics**
CE831

**Analog Electronics Technology**
CE833

**Analog Electronics, Analysis and Documentation**
CE834

**Digital Electronics Technology**
CE837

**Digital Technology and Documentation**
CE839

**Electronic Circuit Analysis**
CE836

**Electronic Communications**
CE838

**Electronics Computer Systems**
AS545/CE545

**Electronics Documentation**
CE844

**Electronics Technology**
AS546/CE546

**General Electronics Core**
CE847

**Microcomputer Technology**
CE848

**Microprocessor Technology**
CE845

**Wireless and Fiber-Optic Comm**
CE846

**EMERGENCY MEDICAL TECHNICIAN**
CE801

**ENGINEERING**
AS520/CE520

**Engineering Aide**
AS521/CE521

**Engineering Graphics**
CE796

**Engineering Software Applications**
AS549/CE549

**Engineering Technology**
AS551

**Industrial Design**
CE798

**ENGINEERING TECHNOLOGY**
AS545/CE545

**Electronics Computer Systems**
CE833

**Electronics Documentation**
CE834

**Electronics Technology**
AS546/CE546

**Fire Technology/Dispatch**
CE782

**Firefighter Academy**
AS669/CE669

**GEOGRAPHIC INFORMATION SYSTEMS**
CE790

**Core Certificate in GIS Mapping**
CE794

**GRAPHICS TECHNOLOGY**
AS558/CE558

**Basic Electronic Prepress**
CE822

**Basic Graphic Design**
CE823

**Basic Multimedia Design**
CE824

**HUMAN SERVICES**
AS663/CE663

**Employment Support Specialization**
CE802

**LOGISTICS MANAGEMENT**
AS579/CE579

**MANUFACTURING TECHNOLOGY**
AS732/CE732

**Automated Systems**
CE799

**Computer-Aided Production Tech**
AS607/CE607

**Materials and Operations Mgmt**
CE800

**Mechatronics**
AS734/CE734

**MEDICAL ASSISTING**
AS718/CE718

**Admin/Clinical Medical Assisting**
AS701/CE701

**Medical Transcription**
AS701/CE701

**Music**
AS511/CE511

**Jazz Performance**
CE852

**MIDI**
CE850

**Music Performance**
CE851

**NURSING**
AS586/CE586

**Critical Care Nurse**
CE581

**Nursing Assistant**
CE584

**Registered Nursing**
AS586

**Vocational Nursing**
AS588/CE588

**PARALEGAL STUDIES**
AS591

**PHOTOGRAPHY**
AS592/CE592

**PHYSICAL EDUCATION / SPORTS & WELLNESS**
AS593/CE593

**Fitness Professions**
AS595/CE595

**Athletic Training**
AS597/CE597

**Coaching**
AS599/CE599

**PHYSICIAN ASSISTANT**
AS501/CE501

**RETAIL MANAGEMENT/WAFC**
AS536/CE536

**Sign Language Interpreting**
AS505/CE505

**TELECOMMUNICATIONS**
AS699/CE699

**Television Production Specialist**
AS800/CE800

**Basic Television Production**
AS842

**WELDING TECHNOLOGY**
AS606/CE606

**PHYSICIAN ASSISTANT**
AS501/CE501

**RETAIL MANAGEMENT/WAFC**
AS536/CE536

**Sign Language Interpreting**
AS505/CE505

**TELECOMMUNICATIONS**
AS699/CE699

**Television Production Specialist**
AS800/CE800

**Basic Television Production**
AS842

**WELDING TECHNOLOGY**
AS606/CE606
ACCOUNTING
See Business Administration

ADMINISTRATION OF JUSTICE
ADMINISTRATION OF JUSTICE  AS504/CE504
CERTIFICATE PROGRAM
Required Courses (27 units)  Units
ADJ-1 Introduction to the Administration of Justice  3
ADJ-2 Principles and Procedures of the Justice System  3
ADJ-3 Concepts of Criminal Law  3
ADJ-4 Legal Aspects of Evidence  3
ADJ-5 Community Relations  3
Electives  Choose from elective courses in the discipline  12

Associate in Science Degree
The Associate in Arts Degree in Administration of Justice 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.

ENFORCEMENT
ENFORCEMENT  AS563/CE563
CERTIFICATE PROGRAM
Required Courses (18 units minimum)  Units
ADJ-B1B Basic Peace Officer Training Academy  18
or
ADJ-B1C Basic Peace Officer Training Academy-CHP  18
or
ADJ-P4A, R1A2, R1B, R1C and W10A  Reserve Training Module Format  30.25

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.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:
ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL  CE783
DEPUTY ACADEMY
CERTIFICATE PROGRAM
Required Courses (12 units)  Units
ADJ-C1D Basic Correctional Deputy Academy (C)  12

ADMINISTRATION OF JUSTICE BASIC PUBLIC  CE784
SAFETY DISPATCH COURSE
CERTIFICATE PROGRAM
Required Courses (5 units)  Units
ADJ-D1A Basic Public Safety Dispatch Course  5

INVESTIGATIVE ASSISTANT  CE785
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
CIS-IA Introduction to Computer Information Systems  3

SUCCESSFUL COMPLETION OF ENG-IA MAY SUBSTITUTE FOR THIS COURSE.

PRIVATE SECURITY ASSISTANT  CE786
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

AIR CONDITIONING & REFRIGERATION
AIR CONDITIONING & REFRIGERATION  AS596/CE596
CERTIFICATE PROGRAM
Required Courses (28-29 units)  Units
AIR-50A Air Conditioning and Refrigeration  5
AIR-50B Advanced Refrigeration  5
AIR-51A Environmental Control  5
AIR-51B Industrial Commercial Refrigeration  5
WEL-34 Metals Joining Processes  2
Group A Electives (Choose one course from list below)  4
Group B Electives (Choose one course from list below)  2-3

Group A Electives
AIR-53A Basic Electricity for Conditioning and Refrigeration  4
ELE-10 Survey of Electronics  4
ELE-21 DC-AC Electronics  4

Group B Electives
CON-62 Blueprint Reading  3
ENE-51 Blueprint Reading  2

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.
## Architectural Program

### Required Courses (27 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE-24</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ARE-25</td>
<td>Advanced Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ARE-26</td>
<td>Architectural Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARE-36</td>
<td>History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARE-37</td>
<td>Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART-22</td>
<td>Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-21</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30</td>
<td>Computer Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>ENE-60</td>
<td>Math for Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives

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

### Associate in Science Degree

The Associate in Science degree in Architecture will be awarded upon completion of 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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## Architectural Graphics Program

### Required Courses (9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE-24</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-21</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30</td>
<td>Computer Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives

- ART-17: Beginning Drawing
- ART-23: Design and Color
- ART-24: Three Dimensional Design
- CON-60: Introduction to Construction
- CON-61: Materials of Construction

### Associate in Science Degree

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

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## Visual Communications - Animation Program

### Required Courses (15 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-20</td>
<td>Beginning Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART-24</td>
<td>3D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-40</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART-41</td>
<td>Figure Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART-44</td>
<td>Animation</td>
<td>3</td>
</tr>
<tr>
<td>Digital Media Electives (Choose from list below)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Digital Media Electives

- ART-36: Computer Art
- GRT-1: Introduction to Graphics Technology
- GRT-71: Adobe Photoshop for Publishing
- GRT-76: QuarkXPress for Publishing
- GRT-77A: Adobe Illustrator for Publishing
- GRT-78A: Multimedia Construction with Macromedia Director
- GRT-78B: Multimedia Construction using Lingo
- GRT-79: Multimedia Production using Painter

### 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.

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## Automotive Technology Program

### Required Courses (30 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUB-50</td>
<td>Introduction to Automotive Body Technology</td>
<td>4</td>
</tr>
<tr>
<td>AUB-51</td>
<td>Intermediate Automotive Body Technology</td>
<td>4</td>
</tr>
<tr>
<td>AUB-52</td>
<td>Automotive Body Refinishing</td>
<td>4</td>
</tr>
<tr>
<td>AUB-53</td>
<td>Automotive Body Special Projects</td>
<td>4</td>
</tr>
<tr>
<td>AUB-54</td>
<td>Advanced Automotive Body and Frame</td>
<td>4</td>
</tr>
<tr>
<td>AUB-60</td>
<td>Automotive Trim and Upholstery, I</td>
<td>4</td>
</tr>
<tr>
<td>AUT-53A</td>
<td>Automotive Chassis and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>WEL-34</td>
<td>Metal Joining Processes</td>
<td>2</td>
</tr>
</tbody>
</table>

### Associate in Science Degree

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

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### Digital Media Electives

- ART-36: Computer Art
- GRT-1: Introduction to Graphics Technology
- GRT-71: Adobe Photoshop for Publishing
- GRT-76: QuarkXPress for Publishing
- GRT-77A: Adobe Illustrator for Publishing
- GRT-78A: Multimedia Construction with Macromedia Director
- GRT-78B: Multimedia Construction using Lingo
- GRT-79: Multimedia Production using Painter

### 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.

The program is a joint effort of Riverside Community College, Ford Associate of Science Degree in Automotive Technology-Ford Specialty.

The Ford ASSET program is a two-year college program leading to an Associate of Science degree in Automotive Technology-Ford Specialty. Students will participate in 9 to 12 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

The GM ASEP program is a two-year college program leading to an Associate of Science degree in Automotive Technology-GM Specialty. The program is a joint effort of Riverside Community College, General Motors Corporation and area GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Program prerequisites for the Ford ASSET Program are currently under review and may be implemented for Fall, 2005. Please call the Applied Technology office at (951)222-8491 for information on prerequisite requirements.

The GM ASEP program has program prerequisites that must be taken four times.

ASSOCIATE DEGREE PROGRAM

<table>
<thead>
<tr>
<th>Required Courses (53.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-31 Ford Fuel Management</td>
<td>11</td>
</tr>
<tr>
<td>AUT-32 Ford Gasoline Engine Concepts and Repair</td>
<td>3.5</td>
</tr>
<tr>
<td>AUT-33 Ford Alignment, Steering and Suspension</td>
<td>4</td>
</tr>
<tr>
<td>AUT-34 Ford Electrical and Electronic Systems</td>
<td>7.5</td>
</tr>
<tr>
<td>AUT-35 Ford Heating and Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AUT-36 Ford Manual Transmissions and Drivetrains</td>
<td>6</td>
</tr>
<tr>
<td>AUT-37 Ford Automatic Transmissions and Transaxles</td>
<td>6</td>
</tr>
<tr>
<td>AUT-38 Ford Automotive Brakes</td>
<td>3.5</td>
</tr>
<tr>
<td>AUT-99 Automotive Technology Internship</td>
<td>2-2-2-2</td>
</tr>
</tbody>
</table>

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

The GM ASEP program is a two-year college program leading to an Associate of Science degree in Automotive Technology-GM Specialty. The program is a joint effort of Riverside Community College, General Motors Corporation and area GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

ASSOCIATE DEGREE PROGRAM

<table>
<thead>
<tr>
<th>Required Courses (56 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-80 General Motors Minor Services and Pre-Delivery</td>
<td>3</td>
</tr>
<tr>
<td>AUT-81 General Motors Electrical Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>AUT-82 General Motors Advanced Automotive Electronics</td>
<td>3.5</td>
</tr>
<tr>
<td>AUT-83 General Motors Fuel Management I</td>
<td>6</td>
</tr>
<tr>
<td>AUT-84 General Motors Fuel Management II</td>
<td>2.5</td>
</tr>
<tr>
<td>AUT-85 General Motors Gasoline and Diesel Engine Concepts and Repair</td>
<td>7</td>
</tr>
<tr>
<td>AUT-86 General Motors Alignment, Steering and Suspension</td>
<td>4</td>
</tr>
<tr>
<td>AUT-87 General Motors Heating and Air Conditioning (HVAC) Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT-88 General Motors Manual Transmissions and Drive Trains</td>
<td>6</td>
</tr>
<tr>
<td>AUT-89 General Motors Automatic Transmissions and Transaxles</td>
<td>6</td>
</tr>
<tr>
<td>AUT-90 General Motors Automotive Brakes</td>
<td>3.5</td>
</tr>
<tr>
<td>AUT-99 Automotive Technology Internship</td>
<td>2-2-2-2</td>
</tr>
</tbody>
</table>

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

ASSOCIATE DEGREE 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>

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, Lincoln-Mercury and Mazda dealers.

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.

ASSOCIATE DEGREE PROGRAM

<table>
<thead>
<tr>
<th>Required Courses (22 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-50 Automotive Principles</td>
<td>4</td>
</tr>
<tr>
<td>AUT-52A Automotive Tune-up and Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT-52B Automotive Tune-up and Emission Controls</td>
<td>4</td>
</tr>
<tr>
<td>AUT-54 Automotive Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT-56 Automotive Computer Controls</td>
<td>3</td>
</tr>
<tr>
<td>AUT-57 Automotive Heating and Air Conditioning</td>
<td>4</td>
</tr>
</tbody>
</table>

The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.
**TOYOTA T-TEN**  
**AS517/CE517**  
**CURRICULAR PROGRAM**

<table>
<thead>
<tr>
<th>Required Courses (28 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>3</td>
</tr>
<tr>
<td>AUT-65B Toyota Automatic Transmissions and Transaxles</td>
<td>3</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-99 Automotive Technology Internship</td>
<td>2-2</td>
</tr>
</tbody>
</table>

(required course must be taken 2 times)

**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**  
**AS617/CE617**  
**CURRICULAR 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-200 Biotechnology Work Experience (minimum of 1 unit)</td>
<td>1-4</td>
</tr>
<tr>
<td>CHE-2B Introductory Chemistry, II</td>
<td>4</td>
</tr>
<tr>
<td>MAT-35 Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>Group A Electives (Choose from list)</td>
<td>.5</td>
</tr>
<tr>
<td>Group B Electives (Choose from list)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Group A Electives**

| BIT-6 Basic Laboratory Skills: Microscopy | .5 |
| BIT-12 Protein Analysis (Amino Acid Sequencing) | .5 |

**Group B Electives**

| CIS-3 Computer Applications for Working Professionals | 3 |
| CIS-53 Keyboarding for Computer Users | 1 |
| CIS-65 Introduction to Microsoft PowerPoint | 1.5 |
| for the IBM PC | |
| CIS-80 Word Processing: Microsoft Word for Windows | 3 |
| CIS-98A Introduction to Excel | 1.5 |

**Associate in Science Degree**
The Associate in Science degree in Biotechnology 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.

**BUSINESS ADMINISTRATION**  
**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 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CIS/CAT-3 Computer Applications for Working Professionals</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 |
| Logistics Management | 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 AS523/CE523

Business Administration Major Core Requirements 18
Select another 12 units from the following: 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1B Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC-38 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-61 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-62 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-63 Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-65 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-66 Non-Profit and Governmental Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-200 Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>MAG-47 Organizational Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Business Concentration AS524/CE524

Business Administration Major Core Requirements 18
Select another 12 units from the following: 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1B Principles of Accounting II</td>
<td>3</td>
</tr>
</tbody>
</table>
| or
| ACC-38 Managerial Accounting | 3 |
| BUS-18B Business Law II | 3 |
| BUS-80 Principles of Logistics | 3 |
| BUS-200 Work Experience | 1-4 |
| MAG-47 Organizational Ethics | 3 |
| MAG-51 Elements of Supervision | 3 |
| MAG-53 Human Relations | 3 |
| MKT-20 Principles of Marketing | 3 |

### Logistics Management Concentration AS580/CE580

Business Administration Major Core Requirements 18
Select another 12 units from the following: 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-80 Principles of Logistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS/MAN-81 Inventory Control</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS-82 Freight Claims</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS-83 Contracts</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS-84 Computerized Logistics</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS-85 Warehouse Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS-86 Transportation and Traffic Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS-87 Introduction to Purchasing</td>
<td>3</td>
</tr>
</tbody>
</table>

### Management Concentration AS521/CE521

Business Administration Major Core Requirements 18
Select another 12 units from the following: 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAG-44 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-46 Contemporary Quality Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-47 Organizational Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAG-53 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>MAG-56 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-60 Introduction to Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-200 Work Experience</td>
<td>1-4</td>
</tr>
</tbody>
</table>

### Marketing Concentration AS525/CE525

Business Administration Major Core Requirements 18
Select another 12 units from the following: 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-51 Principles of E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS-80 Principles of Logistics</td>
<td>3</td>
</tr>
<tr>
<td>MKT-20 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT-40 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKT-41 Techniques of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT-42 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT-200 Work Experience</td>
<td>1-4</td>
</tr>
</tbody>
</table>

### Real Estate Concentration AS527/CE527

Business Administration Major Core Requirements 18
Select another 12 units from the following: 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLE-80 Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RLE-81 Real Estate Practices</td>
<td>3</td>
</tr>
<tr>
<td>RLE-82 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RLE-83 Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RLE-84 Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>RLE-85 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RLE-86 Escrow Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RLE-200 Work Experience</td>
<td>1-4</td>
</tr>
</tbody>
</table>

### 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.

### Operations and Production Management CE833 Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (15 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAG-70 Introduction to Organization Development</td>
<td>3</td>
</tr>
<tr>
<td>MAG-71 Introduction to Productivity Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-72 Introduction to Quantitative Methods for Business</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-20 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS-80 Principles of Logistics</td>
<td>3</td>
</tr>
<tr>
<td>MAG-44 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-46 Contemporary Quality Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-47 Organizational Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAG-51 Elements of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

### Community Interpretation AS557/CE557 Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (18 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMI-61 Introduction to Spanish English Translation</td>
<td>3</td>
</tr>
<tr>
<td>CMI-71 Bilingual Interpretation for the Medical Professions</td>
<td>6</td>
</tr>
<tr>
<td>CMI-81 Bilingual Interpretation for the Legal Professions</td>
<td>6</td>
</tr>
<tr>
<td>CMI-91 Introduction to Translation and Interpretation for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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 APPLICATIONS and OFFICE TECHNOLOGY**

**Certificate Program**

**Required Courses (31.5 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS/CAT-3</td>
<td>3</td>
</tr>
<tr>
<td>CAT-30</td>
<td>3</td>
</tr>
<tr>
<td>CAT-31</td>
<td>3</td>
</tr>
<tr>
<td>CAT-51</td>
<td>3</td>
</tr>
<tr>
<td>CAT-61</td>
<td>3</td>
</tr>
<tr>
<td>CAT-62</td>
<td>3</td>
</tr>
<tr>
<td>CAT-63A</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-80*</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-84*</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-93A</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS/CAT-34B</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/CAT-60</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/CAT-65</td>
<td>1.5</td>
</tr>
<tr>
<td>CAT-70</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-72A</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/CAT-77</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-78A</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-78B</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-79</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-80*</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-84*</td>
<td>3</td>
</tr>
<tr>
<td>CIS/95A</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/CAT-98B</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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

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

**Associate in Science Degree**

The Associate in Science degree in Computer Applications and Office 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 following Certificates may lead to employment competency, but do not lead to an associate in science degree:

**Administrative Assistant**

**Certificate Program**

**Required Courses (8 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-31</td>
<td>3</td>
</tr>
<tr>
<td>CAT/CIS-82B</td>
<td>1</td>
</tr>
<tr>
<td>CAT/CIS-83B</td>
<td>1</td>
</tr>
<tr>
<td>CAT/CIS-85</td>
<td>1</td>
</tr>
<tr>
<td>CAT/CIS-86</td>
<td>1</td>
</tr>
<tr>
<td>CAT/CIS-87</td>
<td>1</td>
</tr>
</tbody>
</table>

**Legal Secretarial Studies**

**Certificate Program**

**Required Courses (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-36A</td>
<td>3</td>
</tr>
<tr>
<td>CAT-36B</td>
<td>3</td>
</tr>
<tr>
<td>CAT-37</td>
<td>3</td>
</tr>
<tr>
<td>CAT-38</td>
<td>3</td>
</tr>
</tbody>
</table>

**Office Clerk/Typist**

**Certificate Program**

**Required Courses (14.5 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-1A</td>
<td>1</td>
</tr>
<tr>
<td>CAT-30</td>
<td>3</td>
</tr>
<tr>
<td>CAT-51</td>
<td>3</td>
</tr>
<tr>
<td>CAT-61</td>
<td>3</td>
</tr>
<tr>
<td>CAT-63A</td>
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<tr>
<td>CAT/CIS-93A</td>
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**Secretary**

**Certificate Program**

**Required Courses (15 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>CAT/CIS-3</td>
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<tr>
<td>CAT-40</td>
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<td>CAT-66</td>
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<tr>
<td>CAT/CIS-80</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
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<tr>
<td>CAT/CIS-84</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*If CIS/CAT-84 is used as a required course, then CIS/CAT-80 may be used as an elective.
### COMPUTER INFORMATION SYSTEMS

#### COMPUTER APPLICATIONS
- **AS726/CE726**

<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Required Courses (30 units)</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>COMPUTER APPLICATIONS</strong></td>
<td><strong>AS726/CE726</strong></td>
<td><strong>Units</strong></td>
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<tr>
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<td><strong>30 units</strong></td>
<td><strong>30 units</strong></td>
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<tr>
<td>CIS-1A</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1B</td>
<td>Advanced Concepts in Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS-5</td>
<td>Fundamentals of Programming Logic using C++</td>
<td>3</td>
</tr>
<tr>
<td>or CIS-28A</td>
<td>MS Access Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS-21</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAT-31</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>or BUS-22</td>
<td>Management Communications</td>
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<tr>
<td><strong>Electives 1</strong></td>
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<td>7.5</td>
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<tr>
<td>Electives 2</td>
<td>Choose from list below</td>
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<td><strong>Electives 1</strong></td>
<td>(7.5 units)</td>
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<tr>
<td>CIS-2</td>
<td>Fundamentals of Systems Analysis</td>
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<tr>
<td>CIS-20</td>
<td>Systems Analysis and Design</td>
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<tr>
<td>CIS-23</td>
<td>Software and End User Support</td>
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<tr>
<td>CIS-25</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS-61</td>
<td>Introduction to Databases</td>
<td>3</td>
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<tr>
<td>CIS/CAT-80</td>
<td>Word Processing: Microsoft Word for Windows</td>
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<td>CIS/CAT-84</td>
<td>Word Processing: WordPerfect for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-93A</td>
<td>Introduction to Windows</td>
<td>1.5</td>
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<tr>
<td>CIS-95A</td>
<td>Introduction to the Internet</td>
<td>1.5</td>
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<td>CIS/CAT-98B</td>
<td>Advanced Excel</td>
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<tr>
<td>GIS-1</td>
<td>Introduction to Geographic Information Systems</td>
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<tr>
<td><strong>Electives 2</strong></td>
<td>(7.5 units)</td>
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<tr>
<td>CIS-14A</td>
<td>Web Programming: JavaScript</td>
<td>3</td>
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<tr>
<td>CIS/CAT-54A</td>
<td>Introduction to Flash</td>
<td>3</td>
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<tr>
<td>CIS/CAT-56A</td>
<td>Designing Web Graphics</td>
<td>3</td>
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<tr>
<td>CIS/CAT-72A</td>
<td>Introduction to Web Page Creation</td>
<td>1.5</td>
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<tr>
<td>CIS/CAT-72B</td>
<td>Intermediate Web Page Creation using Cascading Style Sheets (CSS)</td>
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<tr>
<td>CIS-73A</td>
<td>Introduction to Multimedia Authoring</td>
<td>3</td>
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<tr>
<td>CIS/CAT-76A</td>
<td>Website Creation using Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-76B</td>
<td>Introduction to DreamWeaver</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-77</td>
<td>Beginning Desktop Publishing using PageMaker</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-78A</td>
<td>Introduction to Adobe Photoshop on IBM PC</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-79</td>
<td>Introduction to Adobe Illustrator on the IBM</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-81</td>
<td>Introduction to Desktop Publishing using Adobe InDesign</td>
<td>3</td>
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### COMPUTER PROGRAMMING
- **AS728/CE728**

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<th>Certificate Program</th>
<th>Required Courses (25.5 units)</th>
<th>Units</th>
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<td><strong>COMPUTER PROGRAMMING</strong></td>
<td><strong>AS728/CE728</strong></td>
<td><strong>Units</strong></td>
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<td><strong>Required Courses (25.5 units)</strong></td>
<td><strong>25.5 units</strong></td>
<td><strong>25.5 units</strong></td>
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<tr>
<td>CIS-1A</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS-2</td>
<td>Fundamentals of Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS-5</td>
<td>Fundamentals of Programming Logic Using C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS-21</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-72A</td>
<td>Introduction to Web Page Creation</td>
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<tr>
<td><strong>Electives</strong></td>
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<tr>
<td>Electives</td>
<td>From Group 2</td>
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<td><strong>Electives - Group 1</strong></td>
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<tr>
<td>CIS-13A</td>
<td>COBOL Programming: Introduction</td>
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</tr>
<tr>
<td>CIS-14A</td>
<td>Web Programming: JavaScript</td>
<td>3</td>
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<tr>
<td>CIS-15A</td>
<td>Visual Basic Programming: Objects</td>
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</tr>
<tr>
<td>CIS-17A</td>
<td>C++ Programming: Objects</td>
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<tr>
<td>CIS-18A</td>
<td>Java Programming: Objects</td>
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<td>CIS-11</td>
<td>Computer Programming using Assembler</td>
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<td>CIS-13B</td>
<td>COBOL Programming: Intermediate</td>
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<tr>
<td>CIS-15B</td>
<td>Visual Basic Programming: Advanced Objects</td>
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<td>CIS-15C</td>
<td>Visual Basic Programming: Databases</td>
<td>3</td>
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<tr>
<td>CIS-17B</td>
<td>C++ Programming: Windows Programming using Visual C++ and MFC</td>
<td>3</td>
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<tr>
<td>CIS-17C</td>
<td>C++ Programming: Data Structures</td>
<td>3</td>
</tr>
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<td>CIS-18B</td>
<td>Java Programming: Advanced Objects</td>
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<tr>
<td>CIS-18C</td>
<td>Java Programming: Data Structures</td>
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</table>

### Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, 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.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

#### C++ PROGRAMMING
- **CE803**

<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Required Courses (9 units)</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>C++ PROGRAMMING</strong></td>
<td><strong>CE803</strong></td>
<td><strong>Units</strong></td>
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<tr>
<td><strong>Required Courses (9 units)</strong></td>
<td><strong>9 units</strong></td>
<td><strong>9 units</strong></td>
</tr>
<tr>
<td>CIS-5</td>
<td>Fundamentals of Programming Logic using C++</td>
<td>3</td>
</tr>
<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>or CIS-17C</td>
<td>C++ Programming: Data Structures</td>
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### CISCO NETWORKING
- **CE810**

<table>
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<th>Required Courses (16 units)</th>
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<td><strong>CISCO NETWORKING</strong></td>
<td><strong>CE810</strong></td>
<td><strong>Units</strong></td>
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<td>CIS-26A</td>
<td>Cisco Networking Academy IA</td>
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<tr>
<td>CIS-26B</td>
<td>Cisco Networking Academy IB</td>
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<td>CIS-26C</td>
<td>Cisco Networking Academy IC</td>
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<td>CE805</td>
<td><strong>COBOL Programming Certificate Program</strong></td>
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<td>Required Courses (9 units)</td>
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<tr>
<td></td>
<td>CIS-13A  COBOL Programming: Introduction</td>
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<tr>
<td></td>
<td>CIS-13B  COBOL Programming: Intermediate</td>
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<tr>
<td></td>
<td>CIS-5    Fundamentals of Programming Logic using C++</td>
<td>3</td>
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<td></td>
<td>or      CIS-2    Fundamentals of System Analysis</td>
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<tr>
<td>CE807</td>
<td><strong>E-Commerce Certificate Program</strong></td>
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<tr>
<td></td>
<td>BUS-10   Introduction to Business</td>
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<td>CIS-21   Introduction to Operating Systems</td>
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<td>CIS-25   Introduction to Data Communications</td>
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<td>CIS/CAT-76A Web site Creation using Microsoft FrontPage</td>
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<td>Electives (Choose from list below)</td>
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<td>CIS-13B  COBOL Programming: Intermediate</td>
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<td>CIS-14A  Web Programming: JavaScript</td>
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<td>CIS-15B  Visual Basic Programming: Advanced Objects</td>
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<td>CIS-15C  Visual Basic Programming: Databases</td>
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<td>CIS-17B  C++ Programming: Windows Programming using Visual C++ and MFC</td>
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<td>CIS-18B  Java Programming: Advanced Objects</td>
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<td>CIS-18A  Java Programming: Objects</td>
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<td>or      CIS-18C  Java Programming: Data Structures</td>
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<td>CE815</td>
<td><strong>PC Publishing Certificate Program</strong></td>
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<td>CIS/CAT-78B Advanced Adobe Photoshop</td>
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<td>CIS/CAT-79 Introduction to Adobe Illustrator on the IBM PC</td>
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<td>CIS/CAT-81 Introduction to Desktop Publishing using Adobe InDesign</td>
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<td></td>
<td>or      CIS/CAT-77 Beginning Desktop Publishing using PageMaker</td>
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<td>CE816</td>
<td><strong>Relational Database Management Technology Certificate Program</strong></td>
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<td></td>
<td>CIS-61   Introduction to Database Theory</td>
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<td></td>
<td>CIS-62   Microsoft Access DBMS: Comprehensive</td>
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<tr>
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<td>CIS-63   Introduction to Structured Query Language (SQL)</td>
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<td>plus 6 units from Group I below – Access</td>
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<tr>
<td></td>
<td>or     6 units from Group II below – Oracle</td>
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<tr>
<td></td>
<td>Electives Group I Ejectives</td>
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<tr>
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<td>CIS-15A  Visual Basic Programming: Objects</td>
<td>3</td>
</tr>
<tr>
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<td>CIS-15C  Visual Basic Programming: Databases</td>
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<td>CIS-28A  MS Access Programming</td>
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<td>Electives Group II Ejectives</td>
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<tr>
<td></td>
<td>CIS-29A  Introduction to Oracle</td>
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<tr>
<td></td>
<td>CIS-29B  Oracle Application Development</td>
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<td>CIS-29C  Oracle Database and Server Administration</td>
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<tr>
<td>CE806</td>
<td><strong>Systems Development Certificate Program</strong></td>
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<td>Required Courses (9 units)</td>
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<td></td>
<td>CIS-2    Fundamentals of System Analysis</td>
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<td></td>
<td>CIS-20   Systems Analysis and Design</td>
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<td></td>
<td>or      CIS-28A MS Access Programming</td>
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<td>CIS-62   Microsoft Access DBMS: Comprehensive</td>
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<td>CE817</td>
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</tr>
<tr>
<td></td>
<td>CIS-5    Fundamentals of Programming Logic using C++</td>
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</tr>
<tr>
<td></td>
<td>CIS-15A  Visual Basic Programming: Objects</td>
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<tr>
<td></td>
<td>CIS-15B  Visual Basic Programming: Advanced Objects</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or      CIS-15C  Visual Basic Programming: Databases</td>
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<tr>
<td>CE820</td>
<td><strong>Web Master Certificate Program</strong></td>
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<td>Required Courses (13.5 units)</td>
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<tr>
<td></td>
<td>CIS-14A  Web Programming: JavaScript</td>
<td>3</td>
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<tr>
<td></td>
<td>CIS/CAT-72A Introduction to Web Page Creation</td>
<td>1.5</td>
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<tr>
<td></td>
<td>CIS/CAT-72B Intermediate Web Page Creation using Cascading Style Sheets (CSS)</td>
<td>1.5</td>
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<tr>
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<td>CIS/CAT-76A Website Creation using Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or     CIS/CAT-76B Introduction to DreamWeaver</td>
<td>3</td>
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<tr>
<td></td>
<td>Electives (Choose from list below)</td>
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<tr>
<td></td>
<td>CIS-14B  Web Programming: Active Server Pages</td>
<td>3</td>
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<tr>
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<td>CIS/CAT-54A Introduction to Flash</td>
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<td></td>
<td>CIS/CAT-56A Designing Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS-72C  Introduction to XML</td>
<td>1.5</td>
</tr>
</tbody>
</table>
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 and in relating to other agencies in the construction industry.

CONSTRUCTION TECHNOLOGY AS532/CE532
CERTIFICATE PROGRAM
Required Courses (30 units) Units
CON-63A Uniform Building Codes and Ordinances 3
CON-64 Office Procedure and Field Inspection 3
CON-65 Plumbing Code 3
CON-66 National Electrical Code 3
CON-67 Mechanical Codes 3
CON-68 Simplified Engineering for Building Inspectors 3
CON-70 Fundamentals of Soil Technology 3
CON-71 Energy Conservation Standards 1.5
CON-72 California State Accessibility Standards 1.5
Electives (Choose from list below) 6

Electives
CON-60 Introduction to Construction 3
CON-61 Materials of Construction 3
CON-62 Blueprint Reading 3
CON-63BCD Analysis of Revisions to the Uniform Building Code 3-3-3
CON-73 Project Planning for Site Construction 3
CON-200 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 AS534/CE534
CERTIFICATE PROGRAM
Required Courses (35 units) Units
COS-60A Beginning Cosmetology Concepts 7
COS-60B Level II Cosmetology Concepts 7
COS-60C Level III Cosmetology Concepts 7
COS-60D Level IV Cosmetology Concepts 7
COS-60E Level V Cosmetology Concepts 7

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

COSMETOLOGY BUSINESS ADMINISTRATION MAJOR
CORE REQUIREMENTS

CONSTRUCTION TECHNOLOGY AS532/CE532
CERTIFICATE PROGRAM
Required Courses (30 units) Units
ACC-1A Principles of Accounting, I 3
BUS-10 Introduction to Business 3
CIS-1A Introduction to Computer Information Systems 3
Major Concentration Requirements 12

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

Required Courses (9 units) Units
ACC-1A Principles of Accounting, I 3
BUS-10 Introduction to Business 3
CIS-1A Introduction to Computer Information Systems 3
Major Concentration Requirements 12

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

In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from the following concentrations:
Entrepreneurial Concentration Management and Supervision Concentration

ENTREPRENEURIAL CONCENTRATION AS537/CE537
Required Courses (9 units) Units
ACC-1B Principles of Accounting II 3
ACC-62 Payroll Accounting 3
ART-39 Design and Graphics 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
CAT-30 Business English 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.

In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from the following concentrations:
Entrepreneurial Concentration Management and Supervision Concentration

Entrepreneurial Concentration AS537/CE537
Required Courses (9 units) Units
ACC-1B Principles of Accounting II 3
ACC-62 Payroll Accounting 3
ART-39 Design and Graphics 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
CAT-30 Business English 3

NOTE: Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section with the approval of the department chair.
MANAGEMENT AND SUPERVISION

**CONCENTRATION**

select another 12 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1B</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC-38</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS-18A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-18B</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS-22</td>
<td>Management Communications</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>Contemporary Quality Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-47</td>
<td>Organizational Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAG-51</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAG-53</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>MAG-56</td>
<td>Human Resources Management</td>
<td>3</td>
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</tbody>
</table>

**Associate in Science Degree**

The Associate in Science degree in Cosmetology Business 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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CULINARY ARTS

The Culinary Arts curriculum is designed to develop and provide students with an intensive professional and practical experience and background, with hands-on approach in the daily operation in a professional kitchen and full service fine dining restaurant. Also, it will provide students with basic knowledge needed to work in volume feeding establishments, and experience all phases (front and back of the house) of a restaurant operation through rotation of assignments.

**CULINARY ARTS**

**AS561/CE561**

**CERTIFICATE PROGRAM**

Required Courses (26 units) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CUL-36</td>
<td>Introduction to Culinary Arts</td>
<td>8</td>
</tr>
<tr>
<td>CUL-37</td>
<td>Intermediate Culinary Arts</td>
<td>8</td>
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<tr>
<td>CUL-38</td>
<td>Advanced Culinary Arts</td>
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Electives

<table>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CUL-20</td>
<td>Fundamentals of Baking</td>
<td>2</td>
</tr>
<tr>
<td>CUL-22</td>
<td>Cake Decorating I</td>
<td>2</td>
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</tbody>
</table>

**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 HYGIENE

**AS724**


**Associate in Science Degree**

Required Course (60.5 units) Units

**First Semester courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DEH-10A</td>
<td>Pre-Clinic Dental Hygiene #1</td>
<td>2.5</td>
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<tr>
<td>DEH-11</td>
<td>Principles of Dental Hygiene</td>
<td>2</td>
</tr>
<tr>
<td>DEH-12A</td>
<td>Principles of Oral Radiology</td>
<td>1</td>
</tr>
<tr>
<td>DEH-12B</td>
<td>Oral Radiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DEH-13</td>
<td>Infection Control in Dentistry</td>
<td>1</td>
</tr>
<tr>
<td>DEH-14</td>
<td>Systems Analysis of Dental Anatomy</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>Morphology, Histology, Embryology</td>
<td></td>
</tr>
<tr>
<td>DEH-15</td>
<td>Head and Neck Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DEH-16</td>
<td>Preventive Dentistry</td>
<td>1</td>
</tr>
<tr>
<td>DEH-17</td>
<td>General Pathology</td>
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**First Winter Intersession Courses:**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DEH-10B</td>
<td>Pre-Clinic Dental Hygiene #2</td>
<td>1</td>
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<tr>
<td>DEH-19</td>
<td>Pain Control</td>
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**Second Semester Courses:**

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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DEH-20A</td>
<td>Clinical Dental Hygiene #1</td>
<td>3</td>
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<tr>
<td>DEH-21</td>
<td>Clinical Seminar #1</td>
<td>1</td>
</tr>
<tr>
<td>DEH-22</td>
<td>Oral Radiology Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>DEH-23</td>
<td>Introduction to Periodontology</td>
<td>2</td>
</tr>
<tr>
<td>DEH-24</td>
<td>Ethics</td>
<td>1</td>
</tr>
<tr>
<td>DEH-25</td>
<td>Medical/Dental Emergencies</td>
<td>1</td>
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<tr>
<td>DEH-26</td>
<td>Dental Treatment of Geriatric and Medically Compromised</td>
<td>2</td>
</tr>
<tr>
<td>DEH-27</td>
<td>Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEH-28</td>
<td>Basic and Applied Pharmacology</td>
<td>2</td>
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</table>

**Summer Session Courses:**

<table>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DEH-20B</td>
<td>Clinical Dental Hygiene #2</td>
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**Third Semester Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DEH-30A</td>
<td>Clinical Dental Hygiene #3</td>
<td>3.5</td>
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<tr>
<td>DEH-31</td>
<td>Clinical Seminar #2</td>
<td>1</td>
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<tr>
<td>DEH-32</td>
<td>Dental Materials</td>
<td>2.5</td>
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<tr>
<td>DEH-33</td>
<td>Periodontology</td>
<td>1</td>
</tr>
<tr>
<td>DEH-34</td>
<td>Community Dental Health Education #1</td>
<td>1</td>
</tr>
<tr>
<td>DEH-35</td>
<td>Community Dental Health Education</td>
<td>1</td>
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<tr>
<td></td>
<td>Practicum #1</td>
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<tr>
<td>DEH-36</td>
<td>Research Methodology</td>
<td>2</td>
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<tr>
<td>DEH-37</td>
<td>Nutrition in Dentistry</td>
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**Second Winter Intersession Courses:**

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>DEH-30B</td>
<td>Clinical Dental Hygiene #4</td>
<td>1</td>
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</table>

**Fourth Semester Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DEH-40</td>
<td>Clinical Dental Hygiene #5</td>
<td>4</td>
</tr>
<tr>
<td>DEH-41</td>
<td>Clinical Seminar #3</td>
<td>1</td>
</tr>
<tr>
<td>DEH-42</td>
<td>Practice Management and Jurisprudence</td>
<td>2</td>
</tr>
<tr>
<td>DEH-43</td>
<td>Advanced Periodontology</td>
<td>1</td>
</tr>
<tr>
<td>DEH-44</td>
<td>Community Dental Health Education #2</td>
<td>1</td>
</tr>
<tr>
<td>DEH-45</td>
<td>Community Dental Health Education</td>
<td>1</td>
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<tr>
<td></td>
<td>Practicum #2</td>
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<tr>
<td>DEH-46</td>
<td>Advanced Topics in Dental Hygiene</td>
<td>1</td>
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Plus completion of the graduation requirements as described in the catalog.
## Dental Laboratory Technology

**Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DEN-70</td>
<td>Introduction to Dental Technology</td>
<td>2</td>
</tr>
<tr>
<td>DEN-71</td>
<td>Dental Morphology</td>
<td>3</td>
</tr>
<tr>
<td>DEN-72A</td>
<td>Dental Materials I</td>
<td>1</td>
</tr>
<tr>
<td>DEN-72B</td>
<td>Dental Materials II</td>
<td>1</td>
</tr>
<tr>
<td>DEN-74</td>
<td>Dental Anatomy and Physiology</td>
<td>1</td>
</tr>
<tr>
<td>DEN-75A</td>
<td>Complete Denture Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>DEN-75B</td>
<td>Complete Denture Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>DEN-77A</td>
<td>Removable Partial Denture Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>DEN-77B</td>
<td>Removable Partial Denture Techniques II</td>
<td>3</td>
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<tr>
<td>DEN-79A</td>
<td>Crown and Bridge Techniques I</td>
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</tr>
<tr>
<td>DEN-79B</td>
<td>Crown and Bridge Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>DEN-82</td>
<td>Dental Laboratory Management</td>
<td>1</td>
</tr>
<tr>
<td>DEN-89A</td>
<td>Dental Ceramics I</td>
<td>3</td>
</tr>
<tr>
<td>DEN-89B</td>
<td>Dental Ceramics II</td>
<td>3</td>
</tr>
<tr>
<td>DEN-200</td>
<td>Work Experience</td>
<td>1</td>
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</tbody>
</table>

### 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENE-28</td>
<td>Technical Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30</td>
<td>Computer Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>ENE-31</td>
<td>Computer Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-51</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>ENE-52</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>2</td>
</tr>
<tr>
<td>ENE-60</td>
<td>Math for Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
<td>2-3</td>
</tr>
</tbody>
</table>

### Electives

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

### Electives

- 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 2
- EAR-40 Introduction to Infants and Children with Disabilities and other Special Needs 3
- EAR-41 Internship in Early Intervention/Special Education 4
- EAR-43 Children with Challenging Behaviors 3
- EAR-44 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.

**EARLY CHILDHOOD INTERVENTION ASSISTANT AS601/CE601**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (31 units)</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>EAR-20 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EAR-24 Creative Activities through Curriculum</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-33 Caring for Infants and Toddlers in Group Settings</td>
<td>3</td>
</tr>
<tr>
<td>EAR-40 Introduction to Infants and Children with Disabilities and Other Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>EAR-41 Internship in Early Intervention/Special Education</td>
<td>4</td>
</tr>
<tr>
<td>EAR-42 Home, School and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>EAR-43 Children with Challenging Behaviors</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
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**Electives**

<table>
<thead>
<tr>
<th>Required Courses (31 units)</th>
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<tbody>
<tr>
<td>EAR-19 Observation Methods in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EAR-26 Child Health</td>
<td>3</td>
</tr>
<tr>
<td>EAR-31 Home Visiting</td>
<td>3</td>
</tr>
<tr>
<td>EAR-34 Curriculum Activities for Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EAR-38 Adult Supervision in ECE/CD Classrooms</td>
<td>2</td>
</tr>
<tr>
<td>EAR-44 Administration Of Early Childhood Education I</td>
<td>3</td>
</tr>
<tr>
<td>EAR-47 Childhood Stress and Trauma</td>
<td>3</td>
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</table>

**Associate in Science Degree**
The Associate in Science Degree in Early Childhood Intervention 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.

**EARLY CHILDHOOD STUDIES ASSISTANT TEACHER CE795**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (6 units)</th>
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</thead>
</table>

**Recommended Electives (8-10 units)**

<table>
<thead>
<tr>
<th>Required Courses (6 units)</th>
<th>Units</th>
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<tbody>
<tr>
<td>EAR-20 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EAR-24 Creative Activities through Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EAR-28 Introduction to Principles and Practices of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>EAR-42 Home, School and Community Relations</td>
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**EARLY CHILDHOOD STUDIES / TWELVE CORE UNITS CE797**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (12 units)</th>
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<td>EAR-20 Child Development</td>
<td>3</td>
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<tr>
<td>EAR-24 Creative Activities through Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EAR-28 Introduction to Principles and Practices of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>EAR-42 Home, School and Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**EDUCATION PARAPROFESSIONAL AS603/CE603**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (32-34 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-1 Teaching in the Multicultural Classroom</td>
<td>3</td>
</tr>
<tr>
<td>EDU-3 Introduction to Literacy Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDU-4 Introduction to Literacy/Service Learning</td>
<td>1</td>
</tr>
<tr>
<td>EAR-20 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG-1A English Composition</td>
<td>4</td>
</tr>
<tr>
<td>or ENG-50 Basic English Composition</td>
<td>4</td>
</tr>
<tr>
<td>HIS-6 Political and Social History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>or HIS-7 Political and Social History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>MAT-52 Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SPE-1 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPE-9 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Electives (May include, but not limited to those listed below)</td>
<td>8-10</td>
</tr>
</tbody>
</table>

**Recommended Electives (8-10 units)**

<table>
<thead>
<tr>
<th>Required Courses (32-34 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAR-26 Child Health</td>
<td>3</td>
</tr>
<tr>
<td>ENG-30 Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHP-30 First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>SPA-3N Spanish for Spanish Speakers</td>
<td>5</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**
The Associate in Science Degree in Education Paraprofessional 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

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 AS545/CE545
CERTIFICATE PROGRAM

Required Courses (35-39 units) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or both</td>
<td>ELE-21 DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>and</td>
<td>ELE-23 Electronics Devices and Circuits</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE-25 Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE-26 Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE-27 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELE-36 Advanced Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE-38 Computer Systems Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE-39 PCM and Digital Transmission</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELE-40 Fiber Optic Basics</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>CIS-5 Fundamentals of Programming Logic using C++</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS-17A C++ Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS-17B C++ Programming: Windows Programming</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>using Visual C++ and WFC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ELE-22 Passive Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELE-24 Active Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELE-26 Advanced Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE-38 Computer Systems Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE-39 PCM and Digital Transmission</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELE-40 Fiber Optic Basics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELE-200 Electronics Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td></td>
<td>ENE-22 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENE-31 Computer-Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENE-60 Math for Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN-47A Statistical Process Control</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN-51 Machine Processes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN-60 Hydraulic and Pneumatic Systems</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MAN-75A Robotic Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAN-76 Automated Systems Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Electives

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 AS546/CE546
CERTIFICATE PROGRAM

Required Courses (28 units) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>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-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-27</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
<td>9</td>
</tr>
</tbody>
</table>

Electives

CIS-5       | Fundamentals of Programming Logic using C++     | 3     |
CIS-17A     | C++ Programming: Objects                        | 3     |
CIS-17B     | C++ Programming: Windows Programming            | 3     |
|            | using Visual C++ and WFC                        |       |
ELE-22      | Passive Circuit Analysis                        | 3     |
ELE-24      | Active Circuit Analysis                         | 3     |
ELE-26      | Advanced Microprocessors                        | 4     |
ELE-38      | Computer Systems Troubleshooting                | 4     |
ELE-39      | PCM and Digital Transmission                    | 3     |
ELE-40      | Fiber Optic Basics                              | 3     |
ELE-200     | Electronics Work Experience                     | 1-4   |
ENE-22      | Engineering Drawing                             | 3     |
ENE-31      | Computer-Aided Drafting and Design              | 3     |
ENE-60      | Math for Engineering Technology                 | 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     |

THE FOLLOWING CERTIFICATES MAY LEAD TO EMPLOYMENT COMPETENCY, BUT DO NOT LEAD TO AN ASSOCIATE IN SCIENCE DEGREE:

ANALOG AND DIGITAL MICROELECTRONICS CE831
CERTIFICATE PROGRAM

Required Courses (15 units) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

ANALOG ELECTRONICS, ANALYSIS AND DOCUMENTATION CE834
CERTIFICATE PROGRAM

Required Courses (15 units) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<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-25</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26</td>
<td>Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
</tbody>
</table>

ANALOG ELECTRONICS TECHNOLOGY CE835
CERTIFICATE PROGRAM

Required Courses (11 units) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<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>
<td>2</td>
</tr>
</tbody>
</table>

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.
## Digital Electronics Technology | CE837
---
**Certificate Program**
**Required Courses (11 units)**
- ELE-25 Digital Techniques 4
- ELE-26 Microprocessors and Microcontrollers 4
- or
- ELE-36 Advanced Microprocessors 4
- ELE-39 PCM and Digital Transmission 3

## Digital Technology and Documentation | CE839
---
**Certificate Program**
**Required Courses (16 units)**
- ELE-10 Survey of Electronics 4
- or
- ELE-21 DC-AC Electronics 4
- ELE-25 Digital Techniques 4
- ELE-27 Technical Communication 3
- ELE-28 Automated Electronics Design and Documentation Tools 2
- ELE-39 PCM and Digital Transmission 3

## Electronic Circuit Analysis | CE836
---
**Certificate Program**
**Required Courses (10 units)**
- ELE-10 Survey of Electronics 4
- or
- ELE-21 DC-AC Electronics 4
- ELE-22 Passive Circuit Analysis 3
- ELE-24 Active Circuit Analysis 3

## Electronic Communications | CE838
---
**Certificate Program**
**Required Courses (15 units)**
- ELE-10 Survey of Electronics 4
- ELE-27 Technical Communication 3
- ELE-28 Automated Electronics Design and Documentation Tools 2
- ELE-32 FCC Radiotelephone License Exam Preparation 3
- ELE-39 PCM and Digital Transmission 3

## Electronics Documentation | CE844
---
**Certificate Program**
**Required Courses (9 units)**
- ELE-10 Survey of Electronics 4
- or
- ELE-21 DC-AC Electronics 4
- ELE-27 Technical Communication 3
- ELE-28 Automated Electronics Design and Documentation Tools 2

## General Electronics Core | CE847
---
**Certificate Program**
**Required Courses (16 units)**
- ELE-10 Survey of Electronics 4
- ELE-23 Electronics Devices and Circuits 4
- ELE-25 Digital Techniques 4
- ELE-26 Microprocessors and Microcontrollers 4

## Microcomputer Technology | CE848
---
**Certificate Program**
**Required Courses (12 units)**
- ELE-26 Microprocessors and Microcontrollers 4
- ELE-36 Advanced Microprocessors 4
- ELE-38 Computer Systems Troubleshooting 4

## Microprocessor Technology | CE845
---
**Certificate Program**
**Required Courses (12 units)**
- ELE-25 Digital Techniques 4
- ELE-26 Microprocessors and Microcontrollers 4
- ELE-36 Advanced Microprocessors 4

## Wireless and Fiber-optic Communications | CE846
---
**Certificate Program**
**Required Courses (13 units)**
- ELE-10 Survey of Electronics 4
- ELE-32 FCC Radiotelephone License Exam Preparation 3
- ELE-39 PCM and Digital Transmission 3
- ELE-40 Fiber-Optic Basics 3

### EMERGENCY MEDICAL SERVICES

The following Certificate may lead to employment competency, but does not lead to an associate in science degree:

## Emergency Medical Technician | CE801
---
**Certificate Program**
**Required Courses (7 units)**
- EMS-50 Emergency Medical Services-Basic 6
- EMS-51 Emergency Medical Services-Basic Clinical /Field 1

## Engineering Technology

### Engineering Aide | AS550/CE550
---
**Certificate Program**
**Required Courses (27 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
  - 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**

<table>
<thead>
<tr>
<th>Required Courses (27 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30 Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-31 Computer-Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-42 3D Parametric Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENE-43 3D Technical Animation</td>
<td>3</td>
</tr>
<tr>
<td>ENE-44 Advanced 3D Technical Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART-36 Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1A Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GRT-71 Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS-78A Introduction to Adobe Photoshop</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 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

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (35-37 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENE/ELE-27 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30 Computer Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>ENE-33 Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>ELE-21 DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>MAT-11 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT-36 Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>WEL-34 Metal Joining Processes</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>6-8</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>CHE-2A Introductory Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENE-23 Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC-51 Machine Processes</td>
<td>3</td>
</tr>
<tr>
<td>MAC-51 Calculus, A Short Course</td>
<td>4</td>
</tr>
<tr>
<td>MAT-12 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-2A General Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

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

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

### Engineering Graphics

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30 Computer-Aided Drafting (CAD)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Industrial Design

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (10 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-28 Technical Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-42 3D Parametric Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MAN-52 Fundamentals of Computer-Aided Manufacturing</td>
<td>4</td>
</tr>
</tbody>
</table>

### Fire Technology

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (23 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-1 Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIT-2 Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIT-3 Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIT-4 Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIT-5 Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FIT-9 Fire Ground Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
</tr>
</tbody>
</table>

Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

**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.

### Firefighter Academy

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (19 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-S3 Basic Firefighter Academy</td>
<td>19</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science Degree in Fire Academy 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 following Certificates may lead to employment competency, but do not lead to an associate of science degree:

### Fire Technology/Dispatch

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (4.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-D1 Fire Department Organization for Dispatchers</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D2 Emergency Call Taking for Fire and EMS</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D3 Dispatcher Communication Systems</td>
<td>.25</td>
</tr>
<tr>
<td>FIT-D4 Support Radio Dispatching</td>
<td>.5</td>
</tr>
<tr>
<td>FIT-D5 Initial Attack Dispatch Operations</td>
<td>.5</td>
</tr>
<tr>
<td>FIT-D6 Initiating and Supporting a Wildland Dispatch</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D7 Multi-Agency Incident Resource</td>
<td>.25</td>
</tr>
</tbody>
</table>

Processing System
GEORAPHIC INFORMATION SYSTEMS
The following Certificates may lead to employment competency, but do not lead to an associate of science degree:

CORE CERTIFICATE IN GIS MAPPING CE794
Certificate Program
Required Courses (9 units) Units
GIS-1 Introduction to Geographic Information Systems 3
GIS-5 Cartography and Base Map Development 3
GIS-9 Spatial Analysis with GIS 3

GEORAPHIC INFORMATION SYSTEMS CE790
Certificate Program
Required Courses (15 units) Units
GIS-1 Introduction to Geographic Information Systems 3
GIS-5 Cartography and Base Map Development 3
GIS-9 Spatial Analysis with GIS 3
GIS-17 Advanced GIS Applications 3
Electives (Choose from list below) 3

Electives
GIS-13 GIS for Science, Business and Government 3
GIS-21 Global Positioning System (GPS) Field Techniques 3
GIS-25 GIS Internship 3

GENERAL BUSINESS
SEE BUSINESS ADMINISTRATION

GRAPHICS TECHNOLOGY AS558/CE558
Certificate Program
Required Courses (34 units) Units
GRT-1 Introduction to Graphics Technology 3
GRT-30 Contemporary Topics in Graphics Technology 1
GRT-58 Paper and Inks for Multi-purposed Design 1
GRT-63 Adobe InDesign for Professional Publishing 3
or
GRT-76 QuarkXPress for Publishing 3
GRT-70 Project Design and Production 3
GRT-71 Adobe Photoshop for Publishing 3
GRT-80 Introductory Digital Darkroom 3
GRT-85 Beginning Offset Presswork 3
Electives (Choose from list below) 11

Electives
ART-36 Computer Art 3
ENG-17 Literary Magazine Production 2
GRT-63 Adobe InDesign for Professional Publishing 3
GRT-64 Ethics and Legailities of Digital Manipulation 1
GRT-65 Cross Platform File Management 1
GRT-67 WEB Animation with Flash 3
GRT-68 3D Animation with Maya 3
GRT-69 Motion Graphics and Compositing with After Effects 3
GRT-72 Advanced Photoshop for Publishing 3
GRT-73 Developing and Authoring Multimedia CD’s and DVD’s 3
GRT-74 Dreamweaver for Graphic Designers 3
GRT-76 QuarkXPress for Publishing 3
GRT-77A Adobe Illustrator for Publishing 3
GRT-77B Advanced 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
GRT-81 Advanced Digital Darkroom 3
GRT-86 Advanced Offset Presswork and Bindery 3
GRT-88 3D Creature Creations with Maya 3
GRT-89 Multimedia Graphics Portfolio 4
GRT-200 Work Experience 1-4
PHO-20 Introduction to Digital Still Photography 3
TEL-64 Digital Editing Principles and Techniques 3

Associate in Science Degree
The Associate in Science Degree in Graphics 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 following Certificates may lead to employment competency, but do not lead to an associate of science degree:

BASIC ELECTRONIC PREPRESS CE822
Certificate Program
Required Courses (17 units) Units
GRT-1 Introduction to Graphics Technology 3
GRT-63 Adobe InDesign for Professional Publishing 3
or
GRT-76 QuarkXPress for Publishing 3
GRT-64 Ethics and Legailities of Digital Manipulation 1
GRT-65 Cross Platform File Management 1
GRT-71 Adobe Photoshop for Publishing 3
GRT-80 Introductory Digital Darkroom 3
GRT-85 Beginning Offset Presswork 3
<table>
<thead>
<tr>
<th>BASIC GRAPHIC DESIGN</th>
<th>CE823</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate Program</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required Courses (17 units)</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>ART-22 Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRT-1 Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-63 Adobe InDesign for Professional Publishing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>GRT-76 QuarkXPress for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-64 Ethics and Legalities of Digital Manipulation</td>
<td>1</td>
</tr>
<tr>
<td>GRT-65 Cross Platform File Management</td>
<td>1</td>
</tr>
<tr>
<td>GRT-71 Adobe PhotoShop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-77A Adobe Illustrator for Publishing</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BASIC MULTIMEDIA DESIGN</th>
<th>CE821</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate Program</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required Courses (16 units)</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>GRT-58 Paper and Inks for Multi-purposed Design</td>
<td>1</td>
</tr>
<tr>
<td>GRT-64 Ethics and Legalities of Digital Manipulation</td>
<td>1</td>
</tr>
<tr>
<td>GRT-65 Cross Platform File Management</td>
<td>1</td>
</tr>
<tr>
<td>GRT-69 Motion Graphics with After Effects</td>
<td>3</td>
</tr>
<tr>
<td>GRT-71 Adobe PhotoShop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78A Multimedia Construction with Macromedia Director</td>
<td>3</td>
</tr>
<tr>
<td>GRT-89 Multimedia Graphics Portfolio</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Services</strong></td>
</tr>
<tr>
<td><strong>Certificate Program</strong></td>
</tr>
<tr>
<td><strong>Required Courses (21 units)</strong></td>
</tr>
<tr>
<td>HMS-4 Introduction to Human Services</td>
</tr>
<tr>
<td>HMS-5 Introduction to Evaluation and Counseling</td>
</tr>
<tr>
<td>HMS-6 Introduction to Case Management</td>
</tr>
<tr>
<td>HMS-8 Introduction to Group Process</td>
</tr>
<tr>
<td>HMS-16 Public Assistance and Benefits</td>
</tr>
<tr>
<td>HMS-200 Human Services Work Experience</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
</tr>
<tr>
<td>HMS-7 Introduction to Psychosocial Rehabilitation</td>
</tr>
<tr>
<td>HMS-13 Employment Support Strategies</td>
</tr>
<tr>
<td>HMS-14 Job Development</td>
</tr>
<tr>
<td>HMS-18 Introduction to Social Work</td>
</tr>
<tr>
<td>HMS-19 Generalist Practices of Social Work</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**
The Associate in Science degree 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.

<table>
<thead>
<tr>
<th>LOGISTICS MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logistics Management</strong></td>
</tr>
<tr>
<td><strong>Certificate Program</strong></td>
</tr>
<tr>
<td><strong>Required Courses (18 units)</strong></td>
</tr>
<tr>
<td>BUS-80 Principles of Logistics</td>
</tr>
<tr>
<td>BUS/MAN-81 Inventory Control</td>
</tr>
<tr>
<td>BUS-82 Freight Claims</td>
</tr>
<tr>
<td>BUS-83 Contracts</td>
</tr>
<tr>
<td>BUS-84 Computerized Logistics</td>
</tr>
<tr>
<td>BUS-85 Warehouse Management</td>
</tr>
<tr>
<td>BUS-86 Transportation and Traffic Management</td>
</tr>
<tr>
<td>BUS-87 Introduction to Purchasing</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**
The Associate in Science degree in Logistics Management, 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.

<table>
<thead>
<tr>
<th>MANUFACTURING TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Automated Systems</strong></td>
</tr>
<tr>
<td><strong>Certificate Program</strong></td>
</tr>
<tr>
<td><strong>Required Courses (30 units)</strong></td>
</tr>
<tr>
<td>ELE-26 Microprocessors and Microcontrollers</td>
</tr>
<tr>
<td>MAC/MAN-56 CNC Machine Setup and Operation</td>
</tr>
<tr>
<td>MAC/MAN-61 Computer Aided Design and Computer Aided Manufacturing</td>
</tr>
<tr>
<td>MAN-30 Material Handling</td>
</tr>
<tr>
<td>MAN-60 Hydraulics and Pneumatic Systems</td>
</tr>
<tr>
<td>MAN-62 Computer Integrated Manufacturing</td>
</tr>
<tr>
<td>MAN-64 Programmable Logic Controllers</td>
</tr>
<tr>
<td>MAN-75A Robotic Systems</td>
</tr>
<tr>
<td>MAN-76 Automated Systems Lab</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
</tr>
<tr>
<td>ELE-38 Computer Systems Troubleshooting</td>
</tr>
<tr>
<td>ENE-27 Technical Communication</td>
</tr>
<tr>
<td>ENE-46 Basic Manufacturing Processes</td>
</tr>
<tr>
<td>ENE-60 Math for Engineering Technology</td>
</tr>
<tr>
<td>ENE-200 Work Experience</td>
</tr>
<tr>
<td>MAN-31 Production Planning, Operating &amp; Control</td>
</tr>
<tr>
<td>MAN-47A Statistical Process Control</td>
</tr>
<tr>
<td>MAN-51 Machine Processes</td>
</tr>
<tr>
<td>MAN-58 Quality Assurance</td>
</tr>
<tr>
<td>MAN-75B Advanced Robotic Systems</td>
</tr>
<tr>
<td>MAN-76 Automated Systems Lab</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**
The Associate in Science degree in Manufacturing Technology, Automated 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.
MANUFACTURING MANAGEMENT  
**CERTIFICATE PROGRAM**

**AS607/CE607**

**Required Courses (18.5 units)**  
**Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN-81</td>
<td>Principles of Inventory Control</td>
<td>1.5</td>
</tr>
<tr>
<td>MAN-82</td>
<td>Fundamentals of Manufacturing Control</td>
<td>2</td>
</tr>
<tr>
<td>MAN-83</td>
<td>Fundamentals of Operations Management</td>
<td>2</td>
</tr>
<tr>
<td>MAN-84</td>
<td>Fundamentals of Materials and Operations Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

**Electives**

**Units**

- (Choose from list below) 11

**Associate in Science Degree**

The Associate in Science Degree in Manufacturing Management 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.

MECHATRONICS  
**AS734/CE734**

**Certificate Program**

**Required Courses (29 units)**  
**Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10</td>
<td>Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-36</td>
<td>Advanced Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td>MAN-60</td>
<td>Hydraulics &amp; Pneumatic Systems</td>
<td>2</td>
</tr>
<tr>
<td>MAN-64</td>
<td>Programmable Logic Controllers</td>
<td>2</td>
</tr>
<tr>
<td>MAN-65</td>
<td>Mechanical Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAN-75A</td>
<td>Robotic Systems</td>
<td>4</td>
</tr>
<tr>
<td>MAN-76</td>
<td>Automated Systems Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Electives**

- (Choose from list below) 9

**Associate in Science Degree**

The Associate in Science degree in 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

MEDICAL ASSISTING

**ADMINISTRATIVE/CLINICAL MEDICAL  AS718/CE718**

**Certificate Program**

**Required Courses (22 units)**  
**Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDA-1A</td>
<td>Medical Terminology IA</td>
<td>3</td>
</tr>
<tr>
<td>MDA-1B</td>
<td>Medical Terminology IB</td>
<td>3</td>
</tr>
<tr>
<td>MDA-54</td>
<td>Clinical Medical Assisting and Pharmacology</td>
<td>5</td>
</tr>
<tr>
<td>MDA-59</td>
<td>Medical Office Procedures</td>
<td>5</td>
</tr>
</tbody>
</table>

**Electives**

- (Choose from list below) 6

**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

**AS701/CE701**

<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>CAT-30 Business English</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>9</td>
</tr>
</tbody>
</table>

**Electives**

- CAT/CIS-3 Computer Applications for Working Professionals | 3 |
- MDA-58B Advanced Medical Transcription | 3 |
- MDA-60 Survey of Human Diseases | 2 |
- MDA-61 Pharmacology for Medical Office Personnel | 2 |
- CAT/CIS-50 Keyboarding & Document Processing | 3 |
- CAT/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.

## Music Performance Certificate Program

**CE851**

<table>
<thead>
<tr>
<th>Required Courses (16.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-39 Intermediate Applied Music (4 semesters)</td>
<td>8</td>
</tr>
<tr>
<td>MUS-52 Recital Performance (25 minute solo program)</td>
<td>0.5</td>
</tr>
<tr>
<td>Performing Ensemble (Choose from list below)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Performing Ensembles (8 units—4 semesters)**

- MUS-28 Riverside Community Symphony | 2 |
- MUS-33 Showcase Singers | 2 |
- MUS-41 Chamber Singers | 2 |
- MUS-42 Wind Ensemble | 2 |
- MUS-44 Jazz Ensemble | 2 |
- MUS-48 Marching Band | 2 |
- MUS-77 Guitar Ensemble | 2 |

## Nursing

Upon acceptance to the ADN or VN programs, a clear background check will be required prior to enrollment.

### Registered Nursing Program

**AS586**

**Associate in Science Degree in Registered Nursing**

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

<table>
<thead>
<tr>
<th>Required Courses (71.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMY-2A Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>AMY-2B Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MIC-1 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 17 is required within one year prior to enrollment for all advanced placement/transfer students.</td>
<td></td>
</tr>
<tr>
<td>PSY-9 Developmental Psychology (PSY-9 required prior to Nursing 2)</td>
<td>3</td>
</tr>
<tr>
<td>SOC-1 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ANT-2 Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ENG-1A English Composition</td>
<td>4</td>
</tr>
<tr>
<td>American Institutions</td>
<td>3</td>
</tr>
<tr>
<td>Communication and Analytical Thinking</td>
<td>6</td>
</tr>
<tr>
<td>SPE-1 or SPE-9 and Elective Humanities</td>
<td>3</td>
</tr>
<tr>
<td>NRN-1 Introduction to Nursing Concepts and Practice</td>
<td>8</td>
</tr>
<tr>
<td>NRN-2 Beginning Nursing Concepts of Health and Illness</td>
<td>8</td>
</tr>
<tr>
<td>NRN-3 Intermediate Nursing Concepts of Health and Illness</td>
<td>9</td>
</tr>
<tr>
<td>NRN-4 Advanced Nursing Concepts of Health and Illness</td>
<td>9</td>
</tr>
<tr>
<td>NRN-15 Introduction to Nursing Roles and Relationships</td>
<td>2</td>
</tr>
<tr>
<td>NRN-16 Dimensions of AD-Registered Nursing</td>
<td>1.5</td>
</tr>
</tbody>
</table>
### Vocational Nursing Certificate Program

**AS588/CE588**

<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.

*The following Certificates may lead to employment competency, but do not lead to an associate in science degree:*

### Critical Care Nurse Certificate Program

**CE581**

Prerequisite: Completion of the RN program is required prior to enrolling in this course.

<table>
<thead>
<tr>
<th>Required Courses (8 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NXN-81 Critical Care Nursing</td>
<td>8</td>
</tr>
</tbody>
</table>

### Nursing Assistant Certificate Program

**CE584**

<table>
<thead>
<tr>
<th>Required Courses (8-9.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NNR-1 Introduction to Nursing Concepts and Practice</td>
<td>8</td>
</tr>
<tr>
<td>or NVN-52 Introductory Concepts of Vocational Nursing-Nursing Fundamentals</td>
<td>9.5</td>
</tr>
</tbody>
</table>

---

### Paralegal Studies Associate in Science Degree

**AS591**

<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 and Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>PAL-68 Civil Litigation and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>CAT-80 Word Processing: Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>or CAT-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>1.5</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>
<tr>
<td><strong>SPECIALTY COURSES</strong> (Select 9 units from the following)</td>
<td></td>
</tr>
<tr>
<td>ACC-1A Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>PAL-80 Internship Project</td>
<td>1.5</td>
</tr>
<tr>
<td>PAL-81 Bankruptcy Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PAL-83 Estate Planning and Probate Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PAL-85 Family Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PAL-87 Trial Practice Preparation and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>RLE-82 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
</tbody>
</table>

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

### Photography Certificate Program

**AS592/CE592**

<table>
<thead>
<tr>
<th>Required Courses (24 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-14 Basic Studio Portraiture</td>
<td>3</td>
</tr>
<tr>
<td>PHO-17 Introduction to Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-20 Digital Photography</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.
PHYSICAL EDUCATION

EXERCISE, SPORTS AND WELLNESS

CERTIFICATE PROGRAM

Major Core Requirements:

Required Courses (21 units) Units
PHP-4 Nutrition 3
PHP-10 Introduction to Physical Education 3
PHP-12 Sport Psychology 3
PHP-14 Athletic and Fitness Organization and Administration 3
PHP-16 Introduction to Athletic Training 3
PHP-30 First Aid and CPR 3
PHP-35 Foundations for Fitness and Wellness 3

In addition choose and complete courses from one Emphasis below:

FITNESS PROFESSIONS EMPHASIS AS595/CE595
(Total of 24 units)
Exercise, Sport and Wellness Core requirements 21
Take one of the following:
PHP-42 Lifeguard and Water Safety Instructor Certification 3
PHP-43 Personal Training 3
PHP-45 Group Fitness Instructor 3

ATHLETIC TRAINING EMPHASIS AS597/CE597
(Total of 37 units)
Exercise, Sport and Wellness Core requirements 21
Take all of the following:
PHP-17 Athletic Training, Fall Sports, Beginning 2
PHP-18 Athletic Training, Spring Sports, Beginning 2
PHP-19 Athletic Training, Fall Sports, Advanced 2
PHP-20 Athletic Training, Spring Sports, Advanced 2
PHP-21 Athletic Training Applications 2-2-2-2
(Must take four times)

COACHING EMPHASIS AS599/CE599
(Total of 30 units)
Exercise, Sport and Wellness Core requirements 21
PHP-24 Sports Officiating, Fall Sports 3
or
PHP-25 Sports Officiating, Spring Sports 3
Elective from Group 1 Electives 3
Elective from Group 2 Electives 1
Elective from Group 3 Electives 1
Elective from Group 4 Electives 1

Group 1 Electives
PHP-26 Foundations of Coaching 3
PHP-27 Football Theory 3
PHP-28 Basketball Theory 3
PHP-29 Soccer Theory 3
PHP-42 Lifeguard/Water Safety Instructor Certification 3

Group 2 Electives - Individual Activity Courses
PHP-A11 Tennis, Beginning 1
PHP-A12 Tennis, Intermediate 1
PHP-A13 Tennis Advanced 1
PHP-A20 Golf, Beginning 1
PHP-A21 Golf, Intermediate 1
PHP-A28 Swimming, Basic Skills and Aquatic Exercise 1
PHP-A29 Swimming, Intermediate Skills 1
PHP-A30 Swimming, Advanced Skills and Conditioning 1
PHP-A33 Track and Field: Running Event Techniques 1
PHP-A34 Track and Field: Field Event Techniques 1

Group 3 Electives - Team Activity Courses
PHP-A50 Baseball Fundamentals, Defensive 1
PHP-A51 Baseball Fundamentals, Offensive 1
PHP-A54 Fast Pitch Softball 1
PHP-A57 Basketball 1
PHP-A60 Football Fundamentals, Defensive 1
PHP-A61 Football Fundamentals, Offensive 1
PHP-A62 Flag Football 1
PHP-A64 Soccer 1
PHP-A67 Volleyball, Beginning 1
PHP-A68 Volleyball, Intermediate 1
PHP-A69 Volleyball, Advanced 1

Group 4 Elective - Fitness Activity Courses
PHP-A31 Water Aerobics and Deep Water Exercise 1
PHP-A74 Hiking and Backpacking 1
PHP-A75 Walking for Fitness 1
PHP-A77 Jogging for Fitness 1
PHP-A78 Long Distance Running 1
PHP-A80 Triathlon Techniques 1
PHP-A81 Physical Fitness 1
PHP-A86 Step Aerobics 1
PHP-A87 Step Aerobics, Intermediate 1
PHP-A88 Step Aerobics, Advanced 1
PHP-A90 Weight Training 1
PHP-A92 Weight Training, Advanced 1

Associate in Science Degree

The Associate in Science degree in Physical Education 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

Required Courses (89 units) | Units
---|---
PHT-1 | Applied Clinical Skills | 2
PHT-2 | Medical Science I | 6
PHT-3 | History and Physical Assessment I | 4
PHT-4 | Applied Clinical Skills II | 3
PHT-5 | Medical Science II | 6
PHT-6 | History and Physical Assessment II | 4
PHT-7 | Medical Pharmacology | 4
PHT-8 | Applied Clinical Skills III | 3
PHT-9 | Medical Science III | 6
PHT-10 | Clinical Nutrition | 3
PHT-11 | Internal Medicine I | 6
PHT-12 | Internal Medicine II | 6
PHT-13 | Surgery I | 4
PHT-14 | Surgery II | 6
PHT-15 | Pediatrics | 6
PHT-16 | Obstetrics/Gynecology | 6
PHT-17 | Family Practice | 6
PHT-18 | Psychiatry/Mental Health | 4
PHT-19 | Emergency Medicine | 4

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.

REAL ESTATE

SEE BUSINESS ADMINISTRATION

RETAIL MANAGEMENT/WAFC

Certification Program

Required Courses (30-31 units) | Units
---|---
ACC-1A | Principles of Accounting I | 4
ACC-50 | Applied Accounting/Bookkeeping | 3
BUS-20 | Business Mathematics | 3
BUS-22 | Management Communications | 3
CIS-1A | Introduction to Computer Information Systems | 3
CIS/CAT-3 | Computer Applications for Working Professionals | 3
MAG-44 | Principles of Management | 3
MAG-51 | Elements of Supervision | 3
MAG-53 | Human Relations | 3
MAG-56 | Human Resources Management | 3
MAG-57 | Oral Communications | 3
MKT-20 | Principles of Marketing | 3
MKT-42 | Retail Management | 3

Associate in Science Degree

The Associate in Science degree in Retail Management/WAFC will be awarded upon completion of the 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.

SIGN LANGUAGE INTERPRETING

Certification Program

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

Associate in Science Degree

The Associate in Science degree in Sign Language Interpreting will be awarded upon completion of the 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

<table>
<thead>
<tr>
<th>Required Courses (29 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL-41 Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>TEL-42 Media Writing</td>
<td>3</td>
</tr>
<tr>
<td>TEL-43 Television Studio and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>TEL-44 Introduction to Television Production</td>
<td>3.5</td>
</tr>
<tr>
<td>JOU/TEL-45 Television News Production</td>
<td>3.5</td>
</tr>
<tr>
<td>TEL-51 Telecommunications Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>TEL-38 Television Production Project</td>
<td>3</td>
</tr>
<tr>
<td>or TEL-53 Telecommunications Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

### Electives

- MUS/TEL-11 Sound Recording and Reinforcement Techniques | 3 |
- TEL-12 History of American Film | 3 |
- TEL-46 Editing for Television | 3 |
- TEL-52 Telecommunications Laboratory | 2 |
- 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 |
- TEL-66 Advanced Digital Editing | 3 |
- ART-22 Basic Design | 3 |
- ART-23 Design and Color | 3 |
- ART-36 Computer Art | 3 |
- GRT-68 3D Animation with Maya | 3 |
- GRT-69 Motion Graphics and Compositing with After Effects | 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 |
- PHO-8 Introduction to Photography | 3 |
- THE-5 Theatre Practicum | 3 |

### Associate in Science Degree

The Associate in Science Degree in 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.

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## WELDING TECHNOLOGY

### WELDING TECHNOLOGY

<table>
<thead>
<tr>
<th>Required Courses (36 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEL-15 Intro. to Basic Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WEL-16 Advanced Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WEL-35 Semi-Automatic Welding</td>
<td>3</td>
</tr>
<tr>
<td>WEL-55A Gas Tungsten Arc Welding-Plate Material</td>
<td>3</td>
</tr>
<tr>
<td>WEL-55B Gas Tungsten Arc Welding-Exotic Metals</td>
<td>3</td>
</tr>
<tr>
<td>WEL-60 Advanced Pipe and Plate Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>WEL-61 Certification for Licensing of Welding</td>
<td>3</td>
</tr>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-60 Math for Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENG-50 Basic English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

### Electives

- ENE-51 Blueprint Reading | 2 |
- ENE-85 Basic Metallurgy | 3 |
- WEL-25 Introduction to Oxyacetylene Welding | 3 |
- WEL-34 Metal Joining Processes | 2 |
- WEL-200 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 information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the 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, many 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.

DELIVERY METHODS
A variety of delivery methods are used to offer classes a Riverside Community College, including face-to-face classroom instruction and distance delivery methods such as televised classes and online classes (taught entirely online utilizing computer and internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

NON-DEGREE CREDIT
Courses indicated as non-degree credit do earn credit, but the credit is not counted toward the associate degree. These courses (ART 95-99; ENG-60AB, 60A1-60AA, 90-97; ESL 51, 51AB, 52, 53, 71, 72, 90A-K, 91, 92, 95; GUI-85AB, 86, 95; MAT-50, 51, 62ABC, 98; CAT-30ABC, CAT-99ABCD; REA-66, 81, 82, 83, 87, 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)
(ACC 1A + 1B = CAN BUS SEQ A)
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. 54 hours lecture.

ACC-1B - Principles of Accounting, II 3 units
UC, CSU (CAN BUS 4)
(ACC 1A + 1B = CAN BUS SEQ A)
Prerequisite: ACC-1A.
Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.
A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-38 - Managerial Accounting 3 units
CSU
Prerequisite: ACC-1A 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. 54 hours lecture.

ACC-50 - Applied Accounting/Bookkeeping 3 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 an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 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. 54 hours lecture.

ACC-62 - Payroll Accounting 3 units
CSU
Prerequisite: ACC-1A, ACC-10A or CAT-63A.
Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.
Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen’s Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.

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. 54 hours lecture.

ACC-65 - Computerized Accounting 3 units
CSU
Prerequisite: ACC-1A or 10A or CAT-63A.
Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.
Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen’s Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.

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. 54 hours lecture.
Course Descriptions

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. 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. 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. 54 hours lecture.

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

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

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

ADJ-8 - Juvenile Law and Procedures 3 units
CSU
Prerequisite: None.
The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

ADJ-9 - Law in American Society 3 units
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. 54 hours lecture.

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

ADJ-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. 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. 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, hallucinogens, enforcement procedure and legal aspects. 54 hours lecture.

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

ADJ-18 - Institutional and Field Services 3 units
CSU
Prerequisite: None.
Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. 54 hours lecture.

BASIC PEACE OFFICER TRAINING ACADEMY
The Basic Peace Officer Training Academy was established in Riverside under the administration of Riverside Community College in the spring of 1953. This program provides practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state, and federal level. The Basic Academy serves eleven counties in Southern California.

The Basic Academy is offered three times per year, forty hours per week, for 22 to 23-week periods. Upon successful completion of the course the college awards 18 units of college credit and the California Commission on Peace Officer Standards and Training issues the Basic Peace Officer’s Certificate.

For Basic Academy applications and further information regarding this program, contact Department of Public Safety Education and Training at (951) 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. 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. 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. 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, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.
ADJ-25 - Introduction to Probation and Parole 3 units  
Prerequisite: None.  
This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

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

ADJ-200 - Administration of Justice 1-2-3-4 units  
Work Experience  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ADJ-A1A - Advanced Officer Training (POST) .5 unit  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 9 hours lecture and 15 hours laboratory.

ADJ-A2A - Background Investigation Course 2 units  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 40 hours lecture.

ADJ-A3A - Child Abuse Investigations 2 units  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 40 hours lecture.

ADJ-A4A - Canine Handler Update .5 unit  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 9 hours lecture and 15 hours laboratory.

ADJ-A5A - Bicycle Patrol .5 unit  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 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. 9 hours lecture and 15 hours laboratory.

ADJ-A6A - Interview and Interrogation Course .25 unit  
Prerequisite: None.  
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.  
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. 8 hours lecture.

ADJ-A6B - Advanced Interview and Interrogation Course 1.5 units  
Prerequisite: ADJ-B1B  
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. 30 hours lecture and 2 hours laboratory.

ADJ-A7A - Field Transition School 2 units  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 40 hours lecture and 16 hours laboratory.

ADJ-A8A - Field Training Officer 1.5 units  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 32 hours lecture and 8 hours laboratory.

ADJ-A9A - Field Training Officer Update 1 unit  
Prerequisite: None.  
Limitation on enrollment: Must be a sworn peace officer.  
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. 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. 8 hours lecture.

ADJ-A11A - Effective Writing for Law Enforcement .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 4 hours lecture and 4 hours laboratory.

ADJ-A12A - 11550 H&S Recognition Workshop .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 8 hours lecture.

ADJ-A13A - Drug Use Recognition 1 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 20 hours lecture and 4 hours laboratory.

ADJ-A14A - Search Warrant Preparation Workshop .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 6 hours lecture and 2 hours laboratory.

ADJ-A14B - Search Warrant Execution Course .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 2 hours lecture and 6 hours laboratory.

ADJ-A15A - Advanced Officer - Officer Involved Shootings 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. 20 hours lecture and 4 hours laboratory.

ADJ-A16A - Basic Gang Awareness .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 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. 8 hours laboratory.

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. 8 hours laboratory.

ADJ-A19A - Indian Land and Gaming Laws .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 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. 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. 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. 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. 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. 3 hours lecture.
ADJ-A27A - Domestic Violence and Law Enforcement
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. 3 hours lecture.

ADJ-A28A - Criminal Investigative Analysis
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 32 hours lecture and 8 hours laboratory.

ADJ-A29A - Courtroom Testimony and Demeanor
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 9 hours lecture.

ADJ-A30A - Clandestine Lab Recognition and Safety
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 9 hours lecture.

ADJ-A31A - Advanced Civil Procedures (POST)
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide the student with an understanding of advanced civil processes. The course will focus on common writ processes, levy processes, and claims of exemption. 24 hours lecture.

ADJ-A32A - Legal Update
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. May be taken a total of four times. 4 hours lecture.

ADJ-A33A - Public Safety Seminar
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 8 hours lecture.

ADJ-A33B - Public Safety Seminar
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 16 hours lecture.

ADJ-A33C - Public Safety Seminar
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 24 hours lecture.

ADJ-A33E - Public Safety Seminar
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 40 hours lecture.

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

ADJ-A35A - Elder Abuse
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. 8 hours lecture.

ADJ-A36A - Inland Boating Enforcement
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 24 hours lecture and 16 hours laboratory.

ADJ-A37A - Latent Fingerprint Retrieval
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to present a study of the scientific development to classify, compare and roll fingerprints. The course emphasizes the evidentiary value of fingerprints and courtroom presentation. 45 hours lecture and 57 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. 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. 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. 24 hours lecture.

ADJ-A42A – Crime Scene Investigation .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of 35 mm camera and its use and function in a crime scene investigation. 16 hours lecture.

ADJ-A43A - Basic Computer-Aided Collision Diagramming using AutoSketch .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 8 hours lecture and 16 hours laboratory.

ADJ-A44A - Laser Operator .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides students with a review on Doppler Radar and the understanding of the historical development, concepts, characteristics and properties of laser technology. 7 hours lecture and 1 hour laboratory.

ADJ-A46A - Background Investigation 2 units
Prerequisite: ADJ-B1B.
Limitation on enrollment: Must be a sworn peace officer.
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. 36 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.
Limitation on enrollment: Must be a sworn peace officer.
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. 8 hours lecture.

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

ADJ-A56A – Elder Abuse/Racial Profiling .25 unit
1st Responder
Prerequisite: None.
Limitation on enrollment: Must be a current sworn peace officer.
This course provides students with the information they need to successfully investigate elder abuse cases as the initial responder. It provides the student with knowledge in identifying various forms of elder abuse and abuse to dependant adults. It provides information on crime scene management, interview and interrogation techniques and documenting the cases. The course will help the student understand what racial profiling is and show how to avoid participating in it. It will cover various penal codes and amendments that deal with racial profiling and review civil rights history dealing with racial profiling. 8 hours lecture.

ADJ-B1A – Introduction to Law Enforcement and Physical Conditioning for Basic Academy Students 1 unit
Prerequisite: None.
This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 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. 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. 641 hours lecture and 582 hours laboratory.
ADJ-BID – 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. 400 hours lecture.

ADJ-B3A - Basic Community Service Officer Academy 3 units
Prerequisite: None.
Limitation on enrollment: Must be employed as a Community Service Officer for a law enforcement agency or have prior approval from the course coordinator.
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. 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. 185 hours lecture and 111 hours laboratory.

ADJ-C2A - Deputy Sheriff Supplemental Core Course 3 units
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
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. 55 hours lecture and 17 hours laboratory.

ADJ-C3A - Advanced Corrections Training .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is STC certified and is designed to enhance the Corrections employees’ professionalism and career advancement through education and training. May be taken a total of four times. 12 hours lecture.

ADJ-C3B – Advanced Corrections Perishable .25 units
Skills Training
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is STC certified and is designed to enhance professionalism through continued training in state mandated corrections topics. The students will participate in an assortment of defensive tactic maneuvers and will be required to demonstrate a proficiency of each tactic taught. 2 hours lecture and 10 hours laboratory.

ADJ-C3C – Advanced Corrections Training .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is STC certified and is designed to enhance the Corrections employees’ professionalism and career advancement through education and training. May be taken a total of 4 times. 12 hours lecture.

ADJ-C4A - Advanced Corrections Training for Supervisors 1 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian supervisory skills. 24 hours lecture.

ADJ-C5A - Basic Writing Skills for Corrections .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
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. 16 hours lecture and 8 hours laboratory.

ADJ-C6A - Corrections Training Officer 2 units
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
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. 40 hours lecture.

ADJ-C7A - Writing Skills for Correctional Deputy (Advanced) .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This 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. 60 hours lecture and 4 hours laboratory.

ADJ-C8A - Facility Security Training .25 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. 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. 8 hours lecture and 4 hours laboratory.
ADJ-D1A - 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. 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. 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. 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. 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. 4 hours lecture and 4 hours laboratory.

ADJ-D5A – Dispatcher Public Safety Advanced .5 unit
Prerequisite: None.
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. 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. 7 hours lecture and 1 hour laboratory.
ADJ-E1A - Emergency Services Academy 2.5 unit
Prerequisite: None.
Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
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. 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. 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. 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. 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. 30 hours lecture and 10 hours laboratory.

ADJ-R1A2 Level III Officer Training, Part 2 4 units
Prerequisite: ADJ-P4A and W10A.
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. 75 hours lecture and 23 hours laboratory.

ADJ-R1B - Level II Reserve Officer Training 11 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. 189 hours lecture and 53 hours laboratory.

ADJ-R1C - Level I Reserve Officer Training 13.5 units
Prerequisite: ADJ- 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. 182 hours lecture and 207 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. 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. 8 hours laboratory.

ADJ-R5A - Straight Stick Baton Update for Reserves .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. 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. 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. 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. 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. 4 hours lecture.

ADJ-S4A - Violence in the Workplace for Civilian Supervisors  .25 unit
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. 3 hours lecture.

ADJ-S5A - Dealing With Difficult People - Supervisor Training  .25 unit
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. 3 hours lecture.

ADJ-S6A - Signs of Domestic Violence for Supervisors  .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 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. 34 hours lecture and 6 hours laboratory.

ADJ-T1B - Traffic Collision Investigation: Intermediate 1.5 units
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. 32 hours lecture and 8 hours laboratory.

ADJ-T1C - Traffic Collision Investigation: Advanced 3.5 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 68 hours lecture and 12 hours laboratory.

ADJ-T1D - Traffic Collision Reconstruction 4 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 72 hours lecture and 8 hours laboratory.

ADJ-T2A - Radar Operations 1 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to train law enforcement personnel in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory.

ADJ-T3A - Driving Under the Influence (DUI) .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 12 hours lecture and 4 hours laboratory.

ADJ-T4A - Certified Instructor Training 1.5 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 32 hours lecture and 8 hours laboratory.

ADJ-T5A - Techniques of Accident Investigation Training 1.5 units
Prerequisite: ADJ-B1B or 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. 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. 21 hours lecture and 3 hours laboratory.

ADJ-T7A - Drug Recognition Evaluator Training 3 units
Prerequisite: ADJ-B1B or 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. 60 hours lecture and 20 hours laboratory.
ADJ-T8A - CPR Instructor Training 1 unit
Prerequisite: ADJ-B1B or 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. 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. 20 hours lecture and 12 hours laboratory.

ADJ-T10A - Radar Enforcement Training-CHP 1.5 units
Prerequisite: ADJ-B1B or 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. 24 hours lecture and 30 hours laboratory.

ADJ-T11A - Basic Crime Scene Investigation 3.5 units
Prerequisite: ADJ-B1B or 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. 66 hours lecture and 14 hours laboratory.

ADJ-T12A - Spanish Language for Law Enforcement 1.5 units
Prerequisite: ADJ-B1B or 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, driving under the influence investigations, drug interdiction programs and high risk tactical events. 27 hours lecture and 13 hours laboratory.

ADJ-T13A - Communications Operator Training 4 units Phase I
Prerequisite: ADJ-B1B or 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). 40 hours lecture and 120 hours laboratory.

ADJ-T13B - Initial Communication Operator - Phase II 2 units
Prerequisite: ADJ-T13A.
This course provides intermediate level CHP communications operators with the basic functions of the position. 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. 20 hours lecture and 60 hours laboratory.

ADJ-T14A - Vehicle Theft Investigation 2 units
Prerequisite: ADJ-B1B or 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. 36 hours lecture and 4 hours laboratory.

ADJ-T15A - CPR Refresher Course .25 unit
Prerequisite: ADJ-B1B or 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. 4 hours lecture and 4 hours laboratory.

ADJ-T16A - Communications Operators In-Service 1 unit
Prerequisite: ADJ-B1B or 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). 25 hours lecture and 15 hours laboratory.

ADJ-T17A - Communications Supervisors Training .5 unit
Prerequisite: ADJ-B1B or 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). 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. 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. 32 lecture hours and 8 laboratory hours.

ADJ-T20A - School Pupil and Farm Labor 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. 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. 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. 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. 40 hours lecture.

ADJ-T25A - 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. 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. 3 hours lecture and 5 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. 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. 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. 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. 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. 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). 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. 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. 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. 40 hours lecture.

ADJ-T41A - Protective Services Detail .5 unit
Prerequisite: None.
This course provides law enforcement personnel with knowledge and procedures necessary to conduct a public official motorcade to assure the safe movements of federal, state and local officials. 16 hours lecture and 8 hours laboratory.

ADJ-T42A - Safety Services Program Update .25 unit
Prerequisite: None.
This course provides members of the California Highway Patrol with updates on departmental jurisdictional policies, field operations, MOU completion and reimbursable service agreements. 8 hours lecture.
ADJ-T44A – Workplace Violence Prevention 1 unit
Instructor Training
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. 24 hours lecture.

ADJ-T45A – Drug Recognition Evaluator .25 unit
Recertification
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. 4 hours lecture and 4 hours laboratory.

ADJ-T46A – Equal Employment Opportunity (EEO) .25 unit
Counselor/Investigator Recertification
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. 6 hours lecture and 2 hours laboratory.

ADJ-T47A - Enhanced Officer Safety Training (POST) .25 unit
Prerequisite: Basic POST certificate or equivalent.
This course is designed to instill the personal resources necessary to instinctively react and succeed during hostile encounters. This training will enhance the student’s ability to use personal as well as departmental weapons. 2 hours lecture and 6 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. 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. 14 hours lecture.

ADJ-T51A – Automated External Defibrillator .25 unit
(AED) Training
Prerequisite: ADJ-B1B, B1C or C1D.
This course provides the student with the training and background needed to operate the CHP Automated External Defibrillator. 2 hours lecture and 2 hours laboratory.

ADJ-T53A– Preliminary Alcohol Screening (PAS) .25 unit
Device Coordinator
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. 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. 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. 10 hours lecture and 30 hours laboratory.

ADJ-T64A – Motorcoach/Bus Inspection 1 unit
Training Course
Prerequisite: None.
This course provides students with knowledge and background necessary to inspect motorcoaches and/or busses, utilizing guidelines established by the Commercial Vehicle Safety Alliance (CVSA). Successful completion of this training course will allow students to conduct inspections and certify vehicles that meet all critical inspection standards. 24 hours lecture and 8 hours laboratory.

ADJ-T65A – National Highway Traffic Safety Administration (NHTSA) Standardized Child Safety Training .25 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. 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. 48 hours lecture and 32 hours laboratory.

ADJ-T72A – Radioactive Materials Response .5 unit
and Enforcement Training
Prerequisite: None.
This course provides students with the knowledge and background necessary to effectively handle a radioactive incident and take appropriate enforcement action. 12 hours lecture and 4 hours laboratory.
ADJ-T73A – General Hazardous Materials
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. 36 hours lecture and 4 hours laboratory.

ADJ-T74A – Bulk Packaging Inspection
Training Course
Prerequisite: None.
The course provides students with required instruction on hazardous materials regulations to inspect bulk packaging shipments that contain hazardous materials. 40 hours lecture.

ADJ-T75A – Specially Marked Patrol Vehicle (SMPV)
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. 24 hours lecture.

ADJ-W1A – Booby Traps and Explosives
.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 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. 8 hours lecture and 72 hours laboratory.

ADJ-W3A – Domestic Terrorism, Threats and Sabotage
.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 8 hours lecture.

ADJ-W4A – Psychological Aspects of the Use of Force
.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 2 hours lecture and 6 hours laboratory.

ADJ-W7A – Rangemaster Course
.5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 15 hours lecture and 25 hours laboratory.

ADJ-W8A – ASP Baton Course
.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 1 hour lecture and 5 hours laboratory.

ADJ-W9A – PR-24 Baton
.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
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. 2 hours lecture and 6 hours laboratory.

ADJ-W10A – Firearms
.25 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). 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. 12 hours lecture and 24 hours laboratory.

ADJ-W12A – Non-Lethal Chemical Agent Class
.25 unit
Prerequisite: None.
Limitation on Enrollment: Must be a sworn peace officer.
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. 5 hours lecture and 3 hours laboratory.

ADJ-W13A – Defensive Tactics Update
.25 unit
Prerequisite: ADJ-B1B or 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. 24 hours laboratory.
ADJ-W14A - Take Down and Ground Control  .25 unit  
Prerequisite: None.  
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.  
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. 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. 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. 8 hours lecture and 16 hours laboratory.

ADJ-W20A - Less-lethal Training  .5 unit  
Prerequisite: None.  
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.  
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. 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. 32 hours lecture and 66 hours laboratory.

ADJ-Y1B - Explorer Academy-Advanced  2 units  
Prerequisite: ADJ-Y1A.  
This course is designed to provide the police explorer scout with an overview of advanced issues related to the pursuits of law enforcement personnel. The course will focus on physical fitness, advanced report writing, leadership, bicycle patrol, controlled substance abuse, defensive tactics and laws of search and seizure. May be taken a total of four times. 24 hours lecture and 75 hours laboratory.

ADJ-Y5A – Public Safety High School Internship  2.5 units  
Academy-Part 1  
Prerequisite: None.  
Limitation on enrollment: Consent of high school counselor as required by education code.  
This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the first course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 49 hours lecture and 12 hours laboratory.

ADJ-Y5B – Public Safety High School Internship  3.5 units  
Academy-Part 2  
Prerequisite: None.  
Limitation on enrollment: ADJ-Y5A and consent of high school counselor as required by education code.  
This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the second course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 60 hours lecture and 33 hours laboratory.

AERONAUTICS

AER-1 - Introduction to Aeronautics and Aerospace  3 units  
CSU  
Prerequisite: None.  
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. 54 hours lecture.

AER-5 - Fundamentals of Flight  3 units  
CSU  
Prerequisite: None.  
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. 54 hours lecture.

AER-10 - Aviation Leadership and Management  3 units  
CSU  
Prerequisite: None.  
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. 54 hours lecture.
AER-15 - Aviation Safety and Security 3 units
CSU
Prerequisite: None.
Aviation Safety & Security is an analysis of the broad spectrum of maintenance and operational safety issues, with additional emphasis on Aviation Security. 54 hours lecture.

AER-20 - Aviation Law 3 units
CSU
Prerequisite: None.
This course is an abstract of the laws governing general, commercial and military aeronautics, with special consideration of the effect of current events upon American aviation interests. 54 hours lecture.

AIR CONDITIONING AND REFRIGERATION

AIR-50A - Air Conditioning and Refrigeration 5 units
Prerequisite: None.
Fundamentals in basic refrigeration. Nomenclature and terminology used in industry in relation to basic refrigeration systems. Physics, chemistry, and engineering of refrigeration systems; systems components and their interactions. 90 hours lecture.

AIR-50B - Advanced Refrigeration 5 units
Prerequisite: AIR-50A.
Consists primarily of troubleshooting, diagnosis and repair of domestic refrigeration equipment to include refrigerators, freezers, window air conditioners. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51A - Environmental Control 5 units
Prerequisite: AIR-50B.
Consists of air conditioning design and applications. Covers electronic air cleaners, humidifiers, dehumidifiers, mechanical media air filtration, air conditioning design and load calculations. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51B - Industrial Commercial Refrigeration 5 units
Prerequisite: AIR-50B.
Consists of design and application of commercial and industrial refrigeration systems. Covers pneumatic control systems, hydraulic systems, electronic systems that are currently in use in industry today. Also includes special applications covering expendable refrigerant, absorption, thermal electric, cascade and low temperature exotic systems. Designs and applications of all these systems include preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-53A - Basic Electricity for Air Conditioning 4 units
and Refrigeration
Prerequisite: None.
Consists of circuit design and repair. Covers basic electrical theory, beginning circuit design, parts identification and diagnostic procedures. Also includes preventive maintenance and repair. 54 hours lecture and 54 hours laboratory.

AIR-60 - Electrical and Mechanical Diagnostic 1 unit
Lab Procedures
Prerequisite: AIR-50A.
The principles of electrical circuits and mechanical with emphasis placed upon circuit design, diagnostic troubleshooting and repair and instrument operation. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

AIR-200 – Air Conditioning and Refrigeration 1-2-3-4 units
Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AMERICAN SIGN LANGUAGE

AML-1 - American Sign Language 1 4 units
UC*, CSU
Prerequisite: None.
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. 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. 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. 36 hours lecture and 9 hours laboratory.
AML-2 - American Sign Language 2  
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. 72 hours lecture and 18 hours laboratory.

AML-3 - American Sign Language 3  
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. 72 hours lecture and 18 hours laboratory.

AML-4 - American Sign Language 4  
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. 72 hours lecture and 18 hours laboratory.

AML-5 - Sign Language for Interpreters  
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. 72 hours lecture and 18 hours laboratory.

AML-10 - Introduction to Sign Language Interpreting  
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. 54 hours lecture.

AML-11 - Interpreting I  
CSU  
Prerequisite: AML-10.  
Course designed to develop skills necessary for interpreting for the deaf. Emphasis on interpreting and translation skills. 72 hours lecture and 27 hours laboratory observation.

AML-12 - Interpreting II  
CSU  
Prerequisite: AML-11.  
Continues development of interpreting/transliterating skills. Directed practice in interpreting a variety of communication settings: dialogues, narratives, and lectures with a master interpreter. 72 hours lecture and 27 hours laboratory observation.

AML-13 - Interpreting III  
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. 72 hours lecture and 27 hours laboratory observation.

AML-14 - Interpreting IV/Practicum  
CSU  
Prerequisite: AML-13.  
Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. 108 hours laboratory.

AML-20 - Ethical and Professional Standards of Interpreting  
CSU  
Prerequisite: None.  
Critical analysis of the Code of Ethics pertaining to the Professional Standards of Behavior and Interpreting Ethics for sign language interpreters. Discussion of the pragmatic reasons for the professional conduct governing this profession. 54 hours lecture.

AML-21 - Fingerspelling (Manual Alphabet)  
CSU  
Prereq: AML-1.  
Advisory: AML-2; concurrent enrollment is acceptable.  
This course introduces students to the American Manual Alphabet (Fingerspelling), numbering systems, spelled loan signs (lexical borrowing), common initializations, acronyms and abbreviations commonly used in Deaf culture within the context of American Sign Language. Expressive and receptive skills will be developed. 54 hours lecture.

AML-22 – American Deaf Culture  
(Same as SOC-22)  
CSU  
Prerequisite: None.  
An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

AML-23 - Specialized Interpreting  
CSU  
Prerequisite: AML-12.  
Advisory: AML-13 or AML-14 or concurrent enrollment.  
An introduction to the Sign and English vocabularies associated with specialized areas of interpreting services such as medical, legal and educational, mental health, religious, performing arts and Deaf-blind, as well as the accompanying circumstances facing interpreters in these situations. 54 hours lecture.

AML-24 - Creative Signing  
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. 36 hours lecture.
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 the study of genetics, fossils, primates, and modern human variation. 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. 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. 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. 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. 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. 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. 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. 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. 54 hours lecture.
ARABIC

ARA-1 - Arabic 1
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory.

ARA-1A - Arabic 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 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. 54 hours lecture and 9 hours laboratory.

ARA-1B - Arabic 1B
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. 54 hours lecture and 9 hours laboratory.

ARA-2 - Arabic 2
UC, CSU
Prerequisite: ARA-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes an expanded discussion of Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory.

ARA-11 - Culture and Civilization
UC, CSU
Prerequisite: None.
Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

ARCHITECTURE

ARE-24 - Architectural Drafting
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. 27 hours lecture and 90 hours laboratory.

ARE-25 - Advanced Architectural Drafting
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. 27 hours lecture and 90 hours laboratory.

ARE-26 - Architectural Rendering
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. 27 hours lecture and 90 hours laboratory.

ARE-36 - History of Architecture
(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. 54 hours lecture.

ARE-37 – Architectural Design I
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. 27 hours lecture and 90 hours laboratory.

ARE-96 - Computer-Aided/Drafting Lab Practicum
(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. May be taken a total of four times. 27 hours laboratory required for credit. May be repeated five times. (Non-degree credit course. CR-NC only.)
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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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 the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtfull compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-19 - Intermediate Drawing 3 units UC, CSU
Prerequisite: ART-17 (or 4A) or 22.
Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtfull compositions. Students pay for their own materials. 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 the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-21 - Intermediate Sculpture 3 units UC, CSU
Prerequisite: ART-20.
An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-22 - Basic Design 3 units UC, CSU (CAN ART 14)
Prerequisite: None.
An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

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. 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. 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. 36 hours lecture and 72 hours laboratory.
ART-27 - Intermediate Painting  
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. 36 hours lecture and 72 hours laboratory.

ART-28 - Studio Painting  
UC, CSU  
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. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-30 - Printmaking  
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. 36 hours lecture and 72 hours laboratory.

ART-34 - Studio Three Dimensional Design  
UC, CSU  
Prerequisite: ART-24.  
Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-35 - Illustration  
CSU  
Prerequisite: None.  
Advisory: ART-17 (or 4A), 22 or 39.  
Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-36 - Computer Art  
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. 36 hours lecture and 72 hours laboratory.

ART-37 - Studio Illustration  
CSU  
Prerequisite: ART-35.  
Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-38 - Studio Illustration  
CSU  
Prerequisite: ART-35.  
Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-39 - Design and Graphics  
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. 36 hours lecture and 72 hours laboratory.

ART-40 - Figure Drawing  
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. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-41 - Figure Painting  
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. May be taken four times. 36 hours lecture and 72 hours laboratory.

ART-42 - Studio Figure Drawing  
UC, CSU  
Prerequisite: ART-40.  
Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-43 - Studio Figure Painting  
UC, CSU  
Prerequisite: ART-41.  
Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
ART-44 - Animation 3 units  
CSU  
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. May be taken a total of three times. 36 hours lecture and 72 hours laboratory.

ART-45 - Studio Watercolor Painting 3 units  
UC, CSU  
Prerequisite: ART-25.  
Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-46 - Studio Sculpture 3 units  
UC, CSU  
Prerequisite: ART-21.  
Continued studio work in sculpture with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-47 - Studio Ceramics 3 units  
UC, CSU  
Prerequisite: ART-16.  
Continued studio work in ceramics with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-48 - Studio Drawing 3 units  
UC, CSU  
Prerequisite: ART-17 (4A) or 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. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-49 - Studio Printmaking 3 units  
UC, CSU  
Prerequisite: Art-30  
Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-44 - Animation 3 units  
CSU  
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. May be taken a total of three times. 36 hours lecture and 72 hours laboratory.

ART-45 - Studio Watercolor Painting 3 units  
UC, CSU  
Prerequisite: ART-25.  
Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-46 - Studio Sculpture 3 units  
UC, CSU  
Prerequisite: ART-21.  
Continued studio work in sculpture with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-47 - Studio Ceramics 3 units  
UC, CSU  
Prerequisite: ART-16.  
Continued studio work in ceramics with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-48 - Studio Drawing 3 units  
UC, CSU  
Prerequisite: ART-17 (4A) or 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. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-49 - Studio Printmaking 3 units  
UC, CSU  
Prerequisite: Art-30  
Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-95 - Advanced Practicum in Art (Drawing, Painting, Design and Printmaking Studios) .5 units  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any one of the following: Art-17, 18, 22, 23, 24, 26, 27, 28, 30, 34, 35, 38, 40, 41, 42, 43, 45 or 48.  
Further self-directed skill development in the drawing/painting/design/printmaking studios which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

ART-96 - 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. May be taken four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

ART-97 - 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 drawing/painting/design/printmaking studios which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. May be taken four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

ART-98 - Advanced Practicum in Ceramics .5 units  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any one of the following: ART-15, 16, 20, 21, 46 or 47.  
Further self-directed skill development in the ceramic studio to allow students who require studio hours past those which the ceramics course allows. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only.)

ART-99 - Advanced Practicum in Sculpture .5 units  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any one 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. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only.)

ART-200 – Art Work Experience 1-2-3-4 units  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
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. 36 hours lecture and 108 hours laboratory.

AUB-50 - Introduction to Automotive Body Technology 4 units
Prerequisite: None.
Designed for students planning on employment in this field, introduction to the principles of automotive body repair and painting. To provide knowledge of safety, tools and materials necessary for repair, aligning, removing and repairing body parts. 36 hours lecture and 108 hours laboratory.

AUB-51 - Intermediate Automotive Body Technology 4 units
Prerequisite: None.
Corequisite: AUB-50 or 52.
Designed to assist the student in further developing basic skills and to provide the opportunity for additional laboratory work. Introduction to specialized tools, materials and processes, including writing and estimating jobs. 36 hours lecture and 108 hours laboratory.

AUB-52 - Automotive Body Refinishing 4 units
Prerequisite: None.
Theory and practice in the art of automotive refinishing with emphasis on paint preparation, spot painting, complete finishing, and special problems. 36 hours lecture and 108 hours laboratory.

AUB-53 - Automotive Body Special Projects 4 units
Prerequisite: None.
Corequisite: Concurrent or previous enrollment in an automotive body class.
A special projects class for students who need 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. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

AUB-54 - Advanced Automotive Body and Frame 4 units
Prerequisite: None.
Corequisite: AUB-50 or 52.
Theory and practice for the advanced student with emphasis on repairing major damage, frames, and shop management. 36 hours lecture and 108 hours laboratory.

AUB-59 - Auto Body Service and Repair 2 units
Prerequisite: None.
Corequisite: Concurrent or previous enrollment in an automotive body class.
Principles of service and repair procedures relating to an automotive body maintenance program with emphasis being placed upon laboratory experience. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

AUB-60 - Automotive Trim and Upholstery, I 4 units
Prerequisite: None.
This course is designed to supplemet the Automotive Body Technology program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. 36 hours lecture and 108 hours laboratory.

AUB-61 - Automotive Trim and Upholstery, II 4 units
Prerequisite: AUB-60.
This course is designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory.

AUB-67 - Automotive Cooperative Training Entry 7 units
Prerequisite: None.
Limitation on enrollment: Successful application to the ABCT program and sponsorship by an automotive body repair shop.
Designed as the first course in a series to prepare the student for employment as an auto body technician. Instruction in this course and others of the series is based on Inter Industry Conference on Automotive Collision Repair training curriculum. Students will learn safety procedures, tools, metal straightening and shrinking, parts replacement and alignment, body filler uses and the application of trim and hardware. 72 hours lecture and 162 hours laboratory.

AUB-71 - Automotive Cooperative Training Intermediate 7 units
Prerequisite: AUB-70.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This course presents the fundamentals and skills necessary to replace parts through cutting, MIG welding, plastic welding and adhesive bonding. Sheet metal, plastic and glass parts are included. Special emphasis will be placed on the removal, alignment, structural integrity and corrosion protection of replacement parts. 72 hours lecture and 162 hours laboratory.
AUB-72 - Automotive Cooperative Training 4 units
Refinishing
Prerequisite: AUB-71.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This course presents the ADVANCE-TECH theories and practices of automotive refinishing. Emphasis is placed on paint preparation, tinting, application, blending, defects, safety and environmental practices. 36 hours lecture and 108 hours laboratory.

AUB-73 - Automotive Cooperative Training 7 units
Advanced
Prerequisite: AUB-72.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This advanced course presents the fundamentals and skills necessary for collision estimating and repair of heavily damaged vehicles. Special emphasis is placed on measuring, gauging and structural integrity of the vehicle. Frame straightening and body pulling is included. 72 hours lecture and 162 hours laboratory.

AUB-74 - Automotive Cooperative Training 7 units
Mechanical
Prerequisite: AUB-73.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This course presents the fundamentals and practices of repairing collision damaged automotive mechanical and electrical systems. Instruction covers steering, suspension, electrical, cooling, brake, restraint, fuel and exhaust systems. 72 hours lecture and 162 hours laboratory.

AUB-200 – Automotive Body Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AUTOMOTIVE TECHNOLOGY

AUT-31-Ford Fuel Management 11 units
Prerequisite: AUT-34 or AUT-41.
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, Mazda dealership, or approved Ford repair facility.
This course presents the theory and operation, diagnosis and analysis, testing and repair of Ford, Lincoln/Mercury, and selected Mazda vehicle ignition, fuel, air, exhaust and emission systems. Includes diagnosis of electronic engine control systems for advanced driveability. Emphasis is on the use of specialized test equipment and shop manuals for the diagnosis of driveability concerns related to these systems. 153 hours lecture and 135 hours laboratory.

AUT-32 – Ford Gasoline Engine Concepts and Repair 3.5 units
Prerequisite: AUT-34 or AUT-41.
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.
This course introduces the operation and repair of Ford, Lincoln/Mercury, and selected Mazda gasoline engines including disassembly, inspection, measurement, and reassembly of gasoline engines. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication, and cooling system concerns using Ford test equipment and methods. 45 hours lecture and 54 hours laboratory.

AUT-33 - Ford Alignment, Steering and Suspension 4 units
Prerequisite: AUT-34 or AUT-41.
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury or Mazda dealership, or approved Ford repair facility.
Theory and operation, diagnosis, analysis and repair of base and electronic steering and suspension systems of Ford, Lincoln/Mercury, and Mazda vehicles; includes four-wheel alignment service and tire balancing. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-34-Ford Electrical and Electronics Systems 7.5 units
Prerequisite: None.
Advisory: AUT-30.
This course presents fundamental through advanced operation of Ford electrical and electronic systems. Includes correct use of Ford-specific scanners, electrical and electronic system simulators, laboratory oscilloscopes, digital meters and Ford’s advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using Ford methods and tools and on the operation and service of Ford automotive electrical and electronic systems. Students will be able to apply the acquired information to the computer systems found on Ford, Lincoln/Mercury and Mazda vehicles in the diagnosis and repair of major automotive system components. 99 hours lecture and 108 hours laboratory.

AUT-35 - Ford Heating and Air Conditioning 4 units
Prerequisite: AUT-34 or AUT-41.
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.
This course presents Ford climate control system operation and repair of base and electronic control systems; includes compressor service, refrigerant recovery and recycling. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved procedures and test equipment. 54 hours lecture and 54 hours laboratory.
AUT-36 - Ford Manual Transmissions and Drivetrains  
6 units  
Prerequisite: AUT-34 or AUT-41.  
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.  
This course presents the function and operation of Ford, Lincoln/Mercury, and Mazda manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected Ford, Lincoln/Mercury and Mazda manual transmissions, transaxles, transfer cases, clutches, all wheel drive systems, drivelines and differentials will be introduced. Diagnosis of concerns with the manual transmission, transaxle and drivetrain systems is included. 81 hours lecture and 81 hours laboratory.

AUT-37 - Ford Automatic Transmissions and Transaxles  
6 units  
Prerequisite: AUT-34 or AUT-41.  
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.  
This course presents the function and operation of Ford, Lincoln/Mercury, and Mazda automatic transmissions and transaxles. The disassembly, inspection, measurement and reassembly of selected Ford, Lincoln/Mercury, and Mazda automatic transmissions and transaxles will be included. The diagnosis and analysis of conventional and electronically-controlled transmissions and transaxles will also be covered. 72 hours lecture and 108 hours of laboratory.

AUT-38 - Ford Automotive Brakes  
3.5 units  
Prerequisite: AUT-34 or AUT-41.  
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford 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. 45 hours lecture and 54 hours laboratory.

AUT-40 - Ford Electrical Systems-MLR (Maintenance and Light Repair)  
4 units  
Prerequisite: None.  
This course presents the fundamentals of Ford electrical and electronic systems operation. The service of Ford starters, alternators, lighting systems and electrical accessories will be introduced. This course also examines the operation of Ford’s automotive computer controls systems. The correct use of Ford’s specific scanners are also covered along with electrical and computer system simulators and circuit breadboards. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using Ford methods and tools. May be taken a total of 2 times. 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 Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Ford’s advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury vehicles and to enable the students to diagnose and repair today’s computer laden vehicles. May be taken a total of two times. 45 hours lecture and 54 hours laboratory.

AUT-42 - Ford Heating and Air Conditioning MLR  
4 units  
Prerequisite: AUT-40.  
This course presents Ford climate control system operation and repair, both base and electronic controls systems. Compressor service and refrigerant recovery and recycling are included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved test equipment. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

AUT-43 - Ford Automotive Brakes MLR  
3.5 units  
Prerequisite: AUT-40.  
This course presents the principles of Ford brake system (hydraulic and electronic, with and without antilock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Ford’s test methods and equipment. May be taken a total of two times. 45 hours lecture and 54 hours laboratory.

AUT-44 - Ford Alignment, Steering and Suspension MLR  
4 units  
Prerequisite: AUT-40.  
This course presents the fundamentals of Ford car and light truck suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. May be taken a total of two times. 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. 72 hours lecture.

AUT-51A - Internal Combustion Engines Rebuilding, Gas and Diesel (Upper End)  
4 units  
Prerequisite: AUT-50.  
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of upper end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.

AUT-51B - Internal Combustion Engines Rebuilding, Gas and Diesel (Lower End)  
4 units  
Prerequisite: AUT-50.  
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of lower end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.

AUT-52A - Automotive Tune-up and Electrical Systems  
4 units  
Prerequisite: AUT-50.  
Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition, and electrical systems. 45 hours lecture and 81 hours laboratory.
AUT-52A - Automotive Tune-up and Emission Controls
Prerequisite: AUT-50 and ASE passing tests in Automotive Electrical Systems and Engine Performance or one year full time paid professional experience in the automotive engine performance tune-up area.
Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. 45 hours lecture and 81 hours laboratory.

AUT-53A - Automotive Chassis and Alignment
Prerequisite: AUT-50 or AUT-50B.
Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

AUT-53B - Automotive Brakes
Prerequisite: AUT-50.
Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

AUT-54 - Automotive Electrical Systems
Prerequisite: AUT-50 or concurrent enrollment.
Theory and principles of automotive electrical and electronic systems. Course content will include multi-meter operation, component location, and reading wiring diagrams. Emphasis will be placed on diagnosis and repair of automotive electrical and electronic circuits. May be taken a total of 2 times. 45 hours lecture and 81 hours laboratory.

AUT-55A - Automotive Automatic Transmission/Transaxles
Prerequisite: AUT-50.
Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and testing. 45 hours lecture and 81 hours laboratory.

AUT-55B - Automotive Manual Drivetrain Systems
Prerequisite: AUT-50.
Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. 45 hours lecture and 81 hours laboratory.

AUT-56 - Automotive Computer Controls
Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.
Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. 36 hours lecture and 54 hours laboratory.

AUT-57 - Automotive Heating and Air Conditioning
Prerequisite: AUT-50.
Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. 45 hours lecture and 81 hours laboratory.

AUT-58 - Automotive Diesel Mechanics
Prerequisite: AUT-50.
This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. 45 hours lecture and 81 hours laboratory.

AUT-59ABCD - Automotive Service
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-59 - Toyota Service
Prerequisite: AUT-61.
Introduction to Toyota service with emphasis placed upon problem diagnosis, general system disassembly, repair and testing. 36 hours lecture and 54 hours laboratory.

AUT-60 - Toyota Fuel Systems I
Prerequisite: AUT-50.
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. 36 hours lecture and 54 hours laboratory.

AUT-61 - Introduction to Toyota Service
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. 36 hours lecture and 54 hours laboratory.

AUT-62 - Toyota Fuel Systems I
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. 36 hours lecture and 54 hours laboratory.

AUT-63 - Toyota Electrical Systems Mastery
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. 36 hours lecture and 54 hours laboratory.

AUT-64 - Toyota Brakes and Suspension
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. 36 hours lecture and 54 hours laboratory.

AUT-65A - Toyota Manual Transmissions and Transaxles
Prerequisite: AUT-61.
An introduction to theory and principles of Toyota manual transmissions/transaxles, transfer cases and clutch systems. Emphasis placed on problem diagnosis, troubleshooting, measurements and drivability. 45 hours lecture and 27 hours laboratory.

AUT-65B - Toyota Automatic Transmissions and Transaxles
Prerequisite: AUT-61.
An introduction to theory and principles of Toyota automatic transmissions/transaxles. Emphasis placed on problem diagnosis, troubleshooting, measurements and drivability. 45 hours lecture and 27 hours laboratory.

AUT-66 - Toyota Climate Control Systems
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. 36 hours lecture and 54 hours laboratory.
AUT-67 - Toyota Fuel Systems II 3 units
Prerequisite: AUT-62 and 63.
Advisory: AUT-51A.
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. 36 hours lecture and 54 hours laboratory.

AUT-80 - General Motors Minor Services and Pre-Delivery 3 units
Prerequisite: None.
Limitation on enrollment: Enrollment limited to GM dealer-sponsored ASE applicants.
This course serves as an important introduction to the GM (ASEP) Automotive Service Educational Program. Students will learn about GM Customer Service, Technical Assistance Network, General Motors dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, GM diagnostic and service information. Application to the ASEP program is required and sponsorship by a General motors dealership or General Motors approved repair facility is required. 45 hours lecture and 27 hours laboratory.

AUT-81 - 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. 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. 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 using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. Sponsorship by a GM dealership required. 108 hours lecture.

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 using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. Sponsorship by a GM dealership required. 135 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. 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. 54 hours lecture and 54 hours laboratory.

AUT-87 - General Motors Heating and Air Conditioning (HVAC) Systems 4 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-88 - General Motors Manual Transmissions and Drive Trains 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, clutches all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission, transaxle and drivetrain systems are included. Sponsorship by a GM dealership required. 81 hours lecture and 81 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. Brake system overhaul and machining operations will 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. 45 hours lecture and 54 hours laboratory.

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. May be taken a total of two times. 18 hours lecture and 27 hours laboratory.

AUT-99 – Automotive Technology Internship 2 units
Prerequisite: None.
Limitation on enrollment: Limited to students enrolled in corporate automotive programs.
This class is designed to coordinate the student’s occupational on-the-job work experience in sponsored corporate automotive programs with related classroom instruction. May be taken a total of four times. 360 paid work hours over nine weeks.

BIO-1 - General Biology 4 units
UC*, CSU (CAN BIOL 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. 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates 5 units
UC, CSU
Prerequisite: None.
A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, pre-veterinarian, pre-medical, predental, and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-2B - General Zoology II, Vertebrates 5 units
UC, CSU
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, pre-veterinarian, pre-medical, predental, and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-3 - Field Botany 4 units
UC, CSU
Prerequisite: None.
Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

BIO-4 - 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. 54 hours lecture.
**BIO-5 - General Botany**  
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. 54 hours lecture and 54 hours laboratory.

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

**BIO-8 - Principles of Ecology**  
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. 54 hours lecture and 54 hours laboratory.

**BIO-9 - Introduction to the Natural History of Southern California**  
UC, CSU  
Prerequisite: None.  
This course offers an introduction to the identification, description, and adaptations of indicator plant and animal species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. 36 hours lecture and 54 hours laboratory.

**BIO-10 - Principles of Life Science**  
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. 54 hours lecture.

**BIO-11 - Introduction to Molecular and Cellular Biology (Majors)**  
UC*, CSU (CAN BIOL 2)  
Prerequisite: CHE-1A.  
An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes introduction, principles of biochemistry, metabolism, cells, genetics, development, evolution and diversity. 72 hours lecture and 54 hours laboratory.

**BIO-12 - Introduction to Organismal and Population Biology (Majors)**  
UC*, CSU  
Prerequisite: BIO-11.  
An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory.

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

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

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

**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. 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. 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. 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. 18 hours lecture.

BIT-2 – Basic Laboratory Skills: Solution Preparation 1 unit
CSU
Prerequisite: CHE-2A.
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. May be taken a total of two times. 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. May be taken a total of two times. 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. May be taken a total of two times. 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. 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. 27 hours laboratory.

BIT-7 - Basic Laboratory Skills: Chromatography and Electrophoresis 1 unit
CSU
Prerequisite: CHE-2A.
Advisory: BIT-2 and 4 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. 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. 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. 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. 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. 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. 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 immuno-electrophoresis techniques including Western blot. 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. 18 hours lecture.
BIT-200 – 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 course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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:

ANT-21 - Native Peoples of Sub-Saharan Africa: An Introduction
ENG-21 - African American Literature I
ENG-22 - African American Literature II
HIS-14 - African American History I
HIS-15 - African American History I
PHI-14 - Survey of Black Thought
SOC-10 - Race and Ethnic Relations
SOC-35 - Sociology of the Black Community

BORDER STUDIES
BOR-31 – U.S.-Mexico Border Studies: Health and Human Services 3 units
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. 54 hours lecture.

BOR-32 – U.S.-Mexico Border Studies: Health Care Field Component 1 unit
Health Care Field Component
Prerequisite: None.
Advisory: SPA-1 and BOR-31 highly recommended; recommended for students 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. May be taken a total of four times. 54 hours laboratory.

BOR-33 – U.S.-Mexico Border Studies: Education 1 unit
Field Component
Prerequisite: None.
Advisory: SPA-1 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. May be taken a total of four times. 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. 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. 54 hours lecture.

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

BUS-20 - Business Mathematics 3 units
Prerequisite: None.
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. 54 hours lecture.

BUS-22 - Management Communications 3 units
CSU
Prerequisite: None.
Advisory: CAT-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. 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. 54 hours lecture.
BUS-40 - International Business-Principles
CSU
3 units
Prerequisite: None.
A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, and the operation of multi-national corporations. 54 hours lecture.

BUS-41 - U.S.-Mexico Border Studies:
Business Topics
CSU
3 units
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 warranties, advertising, and international business protocol. 54 hours lecture.

BUS-42 - U.S.-Mexico Border Studies Field Component: Business
CSU
1 unit
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. May be taken a total of four times. 54 hours laboratory.

BUS-43 - International Business-Marketing
CSU
3 units
Prerequisite: None.
Advisory: BUS-10 or 40 is recommended.
A general outline that provides a practical introduction to the role that computer applications. 27 hours lecture.

BUS-44 - Principles of E-Commerce
CSU
3 units
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/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. 54 hours lecture.

BUS-51 – Principles of E-Commerce
CSU
3 units
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/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. 54 hours lecture.

BUS-52 – Introduction to PDAs
(Same as CIS/CAT-52)
CSU
1.5 units
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. 27 hours lecture.

BUS-53 – Introduction to Personal Finance
CSU
3 units
Prerequisite: None
An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of personal finance. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

BUS-60 – Introduction to Insurance and Risk Management
CSU
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. 54 hours lecture.

BUS-61 – Principles of E-Commerce
CSU
3 units
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/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. 54 hours lecture.

BUS-62 – Introduction to E-Commerce
CSU
3 units
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/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. 54 hours lecture.

BUS-63 – Introduction to Productivity Management
CSU
3 units
Prerequisite: None.
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. 54 hours lecture.

BUS-64 – Introduction to Personal Finance
CSU
3 units
Prerequisite: None
An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of personal finance. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

BUS-65 – Principles of E-Commerce
CSU
3 units
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/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. 54 hours lecture.

BUS-66 – Introduction to PDAs
(Same as CIS/CAT-52)
CSU
1.5 units
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. 27 hours lecture.

BUS-67 – Introduction to Personal Finance
CSU
3 units
Prerequisite: None
An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of personal finance. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

BUS-68 – Principles of E-Commerce
CSU
3 units
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/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. 54 hours lecture.
BUS-72 – Introduction to Quantitative Methods for Business 3 units
(Same as MAG-72)
Prerequisite: None.
Advisory: BUS-20 and MAG-70 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. 54 hours lecture.

BUS-80 - Principles of Logistics 3 units
Prerequisite: None.
A study of the basic concepts in product distribution including distribution planning and terminology, transportation methods, traffic management, inventory control and warehousing. 54 hours lecture.

BUS-81 - Inventory Control 1.5 units
(Same as MAN-81)
Prerequisite: None.
Review of the concepts and techniques available for planning and controlling inventories. 27 hours lecture.

BUS-82 - Freight Claims 1.5 units
Prerequisite: None.
A study of loss avoidance and mitigation in transit and the preparation, filing and resolution of freight claims. 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. 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. 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. 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. 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. 54 hours lecture.

BUS-88 – Warehouse and Distribution Skills 3 units
Prerequisite: None.
A study of the vocational level concepts in warehouse and distribution processes and techniques; including distribution planning and terminology, transportation methods, OSHA safety rules and regulations, shipping, marking and receiving procedures, and inventory control. 54 hours lecture.

BUS-89 – Forklift Safety and Operation .5 unit
Prerequisite: None.
A study of the basic concepts and practical use of industrial trucks and forklift operator safety procedures; including design, energy sources, fire protection and OSHA rules and regulations. 9 hours lecture and 9 hours laboratory.

BUS-200 - 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 course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CHE-1A - General Chemistry, I 5 units
UC*, CSU (CAN CHEM 2)
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. 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. 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I 4 units
UC*, CSU (CAN CHEM 6)
Prerequisite: MAT-52.
Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory.
CHE-2B - Introductory Chemistry, II  4 units
UC*, CSU (CAN CHEM 8)
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. 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 stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 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. 54 hours lecture.

CHE-12A - Organic Chemistry, I  5 units
UC, CSU
Prerequisite: CHE-1B.
A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory.

CHE-12B - Organic Chemistry, II  5 units
UC, CSU
Prerequisite: CHE-12A.
Continues discussion based on the content of CHE-12A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory.

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. 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:
ANT-5 - Native Peoples of Mexico
ART-8 - Mexican Art History
ESL-54 - Intermediate Grammar & Writing II
ESL-55 - Advanced Grammar & Writing
ESL-73 - High Intermediate Reading Comprehension & Vocabulary
ESL-93 - Oral Skills III: Advanced Oral Communications
HIS-8 and 9 - History of the Americas
HIS-25 - History of Mexico
HIS-30 and 31 - Introduction to Chicano Studies
SOC-10 - Race and Ethnic Relations

CHINESE

CHI-1 - Mandarin Chinese 1  5 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for native spoken and written Mandarin Chinese at the beginning level. This course includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.

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. 54 hours lecture and 9 hours laboratory.
CMI-61 – Introduction to Spanish English Translation 3 units
Prerequisite: None.
Advisory: This course is intended for students with near native writing skills in Spanish and English.
This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

CMI-71 - Bilingual Interpretation for the Medical Professions
Prerequisite: None.
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.
This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory.

CMI-81 - Bilingual Interpretation for the Legal Professions
Prerequisite: None.
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.
This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory.

CMI-91 - Introduction to Translation and Interpretation for Business
Prerequisite: None.
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.
This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

CMI-200 – Community Interpretation 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 a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
COMPUTER APPLICATIONS and OFFICE TECHNOLOGY

CAT-1A - Business Etiquette 1 unit
Prerequisite: None.
This course provides students with 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. 18 hours lecture.

CAT-3 - Computer Applications for Working Professionals 3 units
(Same as CIS-3)
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended
This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture.

CAT-30 - Business English 3 units
Prerequisite: None.
Advisory: Typing skills recommended.
Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture.

CAT-30A - Business English 30A 1 unit
Prerequisite: None
Advisory: Typing skills recommended.
Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30A is equivalent to the first third of CAT-30. 18 hours lecture.

CAT-30B - Business English 30B 1 unit
Prerequisite: CAT-30A
This intermediate-level course is designed to provide students with instruction in vocabulary and spelling, possession, pronouns, verbs, punctuation, and business communications. Office CAT-30B is equivalent to the second third of CAT-30. 18 hours lecture.

CAT-30C - Business English 30C 1 unit
Prerequisite: CAT-30B.
Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30C is equivalent to the last third of CAT-30. 18 hours lecture.

CAT-31 - Business Communications 3 units
Prerequisite: None.
Advisory: CAT-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. 54 hours lecture.

CAT-34A - Introduction to Microsoft Word for Windows 1.5 units
(Same as CIS-34A)
CSU
Prerequisite: None.
Skill development in the use of Microsoft Word for Windows for word processing. For non-Computer Applications and Office Technology majors. 27 hours lecture.

CAT-34B - Intermediate Microsoft Word for Windows 1.5 units
(Same as CIS-34B)
CSU
Prerequisite: None.
Advisory: CIS/CAT-34A or 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. 27 hours lecture.

CAT-36A - Legal Office Procedures I 3 units
Prerequisite: None.
Advisory: CAT-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. 54 hours lecture.

CAT-36B - Legal Office Procedures II 3 units
Prerequisite: None.
Advisory: CAT-36A and CAT/CIS-80 or 84 and keyboarding speed of 40 wpm recommended. Concurrent enrollment in CAT/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. 54 hours lecture.

CAT-37 - Legal Terminology and Transcription 3 units
Prerequisite: None.
Advisory: CAT-37 and CAT/CIS-80 or CAT/CIS 84, plus concurrent enrollment in CAT/CIS 96 or 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. 54 hours lecture.

CAT-38 - Legal Word Processing and Forms 3 units
Prerequisite: None.
Advisory: CAT-38 and CAT/CIS-80 or CAT/CIS 84, plus concurrent enrollment in CAT/CIS 96 or 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. 54 hours lecture.

CAT-39 - Legal Solutions Software 1.5 units
Prerequisite: None.
Prepare, manage and edit computerized Judicial Council forms using computer. 27 hours lecture.
CAT-40 - Administrative Office Management 3 units
CSU
Prerequisite: None.
Advisory: CAT-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. 54 hours lecture.

CAT-50 - Keyboarding and Document Processing 3 units
(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. 54 hours lecture.

CAT-51 - Document Formatting 3 units
CSU
Prerequisite: None.
Advisory: Beginning typing skills recommended.
Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture.

CAT-52 – Introduction to PDAs 1.5 units
(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. 27 hours lecture.

CAT-53 - Keyboarding for Computer Users 1 unit
(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. 18 hours lecture.

CAT-54A – Introduction to Flash 3 units
(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. 54 hours lecture.

CAT-56A – Designing Web Graphics 3 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 visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop and ImageReady. 54 hours lecture.

CAT-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. 27 hours lecture.

CAT-61 - Professional Office Procedures 3 units
Prerequisite: None.
Advisory: CAT-3, 31 and 51.
Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture.

CAT-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 thereof, both manually and electronically. 54 hours lecture.

CAT-63A - Secretarial Accounting, I 3 units
Prerequisite: None.
Activities of the general clerical employee: journalizing, posting, trial balance, worksheet, and financial reports. 54 hours lecture.

CAT-63B - Secretarial Accounting, II 3 units
Prerequisite: CAT-63A.
Further activities of the general clerical employee. Contents include special journals, payroll, property records, and depreciation. 54 hours lecture.

CAT-65 - Introduction to Microsoft PowerPoint for the IBM PC 1.5 units
(Same as CIS-65)
Prerequisite: None.
Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transperancies, electronic presentations or formal presentation media. 27 hours lecture.

CAT-66 - Machine Dictation/Transcription 3 units
Prerequisite: CAT-80, 84, or 51.
Advisory: CAT-30.
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. 54 hours lecture.
CAT-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. 54 hours lecture.

CAT-71 - Intermediate Shorthand and Transcription 3 units
CSU
Prerequisite: CAT-70.
Reinforces and reviews shorthand theory, develops shorthand speed of at least 80 words per minute and skill in punctuation and spelling. 36 hours lecture and 54 hours laboratory.

CAT-72A - Introduction to Web Page Creation 1.5 units
(Same as CIS-72A)
Prerequisite: None.
Advisory: Competency in the use of a computer, familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97 recommended.
An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create Web pages with text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture.

CAT-72B – Intermediate Web Page Creation using Cascading Style Sheets (CSS) 1.5 units
(Same as CIS-72B)
Prerequisite: None.
Advisory: Knowledge of HTML and the Internet recommended. CIS/CAT-72A and CIS-95A recommended. Concurrent enrollment in CIS-96 or 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. 27 hours lecture.

CAT-75 – Desktop Publishing using QuarkXPress 3 units
(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. 54 hours lecture.

CAT-76A - Website Creation using Microsoft FrontPage 3 units
(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. 54 hours lecture.

CAT-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 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. 54 hours lecture.

CAT-77 - Beginning Desktop Publishing using PageMaker 3 units
(Same as CIS-77)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with Windows recommended. Concurrent enrollment in CIS-96 or 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. 54 hours lecture.

CAT-78A - Introduction to Adobe Photoshop on the IBM PC 3 units
(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. 54 hours lecture.

CAT-78B - Advanced Adobe Photoshop on the IBM 3 units
(Same as CIS-78B)
Prerequisite: CIS/CAT-78A.
Advanced Adobe Photoshop presents an advanced 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. 54 hours lecture.

CAT-79 - Introduction to Adobe Illustrator on the IBM 3 units
(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 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. 54 hours lecture.
CAT-80 - Word Processing: Microsoft Word for Windows
(Same as CIS-80)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT-96 or 97 recommended. Recommend typing knowledge/skills with at least 40 wpm.
This course is designed to provide introductory, intermediate and advanced skills necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture.

CAT-81 – Introduction to Desktop Publishing
(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. 54 hours lecture.

CAT-82A - MOSprep Microsoft Word-Core Level
(Same as CIS-82A)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, 34A or 80 recommended. Concurrent enrollment in CIS/CAT-96 or 97 recommended.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User 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. May be taken a total of 2 times. CR-NC only. 18 hours lecture.

CAT-82B - MOSprep: Microsoft Word-Expert Level
(Same as CIS-82B)
Prerequisite: None.
Advisory: CIS-1B, CIS/CAT-34B, 80 or 82A recommended. Concurrent enrollment in CIS/CAT-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 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CAT-83A - MOSprep Microsoft Excel-Core Level
(Same as CIS-83A)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3 and 98A recommended. Concurrent enrollment in CIS/CAT-96 or 97 also 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CAT-83B - MOSprep: Microsoft Excel-Expert Level
(Same as (CIS-83B))
Prerequisite: None.
Advisory: CIS-1B. CIS/CAT-83A or CIS/CAT-98B recommended. Concurrent enrollment in CIS/CAT-96 or CIS/CAT-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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CAT-84 - Word Processing: WordPerfect for Windows
(Same as CIS-84)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT-96 recommended. Recommend typing knowledge/skills with a minimum speed of 40 wpm.
This course is designed to provide introductory and intermediate skills necessary to produce a variety of professional documents using WordPerfect for Windows. 54 hours lecture.

CAT-85 - MOSprep Microsoft Access-Core Level
(Same as CIS-85)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, or CIS/CAT-60 recommended. Concurrent enrollment in CIS/CAT-96 or CIS/CAT-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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CAT-86 - MOSprep Microsoft PowerPoint-Core Level
(Same as CIS-86)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, or 65 recommended. Concurrent enrollment in CIS/CAT-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 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CAT-87 - MOSprep Microsoft Outlook-Core Level
(Same as CIS-87)
Prerequisite: None.
Advisory: CIS/CAT-90 and concurrent enrollment in CIS/CAT-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 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.
CAT-90 – Microsoft Outlook
(Same as CIS-90)
3 units
Prerequisite: None.
Advisory: Enrollment in CIS/CAT-96 or 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. 54 hours lecture.

CAT-91 – Microsoft Project
(Same as CIS-91)
3 units
Prerequisite: None.
Advisory: Enrollment in CIS/CAT-96 or 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. 54 hours lecture.

CAT-93A - Introduction to Windows
(Same as CIS-93A)
1.5 units
Prerequisite: None.
Advisory: Current enrollment in CAT-96 or 97 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. 27 hours lecture.

OFC-93B - Intermediate Windows
(Same as CIS-93B)
1.5 units
Prerequisite: None.
Advisory: Concurrent enrollment in CAT-96 or 97 recommended.
Continued development in the concepts of Microsoft Windows on microcomputer-based systems. Topics will include File Manager, Accessories, Recorder and Object-Linking. 27 hours lecture.

CAT-95A - Introduction to Internet
(Same as CIS-95A)
1.5 units
Prerequisite: None.
Advisory: Concurrent enrollment in CAT-96 or 97 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. 27 hours lecture.

CAT-95B – Preparation for Online Learning
(Same as CIS-95B)
1 unit
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/CAT-96 or 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. 18 hours lecture.

CAT-96 - Practicum in Computers
(Same as ACC/CIS-96)
.5 unit
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. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CAT-97 - Practicum in Computers
(Same as ACC/CIS-97)
1 unit
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. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CAT-98A - Introduction to Excel
(Same as CIS-98A)
1.5 units
Prerequisite: None.
Advisory: Concurrent enrollment in CAT-96 recommended.
Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture.

CAT-98B - Advanced Excel
(Same as CIS-98B)
1.5 units
Prerequisite: CIS/CAT-98A.
Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture.

CAT-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. 4 hours lecture and 14 hours laboratory. (Non-degree applicable)

CAT-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. 4 hours lecture and 14 hours laboratory. (Non-degree applicable)

CAT-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. 4 hours lecture and 14 hours laboratory. (Non-degree credit course)

CAT-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. 4 hours lecture and 14 hours laboratory. (Non-degree credit course)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-200</td>
<td>Computer Applications and Office Technology Work Experience</td>
<td>1-2-3-4 units</td>
<td>Prerequisite: None.&lt;br&gt;Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.</td>
</tr>
<tr>
<td>CIS-1A</td>
<td>Introduction to Computer Information Systems</td>
<td>3 units</td>
<td>Prerequisite: None.&lt;br&gt;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. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-1B</td>
<td>Advanced Concepts in Computer Information Systems</td>
<td>3 units</td>
<td>Prerequisite: CIS-1 or 1A.&lt;br&gt;Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended. Advanced computer concepts, theory and computer applications. Advanced skills of word processing, spreadsheets, databases, presentation graphics, and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include communications and networks, E-Commerce, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers and certification. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-2</td>
<td>Fundamentals of Systems Analysis</td>
<td>3 units</td>
<td>Prerequisite: None.&lt;br&gt;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. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-3</td>
<td>Computer Applications for Working Professionals</td>
<td>3 units</td>
<td>Prerequisite: None.&lt;br&gt;Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended. This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-5</td>
<td>Fundamentals of Programming Logic using C++</td>
<td>3 units</td>
<td>Prerequisite: None.&lt;br&gt;Advisory: CIS-1A and concurrent enrollment in CIS-96 or 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. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-11</td>
<td>Computer Programming using ASSEMBLER</td>
<td>3 units</td>
<td>Prerequisite: None.&lt;br&gt;Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended. This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-13A</td>
<td>COBOL Programming: Introduction</td>
<td>3 units</td>
<td>Prerequisite: None.&lt;br&gt;Advisory: Previous programming experience-writing functions on PC platforms as well as CIS-5 and concurrent enrollment in CIS-96 or 97 recommended. Programming digital computer for business data processing applications using the COBOL language. Use of the Merant Net Express compiler for web applications. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-13B</td>
<td>COBOL Programming: Intermediate</td>
<td>3 units</td>
<td>Prerequisite: None.&lt;br&gt;Advisory: CIS-13A and concurrent enrollment in CIS-96 or 97 recommended. Advanced concepts of COBOL language programming. Creation of Web applications. 54 hours lecture.</td>
</tr>
</tbody>
</table>
CIS-14A – Web Programming: JavaScript 3 units
CSU
Prerequisite: None.
Advisory: Previous programming experience and knowledge of HTML as well as CIS-5, 72A and concurrent enrollment in CIS-96 or 97 recommended.
This course introduces the fundamentals of JavaScript programming for the World Wide Web. The course includes HTML, scripting, objects, event handlers, arrays, arrays, value, objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture.

CIS-14B – Web Programming: Active Server Pages 3 units
CSU
Prerequisite: None.
Advisory: CIS-5, 15A and 72A are recommended and concurrent enrollment in CIS-96 or 97 suggested.
This course introduces server-side Web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture.

CIS-15A – Visual Basic Programming: Objects 3 units
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 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. 54 hours lecture.

CIS-15B – Visual Basic Programming: Advanced Objects 3 units
CSU
Prerequisite: None.
Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or 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. 54 hours lecture.

CIS-15C – Visual Basic Programming: Databases 3 units
CSU
Prerequisite: None.
Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or 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. 54 hours lecture.

CIS-17A – C++ Programming: Objects 3 units
UC, CSU (CAN CSCI 16)
Prerequisite: None.
Advisory: Previous programming experience writing functions and using arrays on PC platforms as well as CIS-5 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. 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. 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 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. 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. 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. 54 hours lecture.
CIS-19B - 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. 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. 54 hours lecture.

CIS-19A - Network+: Fundamentals of Computer Networking  
3 units  
CSU  
Prerequisite: None.  
Advisory: Ability to use a computer and the Internet for research and writing. Concurrent enrollment in CIS-96 or 97 recommended.  
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. 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. 54 hours lecture.

CIS-20 - Systems Analysis and Design  
3 units  
CSU  
Prerequisite: CIS-2.  
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. 54 hours lecture.

CIS-21 - Introduction to Operating Systems  
3 units  
CSU  
Prerequisite: CIS-1A.  
Advisory: Concurrent enrollment in CIS-96 or 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 multiprocessing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture.

CIS-22A – Robotics: Introductory Programming  
3 units  
Prerequisite: None.  
Advisory: Computer skills such as CIS-1A, programming fundamentals such as CIS-5 and concurrent enrollment in CIS-96 or 97.  
Introduces the history and theory of behavior-based programming, teaches the skills needed to program a virtual robot. Robot control is delineated into simple behaviors that are easy to program using inexpensive micro-controllers with little memory. No background in robotics is required. 54 hours lecture.

CIS-22B – Robotics: Intermediate Programming  
3 units  
Prerequisite: None.  
Advisory: CIS-5, concurrent enrollment in CIS-17A or 18A as well as CIS-96 or 97.  
This course presents the theory and practice behind robotic programming. It teaches the skills needed for programming a robot and implementing this program in a micro-controller and servo based robotic system. 54 hours lecture.

CIS-23 - Software and End User Support  
3 units  
CSU  
Prerequisite: None.  
Advisory: CIS-1A, 1B and concurrent enrollment in CIS-96 or 97.  
Study of computer software installation, configuration, maintenance, troubleshooting and optimization, operating system commands and utilities and network software. 54 hours lecture.

CIS-25 - Introduction to Data Communications  
3 units  
CSU  
Prerequisite: CIS-1A.  
Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture.

CIS-26A – Cisco Networking Academy 1A  
4 units  
CSU  
Prerequisite: None.  
Advisory: CIS-1A, 21 and 23.  
This course is designed to provide students with classroom and laboratory experience in current and emerging network technology. Instruction includes, but is not limited to, safety, networking, networking terminology, protocols and network standards. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.
CIS-26A - Cisco Networking Academy 1B 4 units
CSU
Prerequisite: CIS-26A.
This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator’s role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26B - Cisco Networking Academy 1C 4 units
CSU
Prerequisite: CIS-26B.
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 CISCO IOS software and configurations required 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. 72 hours lecture.

CIS-26C - Cisco Networking Academy 1D 4 units
CSU
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 CISCO IOS software and configurations required 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. 72 hours lecture.

CIS-26E - Advanced Routing, Semester Five 4 units
(Cisco Networking Academy)
CSU
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 10 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. 72 hours lecture.

CIS-26F - Remote Access, Semester Six 4 units
(Cisco Networking Academy)
CSU
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. 72 hours lecture.

CIS-26G - Multilayer Switching, Semester Seven 4 units
(Cisco Networking Academy)
CSU
Prerequisite: CIS-26F.
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, multicasting 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. 72 hours lecture.

CIS-26H - Network Troubleshooting, Semester Eight 4 units
(Cisco Networking Academy)
CSU
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, ISDNs and AppleTalk. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

CIS-28A – MS Access Programming 3 units
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. 54 hours lecture.

CIS-29A – Introduction to Oracle 3 units
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. 54 hours lecture.

CIS-29B – Oracle Application Development 3 units
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. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Course Description</th>
</tr>
</thead>
</table>
| CIS-29C     | Oracle Database and Server Administration                                                       | 3     | 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; manager 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. 54 hours lecture. |
| CIS-34A     | Introduction to Microsoft Word for Windows (Same as CAT-34A)                                      | 1.5   | CSU                                                                                                           | Prerequisite: None.  
This course is to provide a continuation of instruction in Microsoft Word for Windows for Word Processing. For non-Office Administration majors. 27 hours lecture. |
| CIS-34B     | Intermediate Microsoft Word for Windows (Same as CAT-34B)                                         | 1.5   | CSU                                                                                                           | Prerequisite: None.  
Advisory: CIS/CAT-34A or 3 recommended.  
This course is to provide a continuation of instruction in Microsoft Word for Windows for Word Processing. For non-Office Administration majors. 27 hours lecture. |
| CIS-41      | Supporting Microsoft Windows 2000 Professional                                                    | 3     | 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. 54 hours lecture. |
| CIS-42      | Supporting Microsoft Windows 2000 Server                                                          | 3     | CSU                                                                                                           | Prerequisite: None.  
Advisory: CIS-19A, 41 and concurrent enrollment in CIS-96 or 97.  
This course prepares the student to install, configure and support Microsoft Windows 2000 Server operating system. This course combines the theory of Network Operating Systems with hands-on classroom activities emphasizing real-world computer issues. 54 hours lecture. |
| CIS-43      | Internetworking with Microsoft Windows Infrastructure                                             | 3     | CSU                                                                                                           | Prerequisite: None.  
Advisory: CIS-42 and concurrent enrollment in CIS-96 or 97.  
This course introduces concepts necessary to plan a network infrastructure utilizing features of Windows 2000. Includes protocol implementation and network services such as DNS, DHCP, TCP/IP, WINS, RAS, NAT and Active Directory. Combines the theoretical aspects of the network infrastructure with hands-on classroom activities. 54 hours lecture. |
| CIS-44      | Windows 2000 Active Directory Services                                                            | 3     | CSU                                                                                                           | Prerequisite: None.  
Advisory: CIS-43 and concurrent enrollment in CIS-96 or 97.  
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 service, 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. 54 hours lecture. |
| CIS-45      | Supporting Microsoft Windows Active Directory Server                                              | 3     | CSU                                                                                                           | Prerequisite: None.  
Advisory: CIS-43 and concurrent enrollment in CIS-96 or 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. 54 hours lecture. |
| CIS-46      | Supporting Microsoft Internet Explorer                                                            | 1.5   | 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. 27 hours lecture. |
| CIS-47      | Microsoft Internet Security and Acceleration                                                      | 3     | 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. 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. 54 hours lecture.

CIS-50 - Keyboarding and Document Processing 3 units
(Same as CAT-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. 54 hours lecture.

CIS-52 – Introduction to PDAs 1.5 units
(Same as BUS/CAT-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. 27 hours lecture.

CIS-53 - Keyboarding for Computer Users 1 unit
(Same as CAT-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. 18 hours lecture.

CIS-54A – Introduction to Flash 3 units
(Same as CAT-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. 54 hours lecture.

CIS-56A – Designing Web Graphics 3 units
(Same as CAT-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 97 recommended.
This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture.

CIS-60 - Introduction to Microsoft Access 1.5 units
on the IBM PC
(Same as CAT-60)
Prerequisite: None.
Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. 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. 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. 54 hours lecture.

CIS-63 – Introduction to Structured Query Language (SQL) 3 units
Prerequisite: None.
This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) JOINS, UNIONS, DIFFERENCES and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture.

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units
for the IBM PC
(Same as CAT-65)
Prerequisite: None.
Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture.

CIS-72A - Introduction to Web Page Creation 1.5 units
(Same as CAT-72A)
Prerequisite: None.
Advisory: Competency in the use of a computer, familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97 recommended.
An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-72B</td>
<td>Intermediate Web Page Creation using CSS</td>
<td>1.5</td>
<td>None</td>
<td>Knowledge of HTML and the Internet recommended. Concurrent enrollment in CIS-96 or 97 recommended.</td>
<td>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. 27 hours lecture.</td>
</tr>
<tr>
<td>CIS-72C</td>
<td>Introduction to XML</td>
<td>1.5</td>
<td>None</td>
<td>Knowledge of HTML and CSS recommended. Concurrent enrollment in CIS-96 or 97 recommended.</td>
<td>Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture.</td>
</tr>
<tr>
<td>CIS-73A</td>
<td>Introduction to Multimedia Authoring</td>
<td>3</td>
<td>None</td>
<td>Concurrent enrollment in CIS-96 or 97 recommended.</td>
<td>Introduction to the fundamentals of interactive multimedia authoring. There is an emphasis on producing applications incorporating text, audio, graphics, animation and digitized video which effectively communicate to the user. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-75</td>
<td>Desktop Publishing using QuarkXPress</td>
<td>3</td>
<td>None</td>
<td></td>
<td>Mastery of beginning and intermediate techniques of document creation and design skills with emphasis on incorporation of drawing and painting software programs. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-76A</td>
<td>Website Creation using Microsoft FrontPage</td>
<td>3</td>
<td>None</td>
<td>Competency in using the Internet and in managing files and folders recommended. Concurrent enrollment in CIS-96 or 97 recommended.</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-76B</td>
<td>Introduction to Dreamweaver</td>
<td>3</td>
<td>None</td>
<td>Competency in the use of a computer and familiarity with the Internet recommended. Concurrent enrollment in CIS-96 or 97 recommended.</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-77</td>
<td>Beginning Desktop Publishing Using PageMaker</td>
<td>1.5</td>
<td>None</td>
<td></td>
<td>Beginning Desktop Publishing Using PageMaker. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-78A</td>
<td>Introduction to Adobe Photoshop on the IBM PC</td>
<td>3</td>
<td>None</td>
<td></td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-79</td>
<td>Introduction to Adobe Illustrator</td>
<td>3</td>
<td>None</td>
<td></td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-80</td>
<td>Word Processing: Microsoft Word for Windows</td>
<td>3</td>
<td>None</td>
<td></td>
<td>Word Processing: Microsoft Word for Windows. 54 hours lecture.</td>
</tr>
<tr>
<td>CIS-81</td>
<td>Introduction to Desktop Publishing using InDesign</td>
<td>3</td>
<td>None</td>
<td></td>
<td>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. 54 hours lecture.</td>
</tr>
</tbody>
</table>
CIS-82A - MOSPrep Microsoft Word-Core Level 1 unit
(Same as CAT-82A)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, 34A or 80 recommended. Concurrent enrollment in CIS/CAT-96 or 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CIS-82B - MOSPrep: Microsoft Word - Expert Level 1 unit
(Same as CAT-82B)
Prerequisite: None.
Advisory: CIS-1B, CIS/CAT-34B, 80 or 82A recommended. Concurrent enrollment in CIS/CAT-96 or 97 recommended.
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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CIS-83A - MOSPrep: Microsoft Excel-Core Level 1 unit
(Same as CAT-83A)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3 or 98A recommended. Concurrent enrollment in CIS/CAT-96 or 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CIS-83B - MOSPrep: Microsoft Excel-Expert Level 1 unit
(Same as CAT-83B)
Prerequisite: None.
Advisory: CIS-1B, CIS/CAT-83A or 98B recommended. Concurrent enrollment in CIS/CAT-96 or 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CIS-84 - Word Processing: WordPerfect for Windows 3 units
(Same as CAT-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. 54 hours lecture. CR-NC only.

CIS-85 - MOSPrep Microsoft Access-Core Level 1 unit
(Same as CAT-85)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, or 60 recommended. Concurrent enrollment in CIS/CAT-96 or CIS/CAT-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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CIS-86 - MOSPrep Microsoft PowerPoint-Core Level 1 unit
(Same as CAT-86)
Prerequisite: None.
Advisory: CIS-1A. CIS/CAT-3, or 65 recommended. Concurrent enrollment in CIS/CAT-96 or 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. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CIS-87 - MOSPrep Microsoft Outlook-Core Level 1 unit
(Same as CAT-87)
Prerequisite: None.
Advisory: CIS/CAT-90 and concurrent enrollment in CIS/CAT-96 or 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 tasks in Microsoft Outlook. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of 2 times. 18 hours lecture. CR-NC only.

CIS-90 – Microsoft Outlook 3 units
(Same as CAT-90)
Prerequisite: None.
Advisory: Enrollment in CIS/CAT-96 or 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. 54 hours lecture.

CIS-91 – Microsoft Project 3 units
(Same as CAT-91)
Prerequisite: None.
Advisory: Enrollment in CIS/CAT-96 or 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. 54 hours lecture.
CIS-93A - Introduction to Windows 1.5 units
(Same as CAT-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. 27 hours lecture.

CIS-93B - Intermediate Windows 1.5 units
(Same as CAT-93B)
Prerequisite: None.
Advisory: Current enrollment in CIS-96 or 97 is recommended.
Continued development in the concepts of Microsoft Windows on microcomputer-based systems. Topics will include File Manager, Accessories, Recorder and Object-Linking. 27 hours lecture.

CIS-95A - Introduction to the Internet 1.5 units
(Same as CAT-95A)
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or 97 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. 27 hours lecture.

CIS-95B – Preparation for Online Learning 1 unit
(Same as CAT-95B)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/CAT-96 or 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. 18 hours lecture.

CIS-96 - Practicum in Computers 0.5 units
(Same as ACC/CAT-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. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CIS-96A - Practicum in Computers 0.25 units
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. 13.5 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CIS-97 - Practicum in Computers 1 unit
(Same as ACC/CAT-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. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CIS-98A - Introduction to Excel 1.5 units
(Same as CAT-98A)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or CIS-97 is recommended.
Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture.

CIS-98B - Advanced Excel 1.5 units
(Same as CAT-98B)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or CIS-97 is recommended.
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. 27 hours lecture.

CIS-200 - Computer Information Systems 1-2-3-4 units
Work Experience
CSU*
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CONSTRUCTION TECHNOLOGY

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. 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. 54 hours lecture and 18 hours laboratory.
CON-53 - Principles of Roofing III  
**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. 54 hours lecture and 18 hours laboratory.

CON-54 - Principles of Roofing IV  
**Prerequisite:** None.
This course covers common roofing and waterproofing materials and equipment as well as cold-applied roofing systems and waterproofing and dampproofing. 54 hours lecture and 18 hours laboratory.

CON-55 - Principles of Roofing V  
**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. 54 hours lecture and 18 hours laboratory.

CON-56 - Principles of Roofing VI  
**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. 54 hours lecture and 18 hours laboratory.

CON-57 - Special Topics in Roofing  
**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  
**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. 54 hours lecture.

CON-61 - Materials of Construction  
**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. 54 hours lecture.

CON-62 - Blueprint Reading  
**Prerequisite:** None.
This course will provide an overview of construction blueprint and specification reading, the relationship of drawings and specifications to the contract and responsibilities of the inspector in interpreting the contract documents and in the inspection of the work. 54 hours lecture.

CON-63A - Uniform Building Code and Ordinances  
**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. 54 hours lecture.

CON-63BCD - Analysis of Revisions to the Uniform Building Code  
**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. 54 hours lecture.

CON-64 - Office Procedure and Field Inspection  
**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. 54 hours lecture.

CON-65 - Plumbing Code  
**Prerequisite:** None.
Review of plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-66 - National Electrical Code  
**Prerequisite:** None.
Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-67 - Mechanical Code  
**Prerequisite:** None.
Review of mechanical systems including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-68 - Simplified Engineering for Building Inspectors  
**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. 54 hours lecture.

CON-70 - Fundamentals of Soil Technology  
**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. 54 hours lecture.

CON-71 - Energy Conservation Standards  
**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. 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. 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. 54 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. 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. 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. 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. 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. 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. 18 hours lecture and 54 hours laboratory.

CON-200 - Construction Work Experience  1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
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, haircutting, 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, thio 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. 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. 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, pedicuring, eyebrow arching, electric tweezers and waxing, styling over curly hair, haircutting III, wet styling III, thermal styling III, permanent waving III, hair coloring III. 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. 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. 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 instructors’ examination. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. 600 hours lecture/demonstration/laboratory.
Note: State Board of Cosmetology requires a cosmetology operator’s license to qualify for the state examination.
COS-67ABCD - New Trends and Techniques 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. 27 hours lecture and 27 hours laboratory.

COS-68A - Principles and Practices of Competition Hairstyling 2 units
Prerequisite: None.

Limitation on enrollment: Currently enrolled cosmetology students. A specialized course to develop precision performance in hair design at an advanced level of competency. The students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory.

COS-68B - Special Artistic Effects Used in Competition Hairstyling 2 units
Prerequisite: None.

Limitation on enrollment: Currently enrolled cosmetology students. A specialized course to develop artistic effects in conjunction with competition hairstyling. The students will learn to adapt art principles to enhance original hair designs. 18 hours lecture and 54 hours laboratory.

COS-69ABCD - Men's Hair Design 2 units
Prerequisite: Completion of 1500 hours of barber training. Courses will be taken in alphabetical sequence regardless which semester enrollment begins. Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-200 – Cosmetology Work Experience 1-2-3-4 units
Prerequisite: None.

CSU*

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. 27 hours lecture and 27 hours laboratory.

CUL-21 - Fundamentals of Baking II 2 units
Prerequisite: None.

Advisory: CUL-20.

Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries and cakes; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. 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 fine desserts. Artistic design is used in the presentation of these products. May be taken a total of three times. 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. 27 hours lecture and 27 hours laboratory.

CUL-36 - Introduction to Culinary Arts  8 units  
Prerequisite: None  
Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.
Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements. 45 hours lecture and 307 hours laboratory.

CUL-37 - Intermediate Culinary Arts  8 units  
Prerequisite: CUL-36.
Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.
Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert, and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storing, and issuing procedures are practiced; safety and sanitation procedures are applied. 45 hours of lecture, and 307 hours laboratory.

CUL-38 - Advanced Culinary Arts  8 units  
Prerequisite: CUL-37.
Limitation on enrollment: Negative TB test/chest x-ray within the last three years.
This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation. 45 hours of lecture and 307 hours laboratory.

CUL-200 – Culinary Arts Work Experience  1-2-3-4 units  
CSU*  
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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. 18 hours lecture and 54 hours laboratory.

DAN-4 - Music for Dance  2 units  
UC, CSU  
Prerequisite: None.
Music for Dance is designed to develop the skills necessary for a dancer/choreographer/musician to make the best use of sound in relationship to movement. The student will gain the tools needed to communicate intelligently with the composer/musician and dancer/choreographer. 18 hours lecture and 54 hours laboratory.

DAN-5 - Introduction to Movement Education for Preschool and Elementary Children  3 units  
CSU  
Prerequisite: None.
An individualized approach to teaching children to become aware of their physical abilities through the use of movement and dance in the classroom. 45 hours lecture and 27 hours laboratory.
DAN-6 - Dance Appreciation 3 units
UC, CSU
Prerequisite: None.
A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture.

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. 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. 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. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. 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. 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. 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. 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. 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. 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. 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. 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 works-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. May be taken a total of four times. 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. 54 hours laboratory.

DAN-D20 – Introduction to Social Dance 1 unit
UC, CSU
Prerequisite: None.
This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. May be taken a total of four times. 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. 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 intermediate ballet skills learned in beginning 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. 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. 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. 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. May be taken a total of four times. 54 hours laboratory.

DAN-D26 - Social Dance Styles 1 unit
UC, CSU
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

DAN-D27 - 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. 54 hours laboratory.

DAN-D28 - Jazz, Intermediate 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
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. 54 hours laboratory.

DAN-D29 - Jazz, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D28.
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. 54 hours laboratory.

DAN-D30 - 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. 54 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-D38</td>
<td>Modern Dance, Intermediate</td>
<td>1</td>
<td>None</td>
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<tr>
<td>UC, CSU</td>
<td></td>
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<td>Limitation on enrollment: Audition on or before the first class meeting.</td>
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<tr>
<td></td>
<td>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. 54 hours laboratory.</td>
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<tr>
<td>DAN-D39</td>
<td>Modern Dance, Advanced</td>
<td>1</td>
<td>DAN-D38</td>
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<tr>
<td>UC, CSU</td>
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<td>Prerequisite: DAN-D38.</td>
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<tr>
<td></td>
<td>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. 54 hours laboratory.</td>
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<tr>
<td>DAN-D43</td>
<td>Tap Beginning</td>
<td>1</td>
<td>None</td>
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<tr>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>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. 54 hours laboratory.</td>
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<tr>
<td>DAN-D44</td>
<td>Tap, Intermediate</td>
<td>1</td>
<td>None</td>
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<tr>
<td>UC, CSU</td>
<td></td>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>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. 54 hours laboratory.</td>
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<tr>
<td>DAN-D45</td>
<td>Tap, Advanced</td>
<td>1</td>
<td>DAN-D44</td>
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<td>Prerequisite: DAN-D44.</td>
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<tr>
<td></td>
<td>Learn, practice and apply intermediate tap dance skills learned in intermediate tap toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of tap dance will be augmented. May be taken a total of four times. 54 hours laboratory.</td>
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<tr>
<td>DAN-D46</td>
<td>Body Control Mat Work</td>
<td>.5</td>
<td>None</td>
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<tr>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>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. 27 hours laboratory.</td>
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<tr>
<td>DAN-D47</td>
<td>Pilates Beginning</td>
<td>1</td>
<td>None</td>
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<tr>
<td>UC, CSU</td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>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. 54 hours laboratory.</td>
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<tr>
<td>DAN-D48</td>
<td>Universal Reformer Technique</td>
<td>1</td>
<td>DAN-D47</td>
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<tr>
<td>UC, CSU</td>
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<td>Prerequisite: DAN-D47.</td>
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<tr>
<td></td>
<td>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. 54 hours laboratory.</td>
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<tr>
<td>DAN-D49</td>
<td>Pilates, Intermediate</td>
<td>1</td>
<td>DAN-D47</td>
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<tr>
<td>UC, CSU</td>
<td></td>
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<td>Prerequisite: DAN-D47.</td>
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<tr>
<td></td>
<td>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. May be taken a total of four times. 54 hours laboratory.</td>
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<tr>
<td>DAN-D50</td>
<td>Pilates for Dancers</td>
<td>1</td>
<td>None</td>
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<tr>
<td>UC, CSU</td>
<td></td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>Conditioning and specialized training for dancers using the Pilates Methods for the development of dance technique. Includes mat work and apparatus work emphasizing the specialized needs of dancers. 54 hours laboratory.</td>
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<tr>
<td>DAN-D51</td>
<td>Pilates, Advanced</td>
<td>1</td>
<td>DAN-D49</td>
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<tr>
<td>UC, CSU</td>
<td></td>
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<td>Prerequisite: DAN-D49.</td>
</tr>
<tr>
<td></td>
<td>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. May be taken a total of four times. 54 hours laboratory.</td>
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<tr>
<td>DAN-D61</td>
<td>Summer Ballet Intensive</td>
<td>.5</td>
<td>None</td>
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<tr>
<td>UC, CSU</td>
<td></td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>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. May be taken a total of four times. 27 hours laboratory.</td>
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<tr>
<td>DAN-D62</td>
<td>Summer Jazz Intensive</td>
<td>.5</td>
<td>None</td>
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<td>UC, CSU</td>
<td></td>
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<td>Prerequisite: None.</td>
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<tr>
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<td>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. May be taken a total of four times. 27 hours laboratory.</td>
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</tbody>
</table>
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. Student will be required to do observations at specific local dental offices. 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. 54 hours laboratory.

DEH-11 - Principles of Dental Hygiene 2 units
Prerequisite: AMY-2A, AMY-2B, ENG-1A, SPE-1.
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. 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. 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. 54 hours laboratory.
DEH-13 - Infection Control in Dentistry  1 unit
CSU
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. 18 hours lecture.

DEH-14 - Systems Analysis of Dental Anatomy, Morphology, Histology, Embryology  3.5 units
CSU
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. 67 hours lecture and 16 hours of laboratory.

DEH-15 - Head and Neck Anatomy  2 units
CSU
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. 36 hours lecture.

DEH-16 - Preventive Dentistry  1 unit
CSU
Prerequisite: CHE-2A, CHE-2B, MIC-1, ENG-1A, SOC-1, PSY-1, SPE-1, PHP-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. 18 hours lecture.

DEH-17 - General Pathology  2 units
CSU
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. 36 hours lecture.

DEH-19 - Pain Control  1.5 units
CSU
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 learn about 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. 25 hours lecture and 36 hours laboratory.

DEH-20A - Clinical Dental Hygiene #1  3 units
CSU
Prerequisite: None.
Corequisite: 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 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. 162 hours laboratory.

DEH-20B - Clinical Dental Hygiene #2  1 unit
CSU
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. 72 hours laboratory.
DEH-21 - Clinical Seminar #1  
1 unit  
CSU  
Prerequisite: None.  
Corequisite: DEH-20A, 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 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. 18 hours lecture.

DEH-22 - Oral Radiology Interpretation  
1 unit  
CSU  
Prerequisite: None.  
Corequisite: DEH-20A, 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. This course is focuses 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. 18 hour lecture.

DEH-23 - Introduction to Periodontology  
2 units  
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. 36 hours lecture.

DEH-24 - Ethics  
1 unit  
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. 18 hours lecture.

DEH-25 - Medical/Dental Emergencies  
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 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. 18 hours lecture.

DEH-26 - Dental Treatment of Geriatric and Medically Compromised  
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 course is designed to 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. 36 hours lecture.

DEH-27 - Oral Pathology  
3 units  
Prerequisite: None.  
Corequisite: DEH-20A, 21, 22, 23, 24, 25, 26, 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 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. 54 hours lecture.

DEH-28 - Basic and Applied Pharmacology  
2 units  
CSU  
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. 36 hours lecture.
DEH-30A - Clinical Dental Hygiene #3 3.5 units
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. 192 hours laboratory.

DEH-30B - Clinical Dental Hygiene #4 1 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. 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. 72 hours laboratory.

DEH-31 - Clinical Seminar #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 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. 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. 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. 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. 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 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. 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. 36 hours lecture.
DEH-37 - Nutrition in Dentistry 1 unit
CSU
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 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. 18 hours lecture.

DEH-40 - Clinical Dental Hygiene #5 4 units
CSU
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. 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. 18 hours lecture.

DEH-41 - Clinical Seminar #3 1 unit
CSU
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. 216 hours laboratory.

DEH-42 - Practice Management and Jurisprudence 2 units
CSU
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). 36 hours lecture.

DEH-43 - Advanced Periodontology 1 unit
CSU
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
CSU
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. The 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. 18 hours lecture.

DEH-45 - Community Dental Health Education #2 1 unit Practicum #2
CSU
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 practice that emphasizes the assessment, diagnosis, planning, implementation, and evaluation of community programs. 9 hours lecture and 27 hours laboratory.

DEH-46 - Advanced Topics in Dental Hygiene 1 unit
CSU
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. 18 hours lecture.
DEH-200 – Dental Hygiene Work Experience 1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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 50 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. 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. 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. 18 hours lecture.

DEN-72B - Dental Materials II 1 unit
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. 18 hours lecture.

DEN-74 - Dental Anatomy and Physiology 1 unit
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. 18 hours lecture.

DEN-75A - Complete Denture Techniques I 3 units
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. 18 hours lecture and 108 hours laboratory.

DEN-75B - Complete Denture Techniques II 3 units
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. 18 hours lecture and 108 hours laboratory.

DEN-77A - Removable Partial Denture Techniques I 3 units
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. 18 hours lecture and 108 hours laboratory.
DEN-77B - Removable Partial Denture Techniques II  3 units  
Prerequisite: DEN-77A.
Theory and applied techniques in the construction of chrome-cobalt dentures; screwing, investing, casting and finishing of the metal frameworks; soldering and repair. Set-up, process and finish of dentures bases. 18 hours lecture and 108 hours laboratory.

DEN-79A - Crown and Bridge Techniques I  3 units  
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. 18 hours lecture and 108 hours laboratory.

DEN-79B - Crown and Bridge Techniques II  3 units  
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. 18 hours lecture and 108 hours laboratory.

DEN-80 - Dental Laboratory Management  1 unit  
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. 18 hours lecture.

DEN-85 - Orthodontic/Pedodontic Techniques  3 units  
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. 18 hours lecture and 108 hours laboratory.

DEN-89A - Dental Ceramics I  3 units  
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. 18 hours lecture and 108 hours laboratory.

DEN-89B - Dental Ceramics II  3 units  
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. 18 hours lecture and 108 hours laboratory.

DEN-90 - Advanced Techniques in Dental Technology  4 units  
Prerequisite: At least two of the following: DEN-75B, 77B, 79B, 85B, 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. 9 hours lecture and 189 hours laboratory.

DEN-200 - Dental Technology Work Experience  1-2-3-4 units  
Prerequisite: None.
Course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EARLY CHILDHOOD STUDIES

EAR-19 - Observation Methods in Early Childhood  3 units  
Education
CSU
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. 54 hours lecture.

EAR-20 - Child Development  3 units  
UC, CSU (CAN FCS-14)
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. 54 hours lecture.

EAR-22 - Careers and Programs in Early Childhood  3 units  
CSU
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. 54 hours lecture.

EAR-24 - Creative Activities Through Curriculum  3 units  
CSU
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. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAR-26</td>
<td>Child Health</td>
<td>3</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>EAR-28</td>
<td>Introduction to Principles and Practices of Early Childhood Education</td>
<td>3</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>EAR-30</td>
<td>Internship in Early Childhood Education</td>
<td>4</td>
<td>Supervised experience and participation in a group program for preschool children at the RCC Early Childhood Studies Center or community child development centers. Emphasis on curriculum planning, implementation and evaluation; discipline and guidance techniques; instructional methods; cooperative relationships with staff, parents, and children; professional ethics and job search skills. 36 hours lecture and 108 hours laboratory.</td>
</tr>
<tr>
<td>EAR-31</td>
<td>Home Visiting</td>
<td>3</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>EAR-33</td>
<td>Caring for Infants and Toddlers in Group Settings</td>
<td>3</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>EAR-34</td>
<td>Curriculum Activities for Infants and Toddlers</td>
<td>3</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>EAR-35</td>
<td>Internship in Infant and Toddler Care</td>
<td>4</td>
<td>This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title XXII licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. A total of 36 hours lecture and 108 hours laboratory work in an approved infant/toddler center under the direction of a Master infant/toddler teacher are required.</td>
</tr>
<tr>
<td>EAR-37</td>
<td>School Age Child Care</td>
<td>3</td>
<td>This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child’s interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.</td>
</tr>
<tr>
<td>EAR-38</td>
<td>Adult Supervision in ECE/CD Classrooms</td>
<td>2</td>
<td>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. 36 hours lecture.</td>
</tr>
<tr>
<td>EAR-39</td>
<td>Mentor Seminar</td>
<td>.5</td>
<td>Early childhood Mentors attend monthly seminars to explore issues related to their role as supervisors of early childhood student teachers. Seminar content will be individualized to meet the needs of each Mentor. May be taken a total of four times. 9 hours lecture.</td>
</tr>
</tbody>
</table>
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. 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education 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. 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. 54 hours lecture.

EAR-43 - Children with Challenging Behaviors 3 units
CSU
Prerequisite: EAR-19 and 20.
This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44 - Administration of Early Childhood 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. 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. 54 hours lecture.

EAR-46 - Approaches to Discipline 3 units
CSU
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. 18 hours lecture.
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. 54 hours lecture.

ECO-7 - Principles of Macroeconomics 3 units
UC, CSU (CAN ECON 2)
Prerequisite: None.
Advisory: 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. 54 hours lecture.

ECO-8 - Principles of Microeconomics 3 units
UC, CSU (CAN ECON 4)
Prerequisite: None.
Advisory: 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. 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. 54 hours lecture.

EDU-3 – Introduction to Literacy Instruction 3 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.
This course is designed for students participating in the Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.
EDU-4 – Introduction to Literacy/Service Learning  1 unit
CSU
Prerequisite: None.
This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

EDU-5 – AmeriCorps Community Service-Learning  3 units
CSU
Prerequisite: None.
This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. May be taken a total of two times. 54 hours lecture and 360 hours classroom tutoring.

EDU-51 - Leadership Development Studies  3 units
CSU
Prerequisite: None.
Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

EDU-200 - Education Work Experience  1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

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. May be taken a total of two times. 54 hours lecture and 360 hours classroom tutoring.

EDU-51 - Leadership Development Studies  3 units
CSU
Prerequisite: None.
Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

EDU-200 - Education Work Experience  1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EDU-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). 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. 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. 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. 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. 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. 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, PIA interfacing, and I/O operations. Introduction to operating systems. 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. 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. 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. May be taken a total of four times. 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. 54 hours lecture and 54 hours laboratory.

ELE-38 - Computer Systems Troubleshooting 4 units
CSU
Prerequisite: None.
Advisory: ELE-25 and 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. 54 hours lecture and 54 hours laboratory.

ELE-39 - PCM and Digital Transmission 3 units
CSU
Prerequisite: None.
Advisory: ELE-25 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. 54 hours lecture.

ELE-40 - Fiber Optic Basics 3 units
CSU
Prerequisite: None.
Advisory: ELE-25 and 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. 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. 18 hours lecture and 18 hours laboratory.

ELE-52 - Video Display Systems Servicing 4 units
CSU
Prerequisite: ELE-10, 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. 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. 54 hours lecture.

ELE-200 - Electronics Work Experience 1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EMERGENCY MEDICAL SERVICES

EMS-50 – Emergency Medical Services - Basic 6 unit
Prerequisite: None.
Corequisite: EMS-51.
Limitation on enrollment: CPR Certification, American Heart or Red Cross certification within the last 6 months. Must be 18 years of age (as required by Title 22 of the Health and Safety Code for the state of California). Mandatory attendance is required at the EMS Orientation prior to the start of class.
An entry-level course into the Emergency Medical Services career field that follows the current Department of Transportation (DOT) curriculum. Satisfactory completion of this course (when taken concurrently with EMS-51) prepares this student as an Emergency Medical Technician (EMT) for work in the prehospital emergency medical environment. 96 hours lecture and 64 hours laboratory.
EMS-51 – EMS Basic Clinical 1 unit
Prerequisite: None.
Corequisite: EMS-50.
Limitation on enrollment: CPR Certification, American Heart or Red Cross certification within the last 6 months. Must be 18 years of age (as required by Title 22 of the Health and Safety Code for the state of California). Mandatory attendance is required at the EMS Orientation prior to the start of class. Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course is the second part of EMS 50/51 series and meets all state and national guidelines.
64 hours laboratory.

EMS-60 – Patient Assessment and Airway 4 units
Management
Prerequisite: None
Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-61, 62, and 63.
Enables Emergency Medical Technicians (EMTs) to refine their skills and develop to the level of a paramedic; concentrates on patient assessment and airway management techniques needed in dealing with sick and injured patients; integral component of the first semester of the RCC Paramedic Program. 62 hours lecture and 64 hours laboratory.

EMS-61 – Introduction to Medical Pathophysiology 3 units
Prerequisite: None
Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 62, and 63.
Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; integral component of the first semester of the RCC Paramedic Program; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 62 hours lecture.

EMS-62 – Emergency Pharmacology 4 units
Prerequisite: None
Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 63.
Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; integral component of the first semester of the RCC Paramedic Program; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 64 hours laboratory.

EMS-63 – Cardiology 4 units
Prerequisite: None
Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 62.
Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies. This includes treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 62 hours lecture and 64 hours laboratory.

EMS-70 – Trauma Management 4 units
Prerequisite: EMS-60, 61, 62 and 63.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-71 concurrently.
The paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 64 hours lecture and 32 hours laboratory.

EMS-71 – Clinical Medical Specialty I 2.5 units
Prerequisite: EMS-60, 61, 62 and 63.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-70 concurrently.
Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

EMS-80 – Medical Emergencies 4.5 units
Prerequisite: EMS-70 and 71.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-81, 82 and 83 concurrently.
Prepares the paramedic student for management of patients with medical emergencies; includes selection of appropriate treatment protocols, electrocardiogram interpretation, pharmacology, and interventions that lead to a viable outcome for a patient experiencing a medical emergency. 64 hours lecture and 64 hours laboratory.

EMS-81 – Special Populations 4.5 units
Prerequisite: EMS-70 and 71.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-80, 82 and 83 concurrently.
Provides paramedic students to care for clients with special problems through a review of anatomy and physiology as well as the pathophysiological process of neonatology, pediatrics, geriatrics, abuse, assault, and patients with special needs, also includes discussion of acute interventions for chronic care patients. 64 hours lecture and 64 hours laboratory.

EMS-82 – Special Topics 2 units
Prerequisite: EMS-70 and 71.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-80, 81 and 83 concurrently.
Provides second level paramedic students with an overview of issues and problems that are directly impacting the emergency provider. The paramedic student will be educated on how to deal with weapons of mass destruction, bioterrorism, urban terrorism threats and a variety of current topical issues that they will face in an unpredictable environment. 32 hours lecture and 32 hours laboratory.

EMS-83 – Clinical Medical Specialty II 2.5 units
Prerequisite: EMS-70 and 71.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-80, 81 and 82 concurrently.
Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

EMS-90 – Assessment Based Management 4.5 units
Prerequisite: EMS-80, 81, 82 and 83.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-91 concurrently.
Prepares fourth level paramedic students to assess and make clinical/field judgments regarding the treatment of the ill or injured patient; focuses on refining existing knowledge and skills. 64 hours lecture and 64 hours laboratory.
EMS-91 – Paramedic Field Internship 10 units
Prerequisite: EMS-80, 81, 82 and 83.
Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-90 concurrently.
Concluding course of the Paramedic Program; provides a minimum of 540 hours of field training under the supervision of an approved preceptor to third level paramedic students; enables students to further refine and develop skills necessary for certification as a Paramedic; includes a wide variety of patient care activities including medical histories; physical examination, patient management and supportive care of the sick injured in a field setting. 540-600 hours laboratory.

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>
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<tbody>
<tr>
<td>MAT-1A, 1B, 2A, 2B</td>
<td>16</td>
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<tr>
<td>CHE-1A, 1B</td>
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<tr>
<td>CIS-9 or 16</td>
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<tr>
<td>PHY-4A, 4B, 4C</td>
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<tr>
<td>ENE-9</td>
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<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 3
ENE-20 3
ENE-33 3
ENE-46 3
MAC-51 4
MAT-12 3
CHE-5 3
CHE-12A 5
BIO-1 4
CIS-11 3
To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENG-1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

ENE-1A - Plane Surveying, I 3 units
CSU (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. 36 hours lecture and 54 hours field practice.

ENE-1B - Plane Surveying, II 3 units
CSU
Prerequisite: ENE-1A.
Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field 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. This course is recommended for all students considering career possibilities in engineering and/or engineering. 18 hours lecture.

ENE-17 - Electrical Circuit Analysis 4 units
UC, CSU (CAN ENGR 12)
Prerequisite: PHY-4B and MAT-2.
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. 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. 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. 36 hours lecture and 54 hours laboratory.
ENE-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. 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.

ENE-22 - Engineering Drawing  3 units  
UC, CSU  
Prerequisite: ENE-21.  
Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and tolerances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. 27 hours lecture and 90 hours laboratory.  
Advisory: ENE-22 and MAT-36 recommended.

ENE-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. 27 hours lecture and 90 hours laboratory.

ENE-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. 18 hours lecture and 108 hours laboratory.

ENE-26 - Civil Engineering Drafting  3 units  
CSU  
Prerequisite: ENE-21.  
Advisory: ENE-60, or MAT-36.  
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. Technique for interpreting field notes and legal descriptions will also be examined. 27 hours lecture and 90 hours laboratory.

ENE-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. 54 hours lecture.

ENE-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.) 27 hours lecture and 90 hours laboratory.

ENE-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 the various fields of drafting. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

ENE-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. 27 hours lecture and 90 hours laboratory.

ENE-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. 18 hours lecture and 108 hours laboratory.

ENE-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. 36 hours lecture and 54 hours laboratory.

ENE-34 - Metal Joining Processes  2 units  
(Same as MAN/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. 18 hours lecture and 54 hours laboratory.
EN 35 - Statics (Engineering Mechanics) 3 units
UC, CSU (CAN ENGR 8)
Prerequisite: PHY-4A.
A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture.

EN 36 - History of Architecture 3 units
(Same as ARE-36)
UC, CSU
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. 54 hours lecture.

EN 42 - 3-D Parametric Solid Modeling 3 units
with SolidWorks
CSU
Prerequisite: None.
Advisory: PC computer experience recommended.
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. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

EN 43 - 3D Technical Computer Animation 3 units
CSU
Prerequisite: None.
Advisory: ENE-30 or GRT-71 or ART-36 or CIS-78B recommended.
This course is designed to introduce the students to full three dimensional software techniques and technical animation. Students will begin with basic animation techniques advancing into fully rendered technical animations. 27 hours lecture and 90 hours laboratory.

EN 44 - Advanced 3D Technical Computer Animation 3 units
CSU
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. 27 hours lecture and 90 hours laboratory.

EN 45 - Properties of Materials 2 units
UC, CSU (CAN ENGR 4)
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. 36 hours lecture.

EN 46 - Basic Manufacturing Processes 3 units
CSU
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. 54 hours lecture.

EN 47A - Statistical Process Control 3 units
(Same as MAN-47A)
CSU
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. 54 hours lecture.

EN 47B - Advanced Statistical Process Control 3 units
(Same as MAN 47B)
CSU
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. 54 hours lecture.

EN 51 - Blueprint Reading 2 units
Prerequisite: None.
A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory.

EN 52 - Geometric Dimensioning and Tolerancing 2 units
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. 36 hours lecture.

EN 60 - Math for Engineering Technology 3 units
Prerequisite: None.
A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture.

EN 61 - Computer Aided Design and Computer Aided Manufacturing 2 units
(Same as MAC-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. 108 hours laboratory.
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
Prerequisite: ENG-50 or qualifying preparation score.
Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1AH – Honors English Composition 4 units
Prerequisite: ENG-50 or qualifying preparation score.
Limitation on enrollment: Enrollment in the Honors Program. Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1B - Critical Thinking and Writing 4 units
UC, CSU (CAN ENGL 2) ENG 1A+1B = (CAN ENGL SEQ A)
Prerequisite: ENG-IA.
This course develops critical thinking, reading, and writing skills through the formal study of critical thinking and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-4 - Writing Tutor Training 2 units
Prerequisite: ENG-IA.
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, 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. May be taken a total of two times. 18 hours lecture and 54 hours laboratory.

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-IA 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. 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. 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 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. 54 hours lecture.

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. 54 hours lecture.

ENG-10 - Special Studies in Literature 3 units
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. 54 hours lecture. (Letter grade/CR-NC 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. 54 hours lecture. (Letter Grade/CR-NC 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. 54 hours lecture. (Letter grade/CR-NC 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. 54 hours lecture. (Letter grade/CR-NC 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. 54 hours lecture. (Letter grade/CR-NC 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. 54 hours lecture. (Letter grade/CR-NC option)

ENG-17 - Literary Magazine Production 2 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Emphasis is on both theory and practice in producing the college literary magazine. Qualified students may serve in various capacities, though all will be involved in editorial work. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 18 hours lecture and 54 hours of laboratory.

ENG-18 - Survey of Native American Literature 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B.
A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter grade/CR-NC option)

ENG-20 - 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. 54 hours lecture.
ENG-21 - African-American Literature I: Early Oral Traditions through Harlem Renaissance
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. 54 hours lecture. (Letter grade/CR-NC option)

ENG-22 - African American Literature II: From the Harlem Renaissance to the Present
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. 54 hours lecture. (Letter grade/CR-NC option)

ENG-23 - The Bible as Literature
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. 54 hours lecture. (Letter grade/CR-NC option)

ENG-25 - Latino Literature of the United States
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. 54 hours lecture.

ENG-26 - The Literature of Mysticism, Meditation and Madness
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. 54 hours lecture. (Letter grade/CR-NC option)

ENG-30 - Children’s Literature
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. 54 hours lecture.

ENG-35 - Women in Literature
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. 54 hours lecture.

ENG-37 - Introduction to Film
UC*, CSU
Prerequisite: None.
Advisory: ENG-1A.
A study of foreign and American films, selected for merit and genre, offering different films each term. Course includes readings, lectures, and discussion of directors, production details, and the elements of film criticism. Films generally run for two hours, with one hour of lecture and discussion each class meeting. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 18 hours lecture and 18 hours laboratory. (Letter grade/CR-NC option)

ENG-40 - World Literature I: From Ancient to the Present
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. 54 hours lecture. (Letter grade/CR-NC Option)

ENG-41 - World Literature II: Renaissance through Modern Literature
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. 54 hours lecture. (Letter grade/CR-NC Option)

ENG-42 - Far and Near: The Literature of the East
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. 54 hours lecture.

ENG-44 – Twentieth Century Poetry in English
UC, CSU
Prerequisite: None.
Advisory: English 1A and 1B.
The study of major voices and trends in English-language poetry of the twentieth century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture.
ENG-45 - Modern Drama  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B.
A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of drama’s function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. 54 hours lecture. (Letter grade/CR-NC option)

ENG-48 – Twentieth Century Short Story and Novel in English  3 units
Prerequisite: None.
Advisory: ENG-1A and ENG-1B.
A study of prose fiction of the twentieth century in English, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative of the last century. 54 hours lecture.

ENG-50 - 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. 72 hours lecture and 18 hours laboratory. (Letter grade only.)

ENG-57 - Basic Literature and Composition  4 units
Prerequisite: None.
Advisory: ENG-50 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 Writing and Reading Center activities. 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-50.
Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A1 - Basic Writing and Grammar - Usage  1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ENG-60A2 - Basic Writing and Grammar - Usage  1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. May be taken a total of two times. 72 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A3 - Basic Writing and Grammar - Mechanics  1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
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 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-60A3 is equivalent to the third quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A4 - Basic Writing and Grammar - Paragraph Construction and Development  1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
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 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-60A4 is equivalent to the fourth quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

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. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-90A - Special Topics in English: Vocabulary  1 unit
Prerequisite: None.
Advisory: Qualification for ENG-50 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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)
ENG-90B - Special Topics in English: Under Pressure 1 unit
The Research Paper Process
Prerequisite: None.
Advisory: Qualification for ENG-50 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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ENG-90C - Special Topics in English: Writing 1 unit
Prerequisite: None.
Advisory: Qualification for ENG-50 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. This course may be repeated two times. 18 hours lecture. (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. May be taken a total of four times. 27 hours laboratory required for credit. (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. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

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 an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-51A - Basic Grammar & Writing IA 2 units
Prerequisite: None.
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. May be taken a total of two times. 36 hours lecture and 9 hours laboratory. (Non-degree credit course. CR-NC only)

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 additional skills and competency development within the level and subject matter. ESL-51B is equivalent to the second half of ESL-51. May be taken a total of two times. 36 hours lecture and 9 hours laboratory. (Non-degree credit course. CR-NC only)

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. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

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. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

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. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade/CR-NC option.)
ESL-55 - Advanced Grammar & Writing 4 units
UC, CSU
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/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. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade/CR-NC option.)

ESL-65 – American Classroom Culture 1 unit
Prerequisite: None.
This course, intended for international students, is designed to assist them with the transition from the social/educational systems in their own cultures to the social/educational systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours lecture. (CR-NC)

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 at the basic level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-72 - Intermediate Reading Comprehension 4 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-53 or 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, skimmin, 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. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-73 - High Intermediate Reading 4 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-54 or 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 students with an opportunity for further skills and competency development at the high intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade/CR-NC option.)

ESL-74 - Advanced Reading Comprehension 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-54 or 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. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade/CR-NC option.)

ESL-90A - Special Topics in ESL: Outlining and Note-Taking for College Classes I 1 unit
Prerequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 recommended.
This course is designed to provide students with basic instruction and extensive practice in the two major academic skills of outlining and notetaking 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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)
ESL-90B - Special Topics in ESL: Outlining and Notetaking for College Classes II 1 unit
Prequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90C - Special Topics in ESL: Preposition Review 1 unit
Prequisite: 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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90D - Special Topics in ESL: Verb Tense Review 1 unit
Prequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 strongly recommended.
This course is designed to provide ESL students with review, practice and integrated use of the basic English verb tenses. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90E - Special Topics in ESL: Academic Vocabulary Study 1 unit
Prequisite: None.
Advisory: Qualification for ESL-54 or 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. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90F - Special Topics in ESL: Critical Reading of Literature in English 1 unit
Prequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit
Prequisite: None.
Advisory: Qualification for ESL-53, 55 or ENG-50 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. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90H – Special Topics in ESL: Phrases and Clauses 1 unit
Prequisite: None.
Advisory: Qualification for ESL-53 or higher recommended.
This course is designed to provide ESL students with basic instruction and practice in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90I – Special Topics in ESL: Punctuation Review 1 unit
Prequisite: 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. May be taken a total of three times. 18 hours lecture. (Non-degree Credit Course. CR-NC only)

ESL-90J – Special Topics in ESL: Spelling Review 1 unit
Prequisite: 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. May be taken a total of three times. 18 hours lecture. (Non-degree Credit Course. CR-NC only)

ESL-90K - Special Topics in ESL: Phrases and Clauses 1 unit
Prequisite: None.
Advisory: Qualification for ESL-54 or higher recommended.
This course is designed to provide students with basic instruction and practice in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90L – Special Topics in ESL: Using the Internet 1 unit
Prequisite: 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. May be taken a total of two times. 18 hours lecture. (Non-Degree Credit Course. CR-NC Only)

ESL-91 - Oral Skills I: Beginning Oral Communication 3 units
Prequisite: 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. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)
ESL-92 - Oral Skills II: Intermediate Oral
Communication
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. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-93 - Oral Skills III: Advanced Oral
Communication
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50 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. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Degree credit course.)

ESL-95 – Pronunciation and Accent Reduction
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. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-96 - ESL Writing and Reading Center Practicum
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 four times. 27 hours lecture laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

ESL-97 - ESL Writing and Reading Center Practicum
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 four times. 54 hours lecture laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

FIT-1 - Fire Protection Organization
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. 54 hours lecture.

FIT-2 - Fire Behavior and Combustion
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. 54 hours lecture.

FIT-3 - Fire Protection Equipment and Systems
Prerequisite: None.
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture.

FIT-4 - Building Construction for Fire Protection
Prerequisite: None.
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. 54 hours lecture.

FIT-5 - Fire Prevention
Prerequisite: None.
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. 54 hours lecture.

FIT-6 - Fire Apparatus and Equipment
Prerequisite: None.
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. 54 hours lecture.
FIT-8 - Strategies and Tactics  
Prerequisite: None.  
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. 54 hours lecture.

FIT-9 - Fire Ground Hydraulics  
Prerequisite: None.  
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. 54 hours lecture.

FIT-13 - 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.  
Prepares students for voluntary status as firefighter trainees. Includes an orientation to wildland fires, incident command modules, safety issues for firefighters and extraction techniques. 246 hours lecture and 144 hours laboratory.

FIT-14 – Wildland Fire Control  
Prerequisite: None.  
This course provides students with a fundamental knowledge of factors affecting Wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in Wildland fire control. 54 hours lecture.

FIT-200 – Fire Technology Work Experience  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

FIT-A1A - Fire Investigation 1A  
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. 40 hours lecture.

FIT-A1B - Fire Investigation 1B  
Prerequisite: FIT-A1A.  
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. 40 hours lecture.

FIT-A2A – Fire Investigation 2A  
Prerequisite: FIT-A1B.  
This course provides the information to successfully investigate, apprehend, and convict arsonists and focuses heavily on the legal case preparation. May be taken a total of two times. 40 hours lecture.

FIT-A2B – Fire Investigation 2B  
Prerequisite: FIT-A2A.  
This course provides advanced instruction in fire scene investigation, case preparation and courtroom presentation. May be taken a total of two times. 40 hours lecture.

FIT-C1A - Command 1A, Command Principles for 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. 40 hours lecture.

FIT-C1B - Command 1B, Hazardous Materials  
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. 40 hours lecture.

FIT-C1C – Fire Command 1C I-Zone Firefighting  
Prerequisite: FIT-C1A.  
This course is designed around the responsibilities of the company officer at a wildland/urban interface incident. It will bring the structural company officer out of the city and into the urban interface. 40 hours lecture.

FIT-C1M – CDF Incident Management  
Prerequisite: FIT-S1A and FIT-S1B or SID.  
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. 11 hours lecture and 11 hours laboratory.

FIT-C2A - Command 2A, Command Tactics at Major Fires  
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. 40 hours lecture.

FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents  
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. 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. 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, multi-disciplinary work groups while stressing the importance of the integrated team approach to managing emergencies. This course also reviews the Standard Emergency Management System. 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. 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. 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. 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. 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. 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. 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. 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. 8 hours lecture.

FIT-C30 - Intermediate Incident Command System-ICS 300  
.5 unit
Prerequisite: FIT-C20.
Provides 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. 8 hours lecture and 16 hours laboratory.

FIT-C33A - Strike Team Leader- All Risk (S-330)  
1.5 unit
Prerequisite: FIT-C30.
This course provides students with the necessary information to become a State certified Strike Team Leader – All Risk. May be taken a total of two times. 28 hours lecture and 4 hours laboratory.

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. 24 hours lecture.

FIT-C38 - Communications Unit Leader (S-358)  
1 unit
Prerequisite: FIT-C30.
Advisory: Prior to attending the course, students should review ICS Field Operations Guide. Dispatch experience is helpful. 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. 24 hours lecture and 16 hours laboratory.
FIT-C39 - Division/Group Supervisor (S-339) .25 unit
Prerequisite: FIT-C30 and one of the following: FIT-C33A, C34A or C34C.
Advisory: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.
This course provides potential Division/Group supervisors with the management skills necessary to perform specific functions within the Incident Command System (ICS). 8 hours lecture and 16 hours laboratory.

FIT-C40 - Advanced Incident Command System (I-400) .25 unit
Prerequisite: FIT-C20 and C30.
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. 8 hours lecture and 16 hours laboratory.

FIT-C41 - Safety Officer (I-401) 1 unit
Prerequisite: FIT-C33A, C34A or C34C; and C39 and C40.
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. 24 hours lecture.

FIT-C42 - Information Officer (I-403) 1 unit
Prerequisite: None.
Advisory: FIT-C20, C30 and C40 recommended.
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. 24 hours lecture.

FIT-D1 – Fire Department Organization for Dispatchers 1 unit
Prerequisite: None.
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. 24 hours lecture.

FIT-D1B - Support Dispatcher (D310) 1 unit
Prerequisite: None.
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. 16 hours lecture and 20 hours laboratory.

FIT-D2 – Emergency Call Taking for Fire and EMS 1 unit
Prerequisite: None.
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. 10 hours lecture and 52 hours laboratory.

FIT-D3 – Dispatcher Communication Systems .25 unit
Prerequisite: None.
This course provides students with knowledge of theory and application of public safety radio systems and radio nets. Student will learn radio console operations. 8 hours lecture and 2 hours laboratory.

FIT-D4 – Support Radio Dispatching .5 unit
Prerequisite: FIT-D3.
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. 10 hours lecture and 14 hours laboratory.

FIT-D5 – Initial Attack Dispatch Operations .5 unit
Prerequisite: FIT-D3 and D4.
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. 13 hours lecture and 7 hours laboratory.

FIT-D6 – Initiating and Supporting a Wildland Dispatch and other Large Scale Emergencies 1 unit
Prerequisite: FIT-D3, D4 and D5.
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. 24 hours lecture and 8 hours laboratory.

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. 8 hours of lecture and 8 hours laboratory.

FIT-D7 – Multi-Agency Incident Resource Processing System .25 unit
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. 20 hours laboratory.

FIT-D8 – Emergency Medical Dispatch 1.5 units
Prerequisite: None.
This course provides students with the knowledge and skills necessary to interrogate 911 callers and provide emergency medical directions and prioritize response until EMS providers arrive. This course also provides students with CPR and First Aid certification. 32 hours lecture and 8 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. 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. 38 hours lecture and 18 hours laboratory.

FIT-E2B - First Responder Medical Refresher .5 unit
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. 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. 16 hours lecture and 34 hours laboratory (including 10 hours clinical).

FIT-E3D - Emergency Medical Technician 1 unit
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. May be taken a total of four times. 20 hours lecture and 12 hours laboratory.

FIT-E7A - Public Safety First Aid and Cardiopulmonary Resuscitation .5 unit
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. 16 hours lecture and 16 hours laboratory.

FIT-E7C - Public Safety First Aid and Cardiopulmonary Resuscitation Instructor .5 unit
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. 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. 8 hours laboratory.

FIT-H1 – Hazardous Materials First Responder Awareness .25 unit
Prerequisite: None.
Provides participants who are likely first to arrive on scene the ability to recognize a hazardous materials incident and implement actions to protect themselves and the public as per applicable OSHA regulations. 8 hours lecture.

FIT-H2 - Hazardous Materials First Responder Operational .5 unit
Operational
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. 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. 4 hours lecture and 4 hours laboratory.

FIT-H4 - Emergency Response to Terrorism .25 unit
Vehicles
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. 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. 6 hours lecture and 2 hours laboratory.

FIT-H7 - Hazardous Materials Incident Commander 2 units
Prerequisite: FIT-H2.
This course provides the HAZ MAT technician with an increased capability to assume the role of an Incident Commander, and other Command and General Staff ICS positions during HAZ MAT events. Emphasis is placed on personal safety and management. 36 hours lecture.

FIT-H1A - 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 outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation and effectiveness. Activities include student teaching demonstrations. 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. 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, objective tests. 40 hours lecture.

FIT-I2B - Instructor 2B, Group Discussion Techniques
Prerequisite: FIT-I1A and I1B.
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. 40 hours lecture.

FIT-I2C - Instructor 2C, Employing Audio Visual Aids
Prerequisite: FIT-I1A and I1B.
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. 40 hours lecture.

FIT-I3 - Fire Instructor 3, Master Instructor .5 unit
Prerequisite: FIT-I1A, I1B, I2A, I2B and I2C
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. 16 hours lecture and 24 hours laboratory.

FIT-I4 - California State Fire Marshal .25 unit
Regional Instructor Orientation
Prerequisite: None.
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. 8 hours lecture.

FIT-M1 - Fire Management 1, Management/Supervision for Company Officers 2 units
Prerequisite: None.
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. 40 hours lecture.

FIT-M2A - Organizational Development and Human Relations 2 units
Prerequisite: FIT-M1.
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. 40 hours lecture.

FIT-M2B - Fire Management 2B, Fire Service 2 units
Financial Management
Prerequisite: FIT-M1.
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. 40 hours lecture.

FIT-M2C - Management 2C, Personnel and Labor Relations 2 units
Prerequisite: FIT-M1 and M2A.
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. 40 hours lecture.

FIT-M2D - Fire Management 2D, Master Planning 2 units in the Fire Science
Prerequisite: FIT-M1.
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. 40 hours lecture.

FIT-M2E - Contemporary Issues and Concepts 2 units
Prerequisite: FIT-M2A and M2B.
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. 40 hours lecture.

FIT-M3 – Fire Service Grant Writing .5 unit
Prerequisite: None.
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. 12 hours lecture and 4 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. 24 hours lecture and 16 hours laboratory.

FIT-M21 - Leading Others 1.5 units
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. 32 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. 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. 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. 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. 40 hours lecture.

FIT-P1C - Prevention 1C, Flammable Liquids and Gases 2 units
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 more. 40 hours lecture.

FIT-P2A – Fire Prevention 2A 2 units
Prerequisite: FIT-P1B.
Advisory: Pre-class study of the Uniform Building Code Occupancy Classification Table and NFPA pamphlets 72A and 72E.
This course provides participants with extensive, in-depth information about the fire and life safety standards of buildings as they relate to Titles 19 and 24 of the California Code of Regulations. May be taken a total of two times. 40 hours lecture.

FIT-P2B – Fire Prevention 2B 2 units
Prerequisite: FIT-P1B.
This course provides participants with extensive, in-depth information about the fire and life safety standards of buildings as they relate to Titles 19 and 24 of the California Code of Regulations. May be taken a total of two times. 40 hours lecture.

FIT-P2C – Fire Prevention 2C 2 units
Prerequisite: FIT-P1B.
This course introduces the student to more unique or unusual prevention challenges. May be taken a total of two times. 40 hours lecture.

FIT-R1A - Rescue Systems 1 .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, rapelling and delaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges; use of ladders in specialized rescue situations; and simulated rescue exercises. 45 hours laboratory.
FIT-R1A - 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. 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. 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. 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. 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. 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. 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. 4 hours lecture and 12 hours laboratory.

FIT-R10 - Rapid Intervention Crews and Tactics .25 unit
Prerequisite: FIT-S3 or equivalent. Designed for in-service personnel.
This course provides students with the knowledge to identify potential life threatening situations that may arise during a structural firefighting incident and the skills necessary to perform rescues on trapped firefighters as well as self-rescue techniques. May be taken a total of two times. 4 hours lecture and 16 hours laboratory.

FIT-S1A - Fire Apparatus Driver/Operator 1A, 1 unit
Emergency Vehicle Operations
Prerequisite: None.
Advisory: California Firefighter I Certification.
Limitation on enrollment: Class B California Driver’s License or California Firefighter Restricted License.
This course is designed to provide the student with information on driving techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. 24 hours lecture and 16 hours laboratory.

FIT-S1B - Fire Apparatus Driver/Operator 1B, 1 unit
Pump Operations
Prerequisite: None.
Advisory: California Firefighter I Certification.
Limitation on enrollment: Class B California Driver’s License or California Firefighter Restricted License.
This course is designed to provide the student with information, theory, methods and techniques for operating fire service pumps. 24 hours lecture and 16 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. 34 hours lecture and 72 hours laboratory.

FIT-S2 - Truck Operations 3 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. 45 hours lecture and 50 hours laboratory.

FIT-S3 - Basic Firefighter Academy 19 units
Prerequisite: Emergency Medical Technician Basic Licensure (EMS 50 & 51 or equivalent) and Fire Protection Organization (FIT-I or equivalent) Advisory: Basic English Composition (ENG-50), Elementary Algebra (MAT-52) and Reading Level II (REA-82) or qualifying test scores
Limitation on enrollment: Successful completion within one year of a Certified Physical Ability Test and a Fire Academy Medical Clearance (once student has been offered a spot in the program)
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, 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. 235 hours lecture and 325 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. 30 hours lecture and 42 hours laboratory.

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. 8 hours lecture.

FIT-S6A - Wildland-Urban Interface Fire Operations (S-205) .5 unit
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 class. 12 hours lecture and 12 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. 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. 8 hours lecture and 16 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. 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. 6 hours lecture and 6 hours laboratory.

FIT-S15 - Fire Control 5, Aircraft and Rescue Essentials .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. 8 hours lecture and 16 hours laboratory.

FIT-S16 – Fire Control 6, Wildland Firefighting Essentials .5 unit
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. 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. 31 hours lecture and 19 hours laboratory.

FIT-S18 – Fire Department Water Tender Operations .25 unit
Prerequisite: None.
This course is 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. 8 hours lecture and 8 hours laboratory.

FIT-S21 – Public Safety Honor Guard Academy 1.5 units
Prerequisite: None.
This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the “Incident Command System”. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 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. 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. 90 hours lecture and 18 hours laboratory.

FRE-3 - French 3 5 units
UC, CSU (FRE 3+4= CAN SEQ B) (CAN FREN 8)
Prerequisite: FRE-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-4 - French 4 5 units
UC, CSU (FRE 3+4= CAN SEQ B) (CAN FREN 10)
Prerequisite: FRE-3.
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-8 - Intermediate Conversation 3 units
CSU, UC
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. May be taken a total of four times. 54 hours lecture.

FRE-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

FRED-1 - 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. 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. 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. 36 hours lecture.

GEOGRAPHIC INFORMATION SYSTEMS

GIS-1 - Introduction to Geographic Information 3 units
Systems
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. 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. 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. 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. 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. 36 hours lecture and 54 hours laboratory.

GIS-21 - Global Positioning System (GPS)  3 units
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). 36 hours lecture and 54 hours laboratory.

GIS-25 - Geographic Information Systems Internship  3 units
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. 36 hours lecture and 54 hours laboratory.

GEG-1 - Physical Geography  3 units
UC, CSU (CAN GEOG 2)
(GEG 1 + 1L = CAN GEOG 6)
Prerequisite: None.
This course is a spatial study of Earth’s dynamic physical systems and processes. Topics include Earth-sun relations, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). 54 hours lecture.

GEG-1L - Physical Geography Laboratory  1 unit
UC, CSU (GEG-1 + 1L = CAN GEOG 6)
Prerequisite: None.
Corequisite: Concurrent enrollment in or prior completion of GEG-1.
Practical exercises and experience working with the physical environment including maps, weather, climate, soils, hydrography, vegetation, and landforms. 54 hours laboratory.

GEG-2 - Human Geography  3 units
UC, CSU (CAN GEOG 4)
Prerequisite: None.
A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.
GEO-1 - Physical Geology 3 units
UC, CSU (GEO-1 and 1L = CAN GEOL 2)
Prerequisite: None.
Examines the composition and structure of the Earth, and the processes that shape its surface such as earthquakes, volcanoes, running water, glaciers and plate tectonics. The course also examines some of the social consequences of geological processes and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (GEO-1L) and an optional field course (GEO-30.) 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. 54 hours lecture and 54 hours laboratory.

GEO-1L - Physical Geology Laboratory 1 unit
UC, CSU (GEG 1 + 1L = CAN GEOG 2)
Prerequisite: Concurrent or previous enrollment in GEO-1 or 1A. This course is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1.) Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of minerals, and the study of rocks. 54 hours laboratory.

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

GEO-3 - Geology of California 3 units
UC, CSU
Prerequisite: None.
The geology of California: A study of its geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Some selected topics include: examining major structural elements (faults) within the state; the study of the geology and the history of California’s geologic resources; the study of geologic hazards; and the relationship of California geology to global tectonics. 54 hours lecture. Optional Field Trips: GEO-30A, 30B or 31 will accompany the course - 1 unit.

GEO-30A - Geology Field Studies of Southern California 1 unit
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. 54 hours to be arranged per semester.

GEO-30B - 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 two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.
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. 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. 90 hours lecture and 18 hours laboratory.

GER-3 - German 3 5 units
UC, CSU (GER 3+4=CAN GERM SEQ B) (CAN GERM 8)
Prerequisite: GER-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-4 - German 4 5 units
UC, CSU (GER 3+4=CAN GERM SEQ B) (CAN GERM 10)
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. 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. 54 hours lecture.

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. 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. May be taken a total of four times. 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. May be taken a total of four times. 54 hours lecture.

GRT-58 – Paper and Inks for Multi-purposed Design 1 unit
Prerequisite: None.
Theory and principles involved in assigning paper, ink, and other substrates to design projects relating to printing and multimedia. The relationship of products and processes is discussed to ensure design consistency. May be taken a total of two times. 18 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.
GRT-64 - Ethics and Legality 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. May be taken a total of three times. 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. May be taken a total of three times. 18 hours lecture.

GRT-66 - 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. 36 hours lecture and 54 hours laboratory.

GRT-67 - 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. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-70 – Project Design and Production 3 units  
Prerequisite: GRT-1, 63, 67, 68, 69, 71, 76, 77A, 80, or 85.  
A study of production techniques through actual work on a variety of live District projects. Class experience will include working with the Production Printing department and clients with emphasis on quality control and meeting deadlines. May be taken a total of four times. 36 hours lecture and 54 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. 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-73 – Developing and Authoring Multimedia CDs 3 units and DVDs  
Prerequisite: None  
Instruction in advanced techniques to apply appropriate software tools to various media to create a CD or DVD for commercial distribution. May be taken a total of four times. 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. 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. May be taken a total of four times. 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-77A - 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-77B – Advanced Adobe Illustrator for Publishing 3 units  
Prerequisite: GRT-77A.  
Advanced instruction in Adobe Illustrator tips and techniques to create professional quality design projects. Focus is on designing more efficient and creative complex illustrations, multimedia presentations, and web design. May be taken a total of three times. 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.
GRT-88 – 3D Creature Creations with Maya  3 units
Prerequisite: GRT-68
A course in the production of 3D creatures and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours of laboratory.

GRT-89 – Multimedia Graphics Portfolio  4 units
Prerequisite: None.
Advisory: One of the following recommended: GRT-71, 78A, 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. May be taken a total of 4 times. 36 hours lecture and 108 hours of laboratory.

GRT-88B - 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-88C - 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. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. 36 hours lecture and 54 hours laboratory.

GRK-1 - Ancient Greek  5 units
UC, CSU
Prerequisite: None.
This course concentrates on developing basic skills in reading, writing, listening to and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, basic morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory.

GRK-2 – Ancient Greek 2  5 units
Prerequisite: GRK-1
This course concentrates on developing advanced skills in reading, writing, listening to, and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, advanced morphology and syntax, translation techniques and practice, and exploration of cultural and historical topics. 90 hours of lecture and 18 hours of laboratory.

GRT-200 - Graphics Technology Work Experience  1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

GREEK

GUIDANCE

GUI-43 - Introduction to Education  3 units
CSU
Prerequisite: None
An introduction to the principles of education, with emphasis on the role and requirements of the teacher. Guided observations of classes in the elementary and secondary schools are included. 54 hours lecture.
<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>GUI-45</td>
<td>Introduction to College</td>
<td>1</td>
<td>CSU None</td>
<td>This course is designed as a part of the matriculation process for all first time college students planning to enroll in 12 or more units. The course includes an in-depth exploration of RCC resources and policies, an orientation to college life, student rights and responsibilities, as well as graduation and transfer requirements. As a result of class activities and exploration of factors influencing educational decisions, class members will develop a personal Student Educational Plan (SEP). 18 hours lecture.</td>
</tr>
<tr>
<td>GUI-46</td>
<td>Introduction to the Transfer Process</td>
<td>1</td>
<td>CSU None</td>
<td>Provides an introduction and orientation to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, student academic and support services, financial aid and other transitional issues. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture.</td>
</tr>
<tr>
<td>GUI-47</td>
<td>Career Exploration and Life Planning</td>
<td>3</td>
<td>CSU None</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>GUI-47A</td>
<td>Career Exploration and Planning</td>
<td>1</td>
<td>CSU None</td>
<td>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. 18 hours lecture.</td>
</tr>
<tr>
<td>GUI-47B</td>
<td>Career Exploration and Planning</td>
<td>1</td>
<td>CSU None</td>
<td>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. 18 hours lecture.</td>
</tr>
<tr>
<td>GUI-48</td>
<td>College Success Strategies</td>
<td>2</td>
<td>CSU None</td>
<td>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. 36 hours lecture.</td>
</tr>
<tr>
<td>GUI-48A</td>
<td>College Success Strategies- Study Skills</td>
<td>1</td>
<td>CSU None</td>
<td>This course is designed to increase the student’s success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.</td>
</tr>
<tr>
<td>GUI-48B</td>
<td>College Success Strategies- Life Skills</td>
<td>1</td>
<td>CSU None</td>
<td>This course is designed to increase the student’s success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.</td>
</tr>
<tr>
<td>GUI-51</td>
<td>The Dynamics of Helping Others</td>
<td>3</td>
<td>CSU None</td>
<td>A course designed to identify and to deal with the needs of students through the preparation of student peer para-professional counselors. 54 hours lecture.</td>
</tr>
<tr>
<td>GUI-52</td>
<td>Peer Advising Training</td>
<td>1</td>
<td>CSU None</td>
<td>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 taken a total of four times. 18 hours laboratory.</td>
</tr>
<tr>
<td>GUI-54</td>
<td>Master Tutor Training</td>
<td>0</td>
<td>CSU None</td>
<td>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. May be taken a total of four times. 6 hours lecture.</td>
</tr>
<tr>
<td>GUI-55</td>
<td>Supervised Tutoring</td>
<td>0</td>
<td>CSU None</td>
<td>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 taken a total of four times.</td>
</tr>
</tbody>
</table>

CE-101 - 4th Year Institutions and in Academic Planning 18 hours lecture. Provides an introduction and orientation to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, student academic and support services, financial aid and other transitional issues. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. **GUI-48** is equivalent to the second half of **GUI-48**. 18 hours lecture. **GUI-48B** is equivalent to the second half of **GUI-48**. 18 hours lecture. **GUI-51** is designed to identify and to deal with the needs of students through the preparation of student peer para-professional counselors. 54 hours lecture. **GUI-52** is 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 taken a total of four times. 18 hours laboratory. **GUI-54** 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. May be taken a total of four times. 6 hours lecture. **GUI-55** 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 taken a total of four 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 taken a total of four times.

GUI-60ABCD - Principles of Leadership 2 units
Prerequisite: None.
Limitation on enrollment: Designed for student government, club officers, and committee members.
The principles of leadership and their application to organizational settings will be studied. Specific leadership skills, including parliamentary procedure, interpersonal dynamics, time management, communication and basic management technique will be covered. Emphasis will be placed on application of these skills to campus organizations and projects. Role playing, field trips, guest lecturers and organizational involvement and observations will be used as learning techniques. Enrollment in Sections B, C and D will provide the student an opportunity for additional skill and competency development within the subject matter. 18 hours lecture and 54 hours laboratory.

GUI-85A - Learning to Learn: Multisensory 3 units
Techniques for Reading and Written Composition, Part I
Prerequisite: None.
Limitation on enrollment: Designed for students with current verification of eligibility for Community College Learning Disabilities (LD) services.
This course provides a multisensory program to address the specific reading, writing and spelling needs of students with verification of eligibility for learning disability services in the California Community Colleges. Reading instruction emphasizes phonemic awareness, decoding, encoding, syllabication, vocabulary development, comprehension and grammar. Vocabulary is further expanded by the direct teaching of Anglo-Saxon and Latin roots, prefixes, suffixes and Greek combining forms. Instruction is given in the basic principles of composition with writing and editing practice. 54 hours lecture. (Non-degree applicable)

GUI-85B - Learning to Learn: Multisensory 3 units
Techniques for Reading and Written Composition, Part II
Prerequisite: GUI-85A.
Limitation on enrollment: Designed for students with current verification of eligibility for Community College Learning Disabilities (LD) services.
This course continues from GUI-85A a multisensory program to address the specific reading, writing and spelling needs of students with verification of eligibility for learning disability services in the California Community Colleges. Reading instruction emphasizes phonemic awareness, decoding, encoding, syllabication, vocabulary development, comprehension and grammar. Vocabulary is further expanded by the direct teaching of Anglo-Saxon and Latin roots, prefixes, suffixes and Greek combining forms. Instruction is given in the basic principles of composition with writing and editing practice. Total of 54 hours lecture. (Non-degree applicable)

GUI-86 - Learning Management Strategies 1 unit
Prerequisite: None.
Limitation on enrollment: Designed for students with current verification of eligibility for Community College Learning Disabilities (LD) services.
This course provides students with learning disabilities the opportunity to identify their individual learning styles and to investigate the learning process. Instruction is provided in alternative learning strategies, study and test taking strategies and academic accommodations. 18 hours lecture.

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. 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. May be taken a total of four times for credit. 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. May be taken a total of four times for credit. 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. 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. 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. 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. 45 hours lecture and 27 hours laboratory.

HET-79 - Introduction to Healthcare Careers 2 unit
Prerequisite: None.
Provides an overview of the healthcare industry. Describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

HET-80 - Certified Nurse Assistant Theory and Practices 6 units
Prerequisite: None.
Limitation on enrollment: Prior to Course: requires fingerprinting and submission of application for state certification examination, current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.
Provides theoretical and 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. 72 hours lecture and 108 hours laboratory.

HET-81 - Certified Home Health Aide 2 units
Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)
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 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. 28 hours lecture and 28 hours laboratory.

HET-82 - Phlebotomy Technician 5 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 opportunity to develop entry level skills. 72 hours lecture and 108 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. 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. 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. 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. 36 hours lecture and 54 hours laboratory.

HET-86 - Acute Care Nurse Assistant 1 unit
Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)
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 Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.
HET-87 – Restorative Nursing Assistant 2 units
Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)
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 Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

HISTORY

HIS-1 - History of World Civilizations I 3 units
UC, CSU (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. 54 hours lecture.

HIS-2 - History of World Civilizations II 3 units
UC, CSU (CAN HIST 16)
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. 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 Reformation. 54 hours lecture.

HIS-5 - History of Western Civilization 3 units
UC, CSU (HIS 4+5= CAN HIST SEQ A)
(CAN HIST 4)
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. 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.
A survey of the evolution of military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-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 colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state and local government. 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. 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, interAmerican relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

HIS-11 - Military History of the United States to 1900 3 units
(Same as MIL-1)
UC, CSU
Prerequisite: None.
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. 54 hours lecture.

HIS-12 - Military History of the United States Since 1900 3 units
(Same as MIL-2)
UC, CSU
Prerequisite: None.
An examination of the evolution of military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.
HIS-14 - African American History I  
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. 54 hours lecture.

HIS-15 - African American History II  
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. 54 hours lecture.

HIS-19 - Modern Russia: An Introduction  
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. 54 hours lecture.

HIS-21 – History of Ancient Greece  
UC, CSU 
Prerequisite: None.  
Advisory: Qualification for ENG-1A recommended.  
A survey of Greek history from Monoan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander’s conquest. 54 hours lecture.

HIS-22 – History of Ancient Rome  
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. 54 hours lecture.

HIS-23 - History of the Middle East  
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. 54 hours lecture.

HIS-25 - History of Mexico  
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. 54 hours lecture.

HIS-26 - History of California  
UC, CSU 
Prerequisite: None.  
A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-28 - Native American History: Early Contact Period  
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. 54 hours lecture.

HIS-29 - Native American History: Contemporary Society  
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. 54 hours lecture.

HIS-30 - Introduction to Chicano Studies  
UC, CSU 
Prerequisite: None.  
Advisory: Qualifying reading test scores recommended.  
A selected study of the complex continent from which Chicano Americans came with special emphasis on the historical, political and socio-economic aspects of Chicano civilizations in Mexico and the western Sudan; the transformation of the continent and of Chicanos through the transatlantic slave trade; and a study of the Chicano American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-31 - Introduction to Chicano Studies  
UC, CSU 
Prerequisite: None.  
A survey of Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. 54 hours lecture.

HIS-34 - History of Women in America  
UC, CSU 
Prerequisite: None.  
A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.
HIS-35 - History of England 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. 54 hours lecture.

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. 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. 36 hours lecture.

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. 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. 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. 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. 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. 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. 54 hours lecture.
HMS-14 - Job Development
(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. 54 hours lecture.

HMS-16 - Public Assistance and Benefits
(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. 18 hours lecture.

HMS-18 – Introduction to Social Work
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. 54 hours lecture.

HMS-19 – Generalist Practices of Social Work
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. 54 hours lecture.

HMS-200 - Human Services Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

HUM-1A - Honors Colloquium
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. 54 hours lecture.

HUM-1B - Honors Colloquium II
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1.
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. 54 hours lecture.

HUM-4 – Arts and Ideas: Ancient World through the Late Medieval Period
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1.
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H – Honors Arts and Ideas: Ancient World through the Medieval Period
Prerequisite: None.
Advisory: Qualification for ENG-1.
Limitation on enrollment: Enrollment in the Honors Program
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 – Arts and Ideas: The Renaissance through the Modern Era
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.
HUM-5H – Honors Arts and Ideas: The Renaissance 3 units through the Modern Era
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Limitation on enrollment: Enrollment in the Honors Program.
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 – Introduction to Mythology 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. 54 hours lecture. (Letter grade/CR-NC option)

HUM-9 - American Voices 3 units
CSU, UC
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture.

HUM-10 - World Religions 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A 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. 54 hours lecture.

HUM-10H – Honors World Religions 3 units
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Limitation on Enrollment: Enrollment in the Honors Program.
Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-11 - Religion in America 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A 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. 54 hours lecture.

HUM-16 - Arts & Ideas: American Culture 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideas are examined from the colonial period through the present. 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A 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. 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 taken a total of four times. 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 taken a total of four times. 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 taken a total of four times. 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. 54 hours lecture. (Letter grade / CR-NC 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 course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses
Examples of courses which are often classified as Humanities by other colleges and universities are:
- ART 1, 2 - History and Appreciation of Art
- ENG-6, 7 - English Literature
- ENG-14, 15 - American Literature
- ENG-40, 41 - Masterpieces of World Literature
- ENG-42 - Far and Near: The Literature of the East Foreign Languages
- MUS 19, 20, 21 - Music History and Literature
- Any Philosophy course
- See also Humanities A.A. Degree requirements

ITALIAN

ITA-1 - Italian 1 5 units
UC, CSU (CAN ITAL 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 Italian at the beginning level. This course includes discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-2 - Italian 2 5 units
UC, CSU (CAN ITAL 4)
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. 90 hours lecture and 18 hours laboratory.

ITA-3 - Italian 3 5 units
CSU, UC
Prerequisite: ITA-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of Italian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

JAPANESE

JPN-1 - Japanese 1 5 units
UC, CSU (CAN JAPN 2)
(JPN 1 + 2 = CAN JAPN 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 Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-2 - Japanese 2 5 units
UC, CSU (CAN JAPN 4)
(JPN 1 + 2 = CAN JAPN SEQ A)
Prerequisite: JPN-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-3 - Japanese 3 5 units
UC, CSU (CAN JAPN 8)
Prerequisite: JPN-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.
JPN-4 - Japanese 4  
UC, CSU (CAN JAPN 10)  
Prerequisite: JPN-3.  
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

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. 54 hours lecture.

JPN-51 - Introductory Listening and Comprehension 1  
Prerequisite: None.  
This telecourse concentrates on developing basic skills in listening to and understanding native spoken Japanese 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 Japanese society and culture in on-location scenes. The Listening Comprehension series may be taken independently or as supplements to JPN-1, 2, and 3. 36 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. 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 news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

JOU-7 - Mass Communications  
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. 54 hours lecture.

JOU-12 - Photojournalism  
(Same as PHO-12)  
CSU  
Prerequisite: PHO-8.  
Corequisite: Concurrent enrollment in or prior completion of PHO-9.  
Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photos to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with manual override. Lab material fees assessed on the first day of class. 27 hours lecture and 81 hours laboratory.

JOU-20 - Newspaper  
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. May be taken a total of four times. 18 hours lecture and 90 hours laboratory.

JOU-45 – Television News Production  
(Same as TEL-45)  
Prerequisite: None.  
Advisory: JOU-1 or ENG-1A.  
An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will allow students to develop additional skill and competency with the subject matter. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.
JOU-200 - 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 course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see PHOTOGRAPHY

KOREAN

KOR-1 - Korean 1 5 units
UC, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Korean at the beginning level. This course includes discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory.

KOR-2 - Korean 2 5 units
UC, CSU
Prerequisite: KOR-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Korean at the beginning level. This course includes an expanded discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory.

KOR-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of Korean culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

LATIN

LAT-1 - Latin 1 5 units
UC, CSU
Prerequisite: None.
This course concentrates on developing basic skills in reading, writing, listening and pronouncing classical Latin. Emphasis is placed on vocabulary acquisition, elementary morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory.

LAT-2 – Latin 2 5 units
UC, CSU
Prerequisite: LAT-1.
This course concentrates on developing intermediate skills in reading, writing listening to and pronouncing classical Latin. Emphasis is placed on vocabulary, acquisition, basic morphology and syntax, translation techniques and practice, and introduction to culture and historical topics. 90 hours lecture and 18 hours laboratory.

LIBRARY

LIB-1 - Information Competency 1 unit
UC, CSU
Prerequisite: None.
Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture.

MACHINE SHOP TECHNOLOGY

MAC-51 - Machine Processes 3 units
(Same as MAN 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. 27 hours lecture and 72 hours laboratory.

MAC-56 - CNC Machine Set-up and Operation 3 units
(Same as MAN-56)
Prerequisite: None.
This course is designed to teach the fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MAC-57 - CNC Program Writing 3 units
(Same as MAN-57)
Prerequisite: None.
This course is an introductory course for manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 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. 36 hours lecture and 54 hours laboratory.
MAG-51 - Elements of Supervision 3 units
Prerequisite: None.
Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture.

MAG-56 - Human Resources Management 3 units
Prerequisite: None.
Examines the manager’s responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture.

MAG-57 - Oral Communications 3 units
Prerequisite: None.
Presents persuasive, expository, and extemporaneous expression applied to the business environment. Includes a practical demonstration of acquired skills in oral communication. Explores obstacles to the communication process in interpersonal and group communications. 54 hours lecture.

MAG-60 - Introduction to Hospitality Management 3 units
Prerequisite: None.
An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging and food and beverage industries with consideration given to issues in environment, technology, ethics and international arena. 54 hours lecture.

MAG-62 - Restaurant and Hotel Management 3 units
Prerequisite: None.
Management techniques and concepts about giving service in the restaurant and hotel industries. Course is designed to train future food service, hotel or hospitality industry executives. 54 hours lecture.

MAG-64 - Principles of Management 3 units
Prerequisite: None.
For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

MAG-66 - Contemporary Quality Systems 3 units
Prerequisite: None.
An introduction to Quality Management principles and to their application in business, industry, and public service organizations including Deming’s 14 points, process management, ISO 9000 certification, Six Sigma efforts, Baldrige criteria and introductory statistical process control. 54 hours lecture.

MAG-70 – Introduction to Organization Development 3 units
(183)
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. 54 hours lecture.

MAG-71 – Introduction to Productivity Management 3 units
(183)
Prerequisite: None.
Advisory: MAG-44 and 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. 54 hours lecture.

MAG-72 – Introduction to Quantitative Methods 3 units
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. 54 hours lecture.
MANUFACTURING TECHNOLOGY

MAN-30 - Material Handling 3 units
Prerequisite: None.
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. 54 hours lecture.

MAN-31 - Production Planning, Operating and Control 3 units
Prerequisite: None.
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. 54 hours lecture.

MAN-34 - Metals Joining Processes 2 units
(Same as WEL-34 and ENE-34)
Prerequisite: None.
An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

MAN-47A - Statistical Process Control 3 units
(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. 54 hours lecture.

MAN-47B - Advanced Statistical Process Control 3 units
(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. 54 hours lecture.

MAN-48 - Manufacturing Quality Management 3 units
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. 54 hours lecture.

MAN-49 - Problem Solving in Manufacturing 3 units
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. 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. 27 hours lecture and 72 hours laboratory.

MAN-52 – Fundamentals of Computer-Aided Manufacturing 4 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. 54 hours lecture and 54 hours laboratory.

MAN-53 - Advanced Computer-Aided Manufacturing 4 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. May be taken a total of two times. 54 hours lecture and 54 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. 27 hours lecture and 27 hours laboratory.
MAN-56 – CNC Machine Set-up and Operation 3 units  
(Same as MAC-56)  
**Prerequisite:** None.  
This course is designed to teach the fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MAN-57 – CNC Program Writing 3 units  
(Same as MAC-57)  
**Prerequisite:** None.  
This course is an introductory course for manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 36 hours lecture and 54 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. 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. 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. 36 hours lecture and 54 hours laboratory.

MAN-64 - Programmable Logic Controllers 2 units  
**Prerequisite:** None.  
**Advisory:** Recommend ELE-10 or 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. 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. 36 hours lecture and 54 hours laboratory.

MAN-66 - Manufacturing Methods 3 units  
(Same as ENE-66)  
**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. 54 hours lecture.

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. 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. 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. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

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. May be taken a total of three times. 36 hours lecture and 108 hours laboratory.

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. May be taken a total of four times. 54 hours laboratory.

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. 36 hours lecture.
MAN-81 – Inventory Control 1.5 units
(Same as BUS-81)
Prerequisite: None.
Review of the concepts and techniques available for planning and controlling inventories. 27 hours lecture.

MAN-82 – Fundamentals of Manufacturing Control 2 units
Prerequisite: None.
This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and Just-In-Time (JIT). 36 hours lecture.

MAN-83 – Fundamentals of Operations Management 2 units
Prerequisite: None.
This course is concerned with the design of processes to produce goods and services and the operation of those processes. It discusses the relationships within the company environment, particularly with marketing and product design. Topics covered include facilities planning, total quality management (TQM), cost analysis, project planning, and operations resource management. 36 hours lecture.

MAN-84 – Fundamentals of Materials and Operations Planning 2 units
Prerequisite: None.
This course introduces the principles of effective materials and operations planning. The course presents the concepts of planning at each level, from strategic to tactical. Students learn the essential elements of effective planning. 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. 36 hours lecture.

MAN-91B - Blueprint Reading for Manufacturing Apprenticeship 2 units
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. 36 hours lecture.

MAN-91C - Manufacturing Fundamentals for Apprenticeship 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. 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. 36 hours lecture.

MAN-92B - Manufacturing Teamwork and Communication 2 units
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. 36 hours lecture.

MAN-92C - Introduction to Statistical Process Control for Manufacturing Apprenticeship 2 units
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. 36 hours lecture.

MAN-93A - Basic Metal Stamping 2 units
Prerequisite: MAN-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. 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. 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. 36 hours lecture.

MAN-200 – Manufacturing Work Experience 1-2-3-4 units
Prerequisite: None.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MARKETING

MKT-20 - Principles of Marketing 3 units
Prerequisite: None.
Advisory: BUS-10.
Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.
MKT-30 - Fashion Merchandising 3 units
CSU
Prerequisite: None.
An in-depth study of the fashion merchandising field; emphasis on
development and growth of fashion merchandising. Retail and vendor
methods of operation and distribution; the influence of promotion,
advertising, and publicity on consumer demand. Examination of current
trends. Career opportunities that exist in the fashion field. 54 hours lecture.

MKT-40 - Advertising 3 units
CSU
Prerequisite: None.
Economic, professional, persuasive and technical aspects of
advertising, publicity and propaganda, and their relation to sociology
and psychology. Campaign organization, research, and media of
communication. Analysis and discussion of situation problems, mass
motivation, consumer action and legal restraints. 54 hours lecture.

MKT-41 - Techniques of Selling 3 units
CSU
Prerequisite: None.
Examines the key topics of how to locate, qualify and approach prospects;
how to deliver the sales presentation, how to meet objections and how
to close the sale. The analysis of behavioral, ethical and philosophical
factors as applied to the selling function globally. 54 hours lecture.

MKT-42 - Retail Management 3 units
CSU
Prerequisite: None.
Merchandising analysis of the changing concepts and business
objectives of retailing. Management philosophies, strategies, and
functions (from individual to multi-unit firms). Social and economic
forces on decisions concerning location and operational policies.
Analysis of forms of retailing, such as foods, motels, service stations,
and direct channels. 54 hours lecture.

MKT-200 - 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 course is designed to coordinate the student’s occupational on-the
job training with related classroom instruction. Students enrolled in this
occupational work experience course must be employed in a field related
to the work experience subject area. Students may earn up to four (4) units
each semester for four (4) semesters or a maximum of 16 units of work
experience. No more than 20 hours per week may be applied toward the
work requirement. 18 hours lecture. Additionally, 60 hours of volunteer
work or 75 hours of paid work is required for each unit.

MATHEMATICS

MAT-1A - Calculus I 4 units
UC*, CSU MAT 1A+1B= (CAN MATH SEQ B)
(CAN MATH 18)
Prerequisite: MAT-10 or qualifying placement level.
Functions, limits, continuity, differentiation, inverse functions,
applications of the derivative including maximum and minimal problems,
and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II 4 units
UC, CSU MAT 1A+1B= (CAN MATH SEQ B)
(CAN MATH 20)
Prerequisite: MAT-1A.
Techniques of integration, applications of integration, improper integrals,
infinite sequences and series, parametric equations, polar coordinates
and conic sections. 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. 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. 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. 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. 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
exponential and logarithmic functions. 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. 18 hours lecture and 54 hours
computer laboratory.
MAT-10 - Precalculus 4 units
UC*, CSU (CAN MATH 16)
Prerequisite: MAT-36 or qualifying placement level.
An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

MAT-11 - College Algebra 4 units
UC*, CSU (CAN MATH 10)
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. 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. 54 hours lecture.

MAT-25 - A Survey of Mathematics 3 units
UC, CSU (CAN MATH 2)
Prerequisite: MAT-35 and 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. 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 discourse. 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. 90 hours lecture.

MAT-36 - Trigonometry 4 units
CSU (CAN MATH 8)
Prerequisite: MAT-35 and 53 or qualifying placement level.
The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

MAT-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. 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. 54 hours lecture. (Non-degree credit course.)

MAT-52 - Elementary Algebra 4 units
Prerequisite: MAT-50, 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. 72 hours lecture.

MAT-53 - Plane Geometry 3 units
Prerequisite: MAT-32 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. 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. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)

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. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)

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. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)
MDA-54 - Clinical Medical Assisting and Pharmacology 5 units
Prerequisite: MDA-1A.
Corequisite: MDA-1B.
Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

MDA-58A - Medical Transcription 5 units
Prerequisite: MDA-1A and one of the following: CIS-1A or 3, CIS/CAT-50 or 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. 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. 45 hours lecture and 27 hours laboratory.

MDA-59 - Medical Office Procedures 5 units
Prerequisite: One of the following: CIS-1A or 3, CIS/CAT-50 or 84.
Corequisite: MDA-1A.
Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory.

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. 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. 36 hours lecture.

MDA-62 - CPT/Coding 3 units
Prerequisite: MDA-1A.
Advisory: Completion of or concurrent enrollment in MDA-1B.
Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician’s Current Procedural Terminology. Included coding for the physician’s services, anesthesiaology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator’s Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

MDA-63 - ICD-9 Coding/Ambulatory 3 units
Prerequisite: MDA-1A.
Advisory: MDA-1B, 59 and AMY-10.
Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.
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. 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. 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 composed of required approved written and practical exams and is offered on a credit/no credit basis only. May be taken a total of 6 times by initial paramedic applicants, as allowed by National Registry standards. 16 hours laboratory.

MDT-62 – Pediatric Education for Prehospital .25 unit
Prerequisite: None.
This course is a comprehensive program designed to enhance and expand knowledge and skills of prehospital professionals who care for critically injured trauma patients. May be taken every two years required for State of California EMT/Paramedic certification. 11 hours lecture and 5 hours laboratory. CR-NC only.

MDT-63 – Prehospital Trauma Life Support .5 unit
Prerequisite: None.
This course provides training with the required knowledge to provide definitive care for critically injured trauma patients. May be taken every two years as required for State of California EMT/Paramedic certification. 8 hours lecture and 8 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. May be taken every two years to maintain Advanced Cardiac Life Support (ACLS) certification. 8 hours lecture and 8 hours laboratory. CR-NC only.

MDT-66 - Emergency Medical Technician 1 .5 units
Prerequisite: MDT- 65.
This course is designed to provide student with required education in pre-hospital early defibrillation at the EMT I level. 20 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. 20 hours lecture and 4 hours laboratory.

MDT-68 - Emergency Medical Technician I, .25 unit
Early Defibrillation
Prerequisite: None.
This course is designed to provide student with required education in pre-hospital early defibrillation at the EMT I level. 2 hours lecture and 2 hours laboratory.

MDT-69 – Emergency Medical Technician Challenge .25 unit
Prerequisite: None
This course if 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. This course may be repeated once every four (4) years to satisfy State of California requirements. 1 hour lecture and 7 hours laboratory. CR-NC only.
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. 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. 54 hours lecture.

MUSIC
MUS-1 - Music Skills for Teachers 3 units
UC, 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. 54 hours lecture.

MUS-4 - Harmony, I 4 units
UC, CSU MUS 4+5= (CAN SEQ A) (CAN MUS 2)
Prerequisite: MUS-32 or 53.
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 and non-chord tones. Lab includes sight singing and ear training. Keyboard requirements include playing chord progressions, modes and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

MUS-5 - Harmony, II 4 units
UC, CSU MUS 4+5= (CAN SEQ A) (CAN MUS 4)
Prerequisite: MUS-4.
Corequisite: MUS-32 or MUS-53.
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 sight singing and ear training. Keyboard requirements include playing chord progressions using secondary triads and two-octave scales in all major and minor keys. 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 sight-singing 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 harmonization. 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. 36 hours lecture and 54 hours laboratory.

MUS-8B - MIDI Sequencing and Orchestration  3 units  
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. 36 hours lecture and 54 hours laboratory.

MUS-9 - MIDI Composition and Film Scoring  3 units  
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. 36 hours lecture and 54 hours laboratory.

MUS-11 - Sound Recording and Reinforcement Techniques  3 units  
(Same as TEL-11)  
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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

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. May be taken a total of four times. 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 a woodwind instrument at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. May be taken a total of four times. 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. 54 hours lecture.

MUS-20 - Great Composers and Music Masterpieces 3 units
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. 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. 54 hours lecture.

MUS-22 - Survey of Music Literature 3 units
UC, CSU
Prerequisite: None.
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. 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. May be taken a total of four times. 108 hours laboratory.

MUS-24 - Secondary Applied Voice 1 unit
UC, CSU
Prerequisite: None.
Secondary individual voice 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. May be taken a total of four times. 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. 54 hours lecture.

MUS-26 - Film Music Appreciation 3 units
UC, CSU
Prerequisite: None.
A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.
MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Showcase Jazz Singers, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band or RCC symphony), and applied music (one-on-one instruction) each semester they are enrolled.

MUS-27 - Amadeus Chamber Ensemble 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: 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 taken a total of four times. 54 hours laboratory.

MUS-28 - Riverside Community Symphony 2 units
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting. Previous experience in the performance of orchestral literature.
A course that rehearses and performs symphonic orchestral literature.Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-29 - Festival Singers 1 unit
UC, CSU
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 development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-30 - Class Voice 1 unit
UC, CSU
Prerequisite: None.
Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. 54 hours laboratory.

MUS-31 - College Choir 1 unit
UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32 - Class Piano 1 unit
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. 17 hours lecture and 32 hours laboratory.

MUS-33 - Showcase Singers 2 units
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. 108 hours laboratory.

MUS-34 - Showcase Singers Lab 1 unit
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. May be taken a total of four times. 54 hours laboratory.

MUS-35 - Vocal Music Ensembles 1 unit
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 skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-36 - Instrumental Chamber Ensembles 1.5 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument. Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 81 hours laboratory.

MUS-37 - Class Guitar 1 unit
UC, CSU
Prerequisite: None.
Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.
MUS-38 - Applied Music Training 1 unit 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. May be taken a total of four times. 108 hours laboratory.

MUS-39 - Intermediate Applied Music 2 units UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
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. 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. 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. 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. May be taken a total of four times. 108 hours laboratory.

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. 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. 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. 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. 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. 54 hours laboratory.

MUS-48 - Marching Band 2 units UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a band instrument.
Rehearsal and performance of music suitable for marching band. Marching skills emphasized. Participation in public performances required. May be taken a total of four times. 108 hours laboratory.
MUS-49 - Percussion Ensemble 1 unit
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-42 or MUS-48.
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. May be taken a total of four times. 54 hours laboratory.

MUS-50 - Master Chorale 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
An opportunity for singers in the community to learn and perform accompanied and unaccompanied secular and sacred choral music with emphasis on the major choral works of the masters. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-51 - Chamber Choir 1 unit
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 student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

MUS-52 - Recital Performance 0.5 unit
UC, CSU
Prerequisite: MUS-39 and high competence in a performance medium.
Corequisite: MUS-39.
Preparation and presentation of a recital performance of 20-25 minutes. May be taken a total of two times. 27 hours laboratory.

MUS-53 – Keyboard Proficiency 1 unit
UC, CSU
Prerequisite: None.
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. 17 hours lecture and 32 hours laboratory.

MUS-54 - Community Jazz Ensemble .5 unit
CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.
Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

MUS-55 - Community Concert Band 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Ability to sightread and perform music on either a wind or percussion instrument.
Study and performance of standard concert band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.

MUS-56 - Summer Concert Band 0.5 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Ability to sightread and perform music on either a wind or percussion instrument.
Study and performance of standard concert band literature. Appearances at college and community functions may be made. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

MUS-57 - Gospel Singers 1 unit
UC, CSU
Prerequisite: None. 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. May be taken a total of four times. 54 hours laboratory.

MUS-58 – Gospel Choir 1 unit
UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
A choir of mixed voices dedicated to the further study, rehearsal and public performance of anthems, spirituals and African-American gospel (traditional/contemporary) music. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-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. 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. May be taken a total of four times. 54 hours laboratory.
MUS-61 - Auxiliary Marching Units  
2 units
CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

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. 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. 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. 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. 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. 108 hours laboratory.

MUS-67 – Community Chamber Ensemble  
1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.
A course in developing advanced individual skills through ensemble performance. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-68 – Community Symphony  
2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Previous experience in the performance of orchestral literature at the college level.
A course that rehearses and performs advanced symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 108 hours laboratory.

MUS-69 - Festival Choir  
1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
An advanced large vocal group dedicated to the further study, rehearsal and public performance of complex choral repertoire from the middle ages to the 20th century, including major works with orchestra. Activities include concerts, festivals and concert tours. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-71 - College Chorus  
1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-72 – Group Keyboarding Skills  
1 unit
UC, CSU
Prerequisite: None.
Keyboard skills for 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. 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. 108 hours laboratory.

MUS-75 - Advanced Vocal Ensembles 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-76 - Advanced Instrumental Ensembles 1.5 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Performance of music literature at an advanced level for small instrumental ensembles. Public performance in concert or recital situations. May be taken a total of four times. 81 hours laboratory.

MUS-77 - 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 development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-80 - Master Singers 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
A course for college and community singers to perform advanced choral music with orchestra. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-81 - Consort Singers 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
An advanced select vocal group dedicated to the study, rehearsal and public performance of complex smaller choral repertoire from the Middle Ages to the 20th century. Activities include concerts, festivals, radio and TV broadcasts 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. 108 hours laboratory.

MUS-82 - Wind Symphony 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.
Further study and performance of literature written for the contemporary wind symphony as it pertains to standard performance practice. Public concerts on campus and in the community each semester. May be taken a total of four times. 108 hours laboratory.

MUS-83 - Advanced Chamber Choir 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

MUS-84 - 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. 108 hours laboratory.

MUS-85 - Summer Chamber Ensembles 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.
Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory.

MUS-86 - Summer Instrumental Ensembles 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.
Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. 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. 108 hours laboratory.
### MUS-89 – Musics of Multicultural America 3 units
**UC, CSU**

**Prerequisite:** None.

A comparative and integrative study of the multicultural musical styles of the United States. Includes the 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. 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. 8 hours lecture and 16 hours laboratory.

### MUS-93 - The Business of Music 3 units
**CSU**

**Prerequisite:** None.

Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.

### MUS-94 - Community Jazz Orchestra 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. 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. 54 hours laboratory.

### MUS-200 – Music Work Experience 1-2-3-4 units
**CSU**

**Prerequisite:** None.

**Limitation on enrollment:** Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
MUS-P44 – Jazz Lab Band 2 units
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting.
Designed for students who are beginning or intermediate jazz performers.
Study and performance of beginning and intermediate literature for jazz ensemble. May be taken a total of four times. 108 hours laboratory.

MUS-P77 – Advanced Guitar Ensemble 2 units
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Previous experience in performance on the guitar and in reading musical notation.
An ensemble dedicated to the study, rehearsal and performance of advanced literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-P78 – Secondary Applied Guitar 1 unit
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.
Previous experience in performance on the guitar and in reading musical notation.
Secondary individual guitar lessons for those students who already have a primary instrument but want to study guitar as part of their training for a performance position and/or teaching. May be taken a total of four times. 54 hours laboratory.

MUS-P79 – Advanced Applied Guitar 2 units
Prerequisite: None.
Corequisite: Concurrent enrollment in a two-unit performance class.
Limitation on enrollment: Audition on or before the first class meeting.
Previous experience in performance on the guitar and in reading musical notation.
Advanced individual guitar lessons for those students who are preparing for a recital, audition, or a transfer exam or for those who wish to study guitar at an advanced level. Advanced instruction includes supervised practice and concert attendance. May be taken a total of four times. 108 hours laboratory.

MUS-P84 – Jazz Lab Orchestra 2 units
Prerequisite: Audition by instructor
Study and performance of beginning and intermediate jazz literature for the jazz orchestra. Designed for beginning or intermediate jazz performers. May be taken a total of four times. 108 hours laboratory.

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

Among these courses are:
- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature
- HIS-28 - Native American History: Early Contact Period
- HIS-29 - Native American History: Contemporary Society
- PHI-19 - Native American Thought

NURSING EDUCATION
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.rm.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 (800) 699-1656 Ext. 153; Website: www.nlnac.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).

Effective Spring 2005, all new and readmitting students will be required to demonstrate a clear background check prior to enrollment in clinical courses. The process for obtaining the background check is available in the Nursing Education office.

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 September and February. Information on ADN (RN) Admission/Selection Policies and Procedures may be obtained by contacting the Counseling office or the Nursing Education Office.

RN EXPENSES/GENERAL INFORMATION
(All expenses are approximate)
1. Uniforms: $250.
2. Books and supplies: $1,500 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 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 $26 per unit. The cost is approximately $1200 for four semesters.
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 students residing within Riverside Community College District and that meet RCC residency requirements. Students who meet eligibility and prerequisite requirements will be ranked according to the number of units completed towards the Associate Degree in Nursing. Students meeting district and RCC residency requirements and who have completed all required courses for ADN and who were not selected for the current semester, will be placed on a wait list for the following semester. 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. Students who have already completed the Microbiology requirement are exempt from taking the RCC Chemistry Placement Exam.

MINIMUM REQUIREMENTS FOR ELIGIBILITY:
1. RCC application on file and eligibility to attend RCC.
2. High School Verification: Proof of high school graduation or equivalent is only required for 30 unit option students according to Board of Registered Nursing, Rules and Regulations, Section 1412. Official Transcripts required.
3. GPA of at least 2.0 in all work attempted at RCC and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.
4. Chemistry: Verification of one year of high school AP chemistry with a lab and a satisfactory score on the RCC Chemistry Placement Exam, or score of 3, 4 or 5 on the AP Chemistry Exam, or one semester of college chemistry with a grade of “C” or better (RCC’s Chemistry 2A or 3 fulfills this requirement). Students who have already completed the Microbiology requirement are exempt from taking the RCC Chemistry Placement Exam.
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. Minimum combined GPA of 2.3 in the above science prerequisite courses (15 units) for advance placement LVNs transfers/30 unit option.
   c. Completion of PSY-9 with a grade of “C” or better
      (Prerequisite for Nursing 2 or 3, effective Spring 2005.)

See current enrollment requirements available in the Nursing Education Office.

GENERAL EDUCATION REQUIREMENTS (19 units)
Students are encouraged to complete the following advisory courses prior to enrollment in the program: English 1A, Speech 1 or 9, CIS 1A, an analytical thinking course, humanities, American Institutions, social and behavioral science course, and completion of mathematics, reading, and English competencies.

These 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 and submit another clear background check. Petitions may be obtained from the Transfer and Career Center or the Nursing Education Office. 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 according to Nursing Education Readmission Policy. Refer to RCC Nursing Student Handbook which is available on-line at www.rcc.edu/academicprograms/nursing.

When a student withdraws from the Nursing program or fails to earn a grade of “C” or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR GUARANTEE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION.

TRANSFER STUDENTS
Students transferring from another nursing program must submit the following with their nursing application:

a. Official up-to-date (within 90 days) transcript for the nursing program from which transferring.

b. Course outlines and syllabi from completed nursing courses.

c. Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment Technician.

d. Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 17 within one year prior to enrolling in the program.

Admission will be denied to an applicant who earned a grade “C-” or less in a nursing program at another college. However, students who have earned a grade of “C-” or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy.

CHALLENGE POLICIES/30-UNIT 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 Education Office (951) 222-8407.

DIPLOMA NURSING EDUCATION CREDIT
Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 15 units at Riverside Community College. Information regarding this policy may be obtained from the Nursing Education Office.

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 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. Addresses fundamental nursing skill development. 72 hours lecture and 216 hours laboratory.

NRN-2 - Beginning Nursing Concepts of Health and Illness
CSU
Prerequisite: NRN-1, NRN-15 and PSY-9.
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. 63 hours lecture and 243 hours laboratory.
NRN-3 - Intermediate Nursing Concepts of Health and Illness  
CSU  
Prerequisite: Completion of all core courses, NRN-2 and PSY-9.  
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. 72 hours lecture and 270 hours laboratory.

NRN-4 - Advanced Nursing Concepts of Health and Illness  
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 critical and complex 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. 72 hours lecture and 270 hours laboratory.

NRN-6 - Nursing Learning Laboratory  
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. May be taken a total of four times. 108 hours laboratory. CR-NC only.

NRN-7 - Nursing Learning Laboratory  
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. May be taken a total of four times. 54 hours laboratory. CR-NC only.

NRN-8 - Nursing Learning Laboratory  
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. May be taken a total of four times. 108 hours laboratory. CR-NC only.

NRN-9 - Nursing Learning Laboratory  
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. May be taken a total of four times. 162 hours laboratory. CR-NC only.

NRN-15 - Introduction to Nursing Roles and Relationships  
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. Present 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. 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 a graduate of a registered nursing program prepared for employment. Correlates with lab experiences in NRN-4 to develop beginning leadership and management skills. Examines the scope of practice of the RN in delegating 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 of licensure for California registered nursing and malpractice issues. 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. 27 hours lecture.

NRN-17 - Transition Course  2 units
for Advanced Placement/Transfer Students
CSU
Prerequisite: None.
Limitation on enrollment: LVN, immediate graduate of the RCC VN Program or nursing student eligible for transfer into the RCC ADN program.
An introduction to basic concepts of the RCC Associate Degree Nursing Program: philosophy and outcome objectives; conceptual framework; five step nursing process. Focuses on developing critical thinking skills. Addresses transitional issues to associate degree nursing student role. Overviews the philosophy of registered nursing past, present, and future. Introduces the ethical/legal aspects of the student nurse’s role as well as professional RN 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. If Nursing 17 is completed successfully more than one year before entering the ADN Program, Nursing 17 must be audited in the intersession just prior to entering the ADN Program and a nursing care plan created and submitted according to current RCC NCP format. May be taken a total of four times. 27 hours lecture and 27 hours laboratory. (Letter grade/CR-NC option)

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. 12 hours lecture. CR-NC only.

NRN-91 - Nursing Work Study (BRN Approved)  .5 unit
Prerequisite: NRN-2.
This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of clinical skills. May be taken a total of four times. 27 hours laboratory. CR-NC only.

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 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. Course may be taken for credit/no credit. 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 additional skill and competency development with the subject matter. May be taken a total of four times. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 18 hours lecture.

NRN-94 - Nursing Clinical Development Practicum  2 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree Nursing or Vocational Nursing programs.
This course is designed to maintain and build clinical nursing skills. Emphasis is on using critical thinking skills in the application of theory to clinical practice. Offers opportunities for clinical enhancement and/or remediation through individualized learning contracts. Designed in collaboration with semester/program faculty. Structured to accommodate students from all levels. May be taken a total of four times.108 laboratory hours. CR-NC only.

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. 27 hours lecture. CR-NC only.
NRN-200 - Nursing Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

VOCATIONAL NURSING (VN) PROGRAM
The Vocational Nursing Program is a certificate program that prepares graduates to qualify for the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. The 12-month full-time 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 Nursing Education, (951) 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)
2. Books and supplies: $800.
3. Health examination/immunizations $200-$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Selected laboratory work must be repeated one year later.
4. Per Semester: Health Services fee $10, Student Services fee $10, Parking fee $40, and an Enrollment fee of $26 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 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.”

In accordance with the objectives of the Vocational Nursing Program, a student is expected to develop and practice attendance habits appropriate to the role of the Vocational Nurse as a participating member of the health team.

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 filing 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 is required to submit 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.

READMISION POLICY- VOCATIONAL NURSING PROGRAM

A student who at any time has been admitted to the Vocational Nursing Program and subsequently withdraws or earns a “D or F” grade in the nursing course(s) must file a petition 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 READMISSION.

TRANSFER/CHALLENGE POLICIES

Students with previous nursing education or experience may petition for advanced placement credit. Information regarding this policy may be obtained from the Nursing Education Office.

NURSING (VOCATIONAL) COURSES:

NVN-50 - Introductory Vocational Nursing Foundations
2 units
Prerequisite: None.
Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Defines the nursing process and introduces the concept of culture as it impacts nursing care. 36 hours lecture.

NVN-51 - Introductory Concepts of Vocational Nursing - Health/Illness
3 units
Prerequisite: NVN-50
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology are applied. The responses of the body to diseases which affect basic human needs are discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. 54 hours lecture.

NVN-52 - Introductory Concepts of Vocational Nursing - Nursing Fundamentals
9.5 units
Prerequisite: NVN-50
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

NVN-60 - Intermediate Vocational Nursing Foundations - Nursing Process/Communication
1 unit
Prerequisite: NVN-50.
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify clients’ basic human needs 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. 18 hours lecture.

NVN-61 - Intermediate Vocational Nursing - Nursing of the Family
6 units
Prerequisite: NVN-52 and 60.
Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

NVN-62 - Intermediate Concepts of Vocational Nursing - 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. 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 on understanding and refining communication skills with clients with common health/illness and functional disorders. 36 hours lecture (including 2 hours pharmacology) and 65 hours clinical/laboratory.

NVN-70 - Advanced Vocational Nursing Foundations- Role Transition 1 unit
Prerequisite: NVN-62 and 63.
Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. Indepth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. 18 hours lecture.

NVN-71 - Advanced Concepts of Vocational Nursing-Medical/Surgical 7.5 units
Prerequisite: NVN-62 and 63.
Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common health/illness problems/needs. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem including responsibilities and life saving measures in emergency situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and management techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/laboratory.

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. 54 hours lecture and 126 hours laboratory.
Meets the Department of Health Services regulations for Nursing Assistant and Home Health Aid Program approval and/or certification.

NVN-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. 36 hours lecture. Approved by the California Board of Registered Nursing for 36 contact hours. Provider number 00100.

NVN-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. 36 hours lecture. Approved by the Board of Registered Nursing for 36 contact hours. Provider number 00100.

NVN-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. 9 hours lecture. Approved by the California Board of Registered Nursing for 9 contact hours. Provider number 00100.

NVN-78 - Pharmacology in Clinical Nursing 3 units
Practice
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. 54 hours lecture. Approved by the California Board of Registered Nursing for continuing education. 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 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. 144 hours lecture.
Approved by the California Board of Registered Nursing for continuing education. Provider number 00100.

NXN-82 - Emergency Department Nursing 8 units
Care Course
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. 144 lecture hours.
Approved by the California Board of Registered Nursing for continuing education. Provider number 00100.

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. 144 hours lecture.
Approved by the California Board of Registered Nursing for continuing education. 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. 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
Skills Practicum
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. 9 hours lecture and 288 hours practical experience.
Approved by the California Board of Registered Nursing for continuing education. Provider number 00100. 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. 9 hours lecture.
Approved by the California Board of Registered Nursing for continuing education. Provider number 00100. 9 contact hours.

OCEANOGRAPHY

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. 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. 54 hours laboratory.

OFFICE ADMINISTRATION

see Computer Applications and Office Technology

PARALEGAL STUDIES

PAL-10 - Introduction to Paralegal Studies 3 units
CSU
Prerequisite: None.
An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.
PAL-14 - Legal Ethics 3 units
CSU
Prerequisite: None.
Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture.

PAL-64 - Legal Research and Computer Applications 3 units
CSU
Prerequisite: None.
Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture.

PAL-68 - Civil Litigation and Procedures I 3 units
CSU
Prerequisite: None.
The first of two courses designed to introduce the student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture.

PAL-70 - Law Office Policies, Procedures and Ethics 1.5 units
CSU
Prerequisite: None.
Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture.

PAL-71 – Legal Terminology 1.5 units
CSU
Prerequisite: None.
Introduction to legal words, definitions, synonyms, pronunciation and usage. To prepare for the use of legal terms in legal writing, memoranda of law, legal documents and briefs as well as verbal communication with judges, lawyers, paralegals and legal assistants in the legal profession. 27 hours lecture.

PAL-72 - Legal Analysis and Writing 3 units
CSU
Prerequisite: PAL-10, PAL-68 or BUS-18A
The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture.

PAL- 78 - Civil Litigation and Procedures II 3 units
CSU
Prerequisite: PAL-68.
Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. 54 hours lecture.

PAL- 80 - Internship Project 1.5 units
CSU
Prerequisite: PAL-64.
An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. 27 hours lecture.

PAL- 81 - Bankruptcy Law and Procedures 3 units
CSU
Prerequisite: None.
Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor’s and creditor’s rights and obligations are covered. 54 hours lecture.

PAL- 83 - Estate Planning and Probate Procedures 3 units
CSU
Prerequisite: None.
Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person’s estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person’s estate. 54 hours lecture.

PAL- 85 - Family Law and Procedures 3 units
CSU
Prerequisite: None.
Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. 54 hours lecture.

PAL- 87 - Trial Practice Preparation and Procedures 3 units
CSU
Prerequisite: None.
Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture.

PAL-200 - Paralegal Studies Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
PHI-10 - Introduction to Philosophy

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. 54 hours lecture.

PHI-10H – Honors Introduction to Philosophy

Prerequisite: None.

Limitation on enrollment: Enrollment in the Honors Program.

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills--analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking

UC, CSU

Prerequisite: None.

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student’s ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

PHI-12 - Introduction to Ethics: Contemporary Moral Issues

UC, CSU (CAN PHIL 4)

Prerequisite: None.

Co-requisite: Concurrent enrollment in or prior completion of PHO-9.

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-13 - Philosophy of Art

UC, CSU

Prerequisite: None.

An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, aesthetic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture.

PHI-14 - Survey of Black Thought

UC, CSU

Prerequisite: None.

A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and modern Western slave and liberation periods. Representative thinkers of the modern periods are discussed. 54 hours lecture.

PHI-15 - Bio-Medical Ethics

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. 54 hours lecture.

PHI-19 - Native American Thought

UC, CSU

Prerequisite: None.

Philosophical and religious beliefs and practices of Native Americans. Their history, views of man and nature. Emphasis placed on Native American thought as conveyed by Indian people, and its relevance to contemporary problems and conflicts between the two societies. 54 hours lecture.

PHI-20 - History of Western Philosophy I: Greek, Roman, and Medieval

UC, CSU (CAN PHIL 8)

Prerequisite: None.

A survey of the beginning and rise of Western science and philosophy; pre-Socratic era, Socrates, Plato, Aristotle; Greek philosophical influence upon the Roman Empire and Medieval Europe. 54 hours lecture.

PHI-21 - History of Western Philosophy II: Modern and Contemporary

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. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic

(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. 54 hours lecture.

PHI-33 - Introduction to Social and Political Philosophy

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. 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 course presumes a basic knowledge of philosophical argumentation. 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 quality black and white photographs with technical and artistic merit. Students will acquire competency in the use of 35 mm cameras, photographic materials and processes associated with basic darkroom procedures. Students required to provide their own 35 mm camera and f-stop and shutter speed control. Lab materials fee assessed on the first day of class. 27 hours lecture and 81 hours laboratory.

PHO-9 - Intermediate Photography 3 units
CSU
Prerequisite: PHO-8.
An intermediate course in black and white photography with emphasis on materials, equipment, methods of application and the theory and practice of photographic composition. Introduces professional medium and large format cameras. Students required to provide 35 mm camera with manual override; lab materials fee assessed on first day of class. 27 hours lecture and 81 hours laboratory.

PHO-10 - Advanced Photography 3 units
CSU
Prerequisite: PHO-9.
Advanced concepts of black and white photography, with emphasis on utilization of 35 mm and medium and large format cameras in the studio and on location. Application of advanced lighting techniques for products and portraiture. Includes an introduction to studio management and the legal and financial considerations of the professional photographer. Students required to provide their own 35 mm camera with manual override; lab materials fee assessed on first day of class. 27 hours lecture and 81 hours laboratory.

PHO-12 - Photojournalism 3 units
(Same as JOU-12)
CSU
Prerequisite: PHO-8.
Corequisite: Concurrent enrollment in or prior completion of PHO-9. Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photos to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with manual override. Lab materials fee assessed on first day of class. 27 hours lecture and 81 hours laboratory.

PHO-13 - Advanced Darkroom Techniques 3 units
CSU
Prerequisite: PHO-9.
Designed to introduce advanced students to manipulation of photosensitive materials for technical and creative enhancement of photographic images. The course presents the principles learned to control contrast and density with the goal of producing images with technical excellence using lighting, exposure, developing and printing techniques. Discuss laboratory processes for ensuring archival permanence of photographic images. 27 hours lecture and 81 hours laboratory.

PHO-14 - Basic Studio Portraiture 3 units
CSU
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. 27 hours lecture and 81 hours laboratory.

PHO-17 - Introduction to Color Photography 3 units
CSU
Prerequisite: PHO-9.
An introductory course in color photography covering theory and practice in the use of equipment and materials for producing color prints. Students required to provide their own 35 mm camera with manual controls; lab fee required. 27 hours lecture and 81 hours laboratory.

PHO-20 - Introduction to Digital Still Photography 3 units
CSU
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. 27 hours lecture and 81 hours laboratory.

PHO-200 - Photography Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see JOURNALISM
PHYSICAL EDUCATION

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
UC, CSU
Prerequisite: None.
The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

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. 45 hours lecture and 27 hours laboratory.

PHP-8 - Triathlon Techniques 2 units
CSU
Prerequisite: None.
Provides instruction for the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling and running skills and learn how to develop an individual program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. 18 hours lecture and 54 hours laboratory.

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. 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. 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. 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. 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 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. 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 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. 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. 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. 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 18, 19, or 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. May be taken a total of four times. 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. 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. 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. 54 hours lecture.

PHP-27 - Football Theory  3 units
UC*, CSU
Prerequisite: None.
The course includes the study of various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, individual skills and offensive and defensive play. 54 hours lecture.

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. 54 hours lecture.

PHP-29 - Soccer Theory  3 units
CSU, UC*
Prerequisite: None.
This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

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. Fees for required certificates will be charged to the student and are not covered by BOGW. 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. 45 hours lecture and 27 hours laboratory.

PHP-36 - Wellness: Lifestyle Choices  3 units
CSU
Prerequisite: None.
The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one’s personal, family and community wellness. 54 hours lecture.
PHP-42 – Lifeguard and Water Safety  3 units
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. 36 hours lecture and 54 hours laboratory. Fees for required certificates will be charged to the student and are not covered by BOGW.

PHP-43 – Personal Training  3 units
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.) 36 hours lecture and 54 hours laboratory.

PHP-45 – Group Fitness Instructor  3 units
Prerequisite: None.
This course covers fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. This course provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory.

PHP-47 – Hiking and Backpacking  2 units
Prerequisite: None.
The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. 18 hours lecture and 54 hours laboratory.

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. 18 hours lecture.

PHP-200 - Physical Education Work Experience  1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ACTIVITY COURSES
Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate in Arts Degree.

PHP-A03 – Adaptive Physical Education for Students  1 unit
with a Physical Disability
UC*, CSU
Prerequisite: None.
Limitation on Enrollment: Medical approval and verification of a physical disability.
Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student’s participation in his/her environment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skills and competency development within this activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A04 – Adaptive Water Exercise  1 unit
UC*, CSU
Prerequisite: None.
Limitation on Enrollment: Medical approval and verification of a physical disability.
Provides physical education for students with a physical disability to gain increased strength, flexibility, balance, movement memory and coordination in a shallow water pool. Students will use floatation devices, strength and balance equipment in a basic movement and exercise format. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory.

PHP-A05 – Songleading and Cheerleading  2 units
UC*, CSU
Prerequisite: Successful audition is required. Prior cheerleading and/or dance experience is recommended but not required.
This course is designed to promote the advancement of skills in conditioning, jumping, dance and cheer/song techniques demonstrated at college activities and athletic competitions. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 108 hours laboratory.
PHP-A09 – Racquetball 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to introduce students to the rules and fundamental skills of racquetball. Students will also develop an understanding of basic strategy involved in racquetball and have the opportunity to participate in a class tournament. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the racquetball activity area. 54 hours laboratory.

PHP-A10 – Table Tennis, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This course will introduce the student to the sport of table tennis. Topics to be covered include equipment, rules and terminology, strokes, technique and strategy. Students will also compete in class competitions and tournaments. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the table tennis activity area. 54 hours laboratory.

PHP-A11 – Tennis, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This beginning course is for the inexperienced or starting player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

PHP-A12 – Tennis, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Course is designed for students with proficient skills in the basic strokes of forehand, backhand, volley and serve or for those who have completed PHP-A11. Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

PHP-A13 – Tennis, Advanced 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Course is designed for students with proficient skills in forehand, backhand, volley, serve,lob, overhead, and advanced singles and doubles strategy or for those who have completed PHP-A12. This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

PHP-A15 – Bowling, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to introduce students to the rules and fundamental skills in bowling. Emphasis is placed on achievement, exercise and enjoyment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A16 – Bowling, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to give the student the opportunity to continue improving his/her timing, approach and delivery. Individual coaching is given on footwork and ball release. Different systems for spare conversions are presented and the student is given the opportunity to practice them and develop a preference. Lane conditions become a concern for the intermediate bowler. Reading oil patterns and making adjustments of feet, marks, speed of delivery and focus are emphasized. The students will participate in a handicap league. Additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A17 – Bowling, Advanced 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to assist students in perfecting approach and delivery, and mastery of spare conversion. Emphasis is on lane adjustments: marks, feet, focus, speed, lift and equipment. It affords bowlers an opportunity to practice skills with other highly skilled bowlers. Discussions on the psychology and problems involving competition help to prepare bowlers for high-level competition. The bowlers participate in singles and doubles handicap competition in class. Additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.
PHP-A20 – Golf, Beginning 1 unit
UC*, CSU
Prerequisite: None.
Designed to serve as an opportunity for the students to develop fundamental skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students’ interest in the game. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

PHP-A21 – Golf, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Course is designed for students with proficient skills in grip, stance, and swing or for those who have completed PHP-A20.
This course is designed to serve as an opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students’ skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

PHP-A28 – Swimming, Beginning 1 unit
UC*, CSU
Prerequisite: None.
The beginning course introduces the skills and techniques of safety in and around a body of water. Emphasis is placed on acquiring the skills necessary to swim efficiently, safely and proficiently enough to use swimming as a means of physical exercise; i.e. flexibility, endurance and strength. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming activity area. 54 hours laboratory.

PHP-A29 – Swimming, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: It is recommended that the student demonstrate a proficiency in swimming 100 yards and performing two or more swimming strokes or have successfully completed PHP-A29.
The intermediate course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new skills and strokes. Emphasis is placed on intermediate techniques and on diving. Endurance swimming is encouraged and the swimmer is given time to do distance swims. Recreational activities on an individual and team oriented level are encouraged. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming area. 54 hours laboratory.

PHP-A30 – Swimming, Advanced Skills and Conditioning 1 unit
UC*, CSU
Prerequisite: None.
Advisory: It is recommended that the student demonstrate a proficiency in swimming 100 yards and performing two or more swimming strokes or have successfully completed PHP-A29.
Advanced swimming is designed to develop strength, endurance and skill in all swimming strokes. Emphasis is placed on a swimmer acquiring the knowledge, skill and strength to use swimming for physical conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming activity area. 54 hours laboratory.

PHP-A31 – Water Aerobics and Deep Water Exercise 1 unit
UC*, CSU
Prerequisite: None.
Students will develop strength, flexibility, movement memory, balance, coordination, and cardiovascular fitness within a shallow water aerobic format. The student will then graduate to an interval aerobic workout in a combination of shallow and deep water with the use of a flotation belt. This course is designed to introduce basic fitness concepts as well as basic movement and exercise. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four units within the water aerobics activity area. 54 hours laboratory.

PHP-A32 – Track and Field Techniques: Running Event Techniques 1 unit
UC*, CSU
Prerequisite: None.
Beginning and advanced techniques and current methods of training for sprints, middle distance, distance and hurdle events are taught. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the track and field techniques activity area. 54 hours laboratory.

PHP-A33 – Track and Field Techniques: Field Event Techniques 1 unit
UC*, CSU
Prerequisite: None.
Beginning and advanced techniques and current methods of training for decathlon, pole vault, long jump, triple jump, shot put, discus, javelin, and hammer throw. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the track and field techniques activity area. 54 hours laboratory.
PHP-A35 – Ski Conditioning 1 unit
UC*, CSU
Prerequisite: None.
This course will introduce the student to sport specific fitness as it relates to Alpine and Nordic skiing. Activities will include identification of ski-specific movements. Cardiovascular endurance, muscular strength and endurance, flexibility, power and balance will be improved through aerobic training, weight training, stretching, plyometrics and circuit training. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the ski conditioning activity area. 54 hours laboratory.

PHP-A36 – Cross Country Skiing 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to allow the student to develop skills and interest in cross country skiing. Topics will include equipment and clothing selection, waxing, instruction in classical technique, skating technique and Nordic downhill. Practical application of skiing skills will take place in the field trips. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the cross country skiing activity area. 54 hours laboratory.

PHP-A40 – Karate, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed PHP A40. This course in intermediate karate is designed for the student wishing to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the karate activity area. 54 hours laboratory.

PHP-A41 – Karate, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed PHP A40. This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the karate activity area. 54 hours laboratory.

PHP-A46 – Hatha Yoga, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This course offers beginning hatha yoga exercises to improve students’ physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the hatha yoga activity area. 54 hours laboratory.

PHP-A47 – Hatha Yoga, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: PHP-A46 is recommended.
This course offers intermediate hatha yoga exercises to improve students’ physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the hatha yoga activity area. 54 hours laboratory.

PHP-A50 – Baseball Fundamentals, Offensive 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive baseball fundamentals activity area. 54 hours laboratory.

PHP-A51 – Baseball Fundamentals, Defensive 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive baseball fundamentals activity area. 54 hours laboratory.
PHP-A54 – Fastpitch Softball Fundamentals 1 unit
UC*, CSU
Prerequisite: None.
This course emphasizes core softball skills and techniques as the basis for advanced level competitive play. The student will be provided the opportunity to develop individual skills, defensive and offensive capabilities, and knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the fastpitch softball activity area. 54 hours laboratory.

PHP-A57 – Basketball 1 unit
UC*, CSU
Prerequisite: None.
The basketball course is designed to introduce the basic skill and leisure time potential of basketball. Emphasis is placed on learning the techniques and strategy of the game of basketball. Improvement in fundamentals, and two and three man situations, as well as five man situations, are stressed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A60 – Football Fundamentals, Defensive 1 unit
UC*, CSU
Prerequisite: None.
This course provides the student an opportunity to learn general and specific individual defensive football fundamentals, techniques and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A61 – Football Fundamentals, Offensive 1 unit
UC*, CSU
Prerequisite: None.
This course provides the student an opportunity to learn general and specific individual offensive football fundamentals, techniques and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A62 – Flag Football 1 unit
UC*, CSU
Prerequisite: None.
The activities in this course provide for instruction in the skills, techniques, strategy, and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. This course is designed to contribute to the physical well being of all participating students. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A62A – Flag Football .5 unit
UC*, CSU
Prerequisite: None
The activities in this course provide for the introductory instruction in the skills, techniques, strategy and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 27 hours laboratory.

PHP-A64 – Soccer 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A67 – Volleyball, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This volleyball course is designed to introduce the skills and leisure time potentials of volleyball. Emphasis is placed on learning the techniques, rules, and strategy of volleyball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

PHP-A68 – Volleyball, Intermediate 1 unit
UC*, CSU
Prerequisite: None. Course is designed for students with proficient skills in passing, setting, hitting, serving, and the knowledge of basic volleyball rules or for those who have completed PHP A67.
Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

PHP-A69 – Volleyball, Advanced 1 unit
UC*, CSU
Prerequisite: None. Course is designed for students with proficient skills in 6-2 rotations, setter positioning, quick attacks, middle back defense, passing, setting, and serving or for those who have completed PHP A68.
This course is designed to introduce advanced techniques of volleyball skills. Various team offensive systems and team defensive patterns will be taught and analyzed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.
PHP-A70 – Water Polo Techniques 1 unit
UC*, CSU
Prerequisite: None. It is recommended that the student demonstrate a proficiency in swimming 200 yards without stopping.
This course is designed to serve as an opportunity for students to develop fundamental skills in the sport of water polo. This will be accomplished through a highly organized, intense program of instruction. Drills and various practice techniques will be used to develop all aspects of the game. The student will participate in an extensive physical conditioning program which will include stretching, swimming, strength building and kicking exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the water polo activity area. 54 hours laboratory.

PHP-A74 – Hiking and Backpacking Activities 1 unit
UC*, CSU
Prerequisite: None.
Advisory: PHP-47.
This course will provide additional experience for students to study hiking and backpacking in a pleasurable and safe environment. Proper procedures, respect for the mountain environment, and enjoyment of the sport will be emphasized. Participation in weekend field trips will be required. Subsequent enrollment in additional semesters will provide the student as opportunity for added skill and competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A75 – Walking for Fitness 1 unit
UC*, CSU
Prerequisite: None.
This course will assist students in improving physical health and general well being. It is designed for men and women of all ages and is concerned with cardiovascular health, fitness, weight control. Emphasis will be in building cardiovascular efficiency and promoting weight loss through walking. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A77 – Jogging for Fitness 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to introduce basic fitness concepts to improve each individual’s physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through stretching, muscle strengthening and jogging for conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A78 – Long Distance Running 1 unit
UC*, CSU
Prerequisite: None.
Advisory: PHP A77.
This course will provide general and specific long distance running principles, conditioning methods, and race tactics involved in competitive long distance running. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A79 – In–Line Skating 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to teach the students the basic skills of in-line skating. Emphasis is placed on cardiovascular endurance for this lifetime fitness activity. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency as well as improvement in cardiovascular endurance. May be taken a total of four times. 54 hours laboratory.

PHP-A80 – Triathlon Techniques 1 unit
UC*, CSU
Prerequisite: None.
Advisory: PHP 8.
Provides additional participation in the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling, and running skills and develop an individual training program. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of three times. 54 hours laboratory.

PHP-A81 – Physical Fitness 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A82 – Speed, Agility, and Quickness Training 1 unit
UC*, CSU
Prerequisite: None.
This course brings together traditional resistance training and speed-specific movements. Students will participate in drills and activities that will improve muscular power in all movements, fundamentals of athleticism, running technique and body control, and first step explosiveness and balance. 54 hours laboratory.

PHP-A83 – Kickboxing Aerobics 1 unit
UC*, CSU
Prerequisite: None.
Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the kickboxing unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Subsequent enrollment in additional semesters will provide the student with further development in skill competency within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A85 – Bicycling 1 unit
UC*, CSU
Prerequisite: None.
This course will acquaint the student with bicycling safety and traffic laws, bicycles and accessories, bicycle maintenance and repair, and cycling techniques. Students will develop an appreciation of cycling as a lifetime activity and as a means of developing and maintaining muscular and aerobic fitness. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the bicycling activity area. 54 hours laboratory.
PHP-A86 – Step Aerobics 1 unit  
UC*, CSU  
Prerequisite: None.  
Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A87 – Step Aerobics, Intermediate 1 unit  
UC*, CSU  
Prerequisite: None. PHP-A86 or proficient skills in step aerobics recommended.  
This course will broaden students’ aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A88 – Step Aerobics, Advanced 1 unit  
UC*, CSU  
Prerequisite: None. PHP-A87 or proficient skills in step aerobics recommended.  
For students who have already taken Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the step aerobics activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A90 – Weight Training 1 unit  
UC*, CSU  
Prerequisite: None.  
The weight training course is designed to teach the student the basic exercises for developing major muscle groups. Emphasis is placed on body development, endurance and knowledge of competitive lifts. Participation is encouraged by lifting in competition, discussion, and body development workouts. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the weight training activity area. 54 hours laboratory.

PHP-A92 – Weight Training, Advanced 1 unit  
UC*, CSU  
Prerequisite: None.  
Advisory: PHP-A90.  
This weight training course is designed for those students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the weight training area. 54 hours laboratory.

PHP-A94 – In-Season Varsity Sport Conditioning 1 unit  
UC*, CSU  
Prerequisite: None.  
This course is designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A95 – Out-of-Season Varsity Sport Conditioning 1 unit  
UC*, CSU  
Prerequisite: None.  
This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

VARSIY SPORTS  
Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

PHP-V01A – Cross Country, Varsity, Men 2 units  
Prerequisite: None.  
Limitation on enrollment: Retention based on successful tryout.  
This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. 180 hours laboratory.

PHP-V01B – Cross Country, Varsity, Men 2 units  
Prerequisite: PHP-V01A.  
Limitation on enrollment: Retention based on successful tryout.  
This course is designed to serve as an opportunity for second year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.
PHP-V02A – Football, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in football. 180 hours laboratory.

PHP-V02B – Football, Varsity, Men 2 units
Prerequisite: PHP-V02A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video evaluation to prepare students for intercollegiate competition in football. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity to prepare him for transfer to a four year intercollegiate football program. 180 hours laboratory.

PHP-V04A – Basketball, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory.

PHP-V04B – Basketball, Varsity, Men 2 units
Prerequisite: PHP-V04A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. Enrollment in course B provides the student an opportunity for additional skill and competency development within the team activity. 180 hours laboratory.

PHP-V05A – Baseball, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. 180 hours laboratory.

PHP-V05B – Baseball, Varsity, Men 2 units
Prerequisite: PHP-V05A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V06A – Track and Field, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year track & field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory.

PHP-V06B – Track and Field, Varsity, Men 2 units
Prerequisite: PHP-V06A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V07A – Golf, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course will provide an opportunity for experienced golfers to improve skills, knowledge and strategy of the game in a highly organized, intense program of practice and lecture-demonstration leading to intercollegiate competition. 180 hours laboratory.

PHP-V07B – Golf, Varsity, Men 2 units
Prerequisite: PHP-V07A.
Limitation on enrollment: Retention based on successful tryout.
This course will provide an opportunity for experienced golfers to improve skills, knowledge, and strategy of the game in a highly organized, intense program of practice and lecture-demonstration leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V08A – Tennis, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. 180 hours laboratory.

PHP-V08B – Tennis, Varsity, Men 2 units
Prerequisite: PHP-V08 A.
Limitation on enrollment: Retention based on successful tryout.
The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.
PHP-VO9A – Swimming and Diving, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills necessary for the sport of competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. 180 hours laboratory.

PHP-VO9B – Swimming and Diving, Varsity, Men 2 units
Prerequisite: PHP-VO9A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year collegiate athletes to develop the skills necessary for a second season of community college competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. Enrollment in course B provides the student an opportunity for additional skill and competency development within the varsity sport. 180 hours laboratory.

PHP-V10A – Soccer, Varsity, Men 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
Designed for first year collegiate athletes, this course provides students the opportunity to practice and compete at the intercollegiate level. Athletes will be introduced to basic offensive and defensive team strategies. Drills and practice techniques will be used to develop all aspects of the game. The student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate soccer competition. 180 hours laboratory.

PHP-V10B – Soccer, Varsity, Men 2 units
Prerequisite: PHP-V10A.
Limitation on enrollment: Retention based on successful tryout.
Designed for second year collegiate athletes, this course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for a second season of intercollegiate varsity soccer competition. 180 hours laboratory.

PHP-V11A – Pep Squad, Varsity, Men and Women 2 units
Prerequisite: None.
Limitation on enrollment: Successful audition is required. Prior cheerleading, gymnastic and/or dance experience is recommended. This course is designed to promote the advancement of skills in conditioning, tumbling, jumping, dance, partner stunts and pyramids, which are demonstrated at college activities and athletic competitions. 180 hours laboratory.

PHP-V11B – Pep Squad, Varsity, Men and Women 2 units
Prerequisite: PHP-V11A and successful audition required.
This course is designed for second year pep squad students to promote the advancement of skills in conditioning, tumbling, jumping, dance, partner stunts and pyramids, which are demonstrated at college activities and athletic competitions. Enrollment in section B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-V12A – Cross Country, Varsity, Women 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge, and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V12B – Cross Country, Varsity, Women 2 units
Prerequisite: PHP-V12A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year cross country runners to improve skills, knowledge, and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V14A – Track and Field, Varsity, Women 2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year track & field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory.

PHP-V14B – Track and Field, Varsity, Women 2 units
Prerequisite: PHP-V14A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year track & field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V18A – Tennis, Varsity, Women 2 units
Prerequisite: None.
Limitation on enrollment: Retention is based on successful trial.
The class is designed for collegiate athletic competition including both dual matches and tournament play. Emphasis is placed on advanced drills, conditioning, strokes and strategy. 180 hours laboratory.

PHP-V18B – Tennis, Varsity, Women 2 units
Prerequisite: PHP-V18A.
Limitation on enrollment: Retention based on successful tryout.
The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.
PHP-V19A – Swimming and Diving, Varsity, Women  2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills necessary for the sport of competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. 180 hours laboratory.

PHP-V19B – Swimming and Diving, Varsity, Women  2 units
Prerequisite: PHP-V19A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year collegiate athletes to develop the skills necessary for a second season of community college competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. Enrollment in course B provides the student an opportunity for additional skill and competency development within the varsity sport. 180 hours laboratory.

PHP-V20A – Basketball, Varsity, Women  2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory.

PHP-V20B – Basketball, Varsity, Women  2 units
Prerequisite: PHP-V20A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. Enrollment in course B provides the student an opportunity for additional skill and competency development within the team activity. 180 hours laboratory.

PHP-V21A – Volleyball, Varsity, Women  2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in volleyball. 180 hours laboratory.

PHP-V21B – PHP-Volleyball, Varsity, Women  2 units
Prerequisite: PHP-V21A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of highly organized lectures, and individual and team practice sessions to prepare students for intercollegiate competition in volleyball. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V22A – Fastpitch, Varsity, Women  2 units
Prerequisite: None.
Limitation on enrollment: Retention based upon successful tryout.
This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game in a highly organized, intense program of lecture, drills and inter-squad practice leading to intercollegiate competition. 180 hours laboratory.

PHP-V22B – Fastpitch, Varsity, Women  2 units
Prerequisite: PHP-V22A.
Limitation on enrollment: Retention based upon successful tryout.
This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game in a highly organized, intense program of lecture, drills and inter-squad practice leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-V23A – Water Polo, Varsity, Men  2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout and demonstrated proficiency in swimming a minimum of 400 yards without stopping.
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills in the sport of water polo. Athletes will be introduced to basic offensive and defensive team strategies. Introductory drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for community college water polo. 180 hours laboratory.

PHP-V23B – Water Polo, Varsity, Men  2 units
Prerequisite: PHP-V23A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year collegiate athletes to develop advanced skills in the sport of water polo. Athletes will be introduced to advanced offensive and defensive team strategies. Advanced drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for a second year in intercollegiate competition in water polo. 180 hours laboratory.

PHP-V24A – Water Polo, Varsity, Women  2 units
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout and demonstrated proficiency in swimming a minimum of 400 yards without stopping.
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills in the sport of water polo. Athletes will be introduced to basic offensive and defensive team strategies. Introductory drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for community college water polo. 180 hours laboratory.
PHYSICAL SCIENCE

PHS-1 - Introduction to Physical Science 3 units
UC*, CSU
Prerequisite: None.
Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

PHS-5 - Weather and Climate 3 units
(Same as GEG-5)
UC, CSU
Prerequisite: None.
Provides an introduction to Earth’s atmosphere. Topics include: atmosphere structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds, air masses and fronts, cycles, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

PHS-17 - Introduction to the Development of Modern Science 3 units
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. 54 hours lecture.

PHYSICIAN ASSISTANT

PHT-1 - Applied Clinical Skills 2 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 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. 27 hours lecture and 27 hours laboratory.

PHT-2 - Medical Science I 6 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 exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. 108 hours lecture.

PHT-3 - History and Physical Assessment I 4 units
Prerequisite: None.
Limitation on enrollment: Acceptance into the Physician Assistant Program and concurrent enrollment in 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 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 pathological physiology of disease systems covered in the PHT-2 Medical Science I course. 54 hours lecture and 54 hours laboratory.

PHT-4 - Applied Clinical Skills II 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 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. 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 of 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. 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, 5, and 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. 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 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. 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. 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. 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. 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 exposed to continuation of Internal Medicine Internship with the Department of Medicine. 336 hours laboratory.

PHT-13 - Surgery I 4 units
Prerequisite: None.
Limitation on enrollment: 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. May be taken a total of two times. 224 hours laboratory.

PHT-14 - Surgery II 6 units
Prerequisite: None.
Limitation on enrollment: 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 Orthopedic Surgery. 336 hours laboratory.
PHYSICS

PH-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 participating on discussion of diagnostic problems and formulation of patient management plans. 336 hours laboratory.

PH-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. 336 hours laboratory.

PH-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 participating, where possible, in the elucidation of diagnosis and formulation of therapeutic plans. 336 hours laboratory.

PH-18 - Psychiatry/Mental Health 4 units
Prerequisite: None.
Limitation on enrollment: 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. 224 hours laboratory.

PH-19 – Emergency Medicine 4 units
Prerequisite: None.
Limitation on enrollment: 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 Emergency Medicine where under supervision they participate in a variety of patient care activities related to emergency medicine. May be taken a total of two times. 224 hours laboratory.

PHYSICS

PHY-2A - General Physics, I 4 units
UC*, CSU (CAN PHYS 1)
PHY-2B - General Physics, II 4 units
UC*, CSU (CAN PHYS 2)
PHY-2C - General Physics, III 4 units
UC*, CSU (CAN PHYS 3)
PHY-2D - General Physics, IV 4 units
UC*, CSU (CAN PHYS 4)

PHY-2A + 2B = CAN PHYS SEQ A

PHY-4A - Mechanics 4 units
UC*, CSU (CAN PHYS 8)
PHY-4B - Electricity and Magnetism 4 units
UC*, CSU (CAN PHYS 12)
POL-1 - American Politics 3 units
UC, CSU
Prerequisite: None.
The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-1H – Honors American Politics 3 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Honors Program.
The principles, and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. (Degree credit course)

POL-2 - Comparative Politics 3 units
UC, CSU
Prerequisite: None.
A comparative study of selected European, Asian, African, Latin American and Middle Eastern political systems. Concerned with broadening and deepening the student’s understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-2H – Honors Comparative Politics 3 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Honors Program.
A comparative study of selected European, Asian, African, Latin American, Middle Eastern and Political Systems. Concerned with broadening and deepening the student’s understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-3 - Introduction to 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. 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. 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. 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. 54 hours lecture.

POL-7ABCD - Current Global Issues 3 units
UC
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. 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. 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. 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. 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. 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. 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. 27 hours lecture and 90 hours volunteer internship required.

PORTUGUESE  

POR-1 – Portuguese 1  
5 units  
UC, CSU  
Prerequisite: None.  
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory.

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. 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. 54 hours lecture.

PSY-2 - Physiological Psychology  
3 units  
UC, CSU (CAN PSY 10)  
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. 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. 54 hours lecture.
PSY-33 - Theories of Personality  
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. 54 hours lecture.

PSY-35 - Abnormal Psychology  
UC, CSU  
Prerequisite: None.  
Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

READING

REA-2 - Rapid Reading  
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. 36 hours lecture. (Letter grade/CR-NC option)

REA-3 - Reading for Academic Success  
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. Total of 54 hours lecture. (Letter grade/CR-NC option.)

REA-66 - Reading  
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. 18 hours lecture and 54 hours laboratory. (Non-Degree Credit Course. Letter grade/CR-NC option.)

REA-81 - Reading, Level I  
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. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course.)

REA-82 - Reading, Level II  
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. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course.)

REA-83 - Reading, Level III  
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. May be taken a total of two times. 54 hours lecture. (Non-degree credit course. Letter grade/CR-NC option.)

REA-87 - Reading Tutorial  
Prerequisite: None.  
This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only.)

REA-95 - Special Topics in Reading  
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. 9 hours lecture. (Non-degree credit course. CR-NC only.)

REA-96 – Reading and Writing Center Practicum  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.  
Reading and Writing Center access for students who feel they will benefit from use of the Reading and Writing Center’s resources. May be taken a total of eight times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

REA-97 – Reading and Writing Center Practicum  
Prerequisite: None.  
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.  
Reading and Writing Center access for students who feel they will benefit from use of the Reading and Writing Center’s resources. May be taken a total of four times. 54 hours laboratory required for credit. (Non-Degree Credit Course. CR-NC only)
REAL ESTATE

RLE-80 - Real Estate Principles
3 units
CSU
Prerequisite: None.
The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. 54 hours lecture.

RLE-81 - Real Estate Practices
3 units
CSU
Prerequisite: None.
Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state’s educational requirements for the brokers examination. 54 hours lecture.

RLE-82 - Legal Aspects of Real Estate
3 units
CSU
Prerequisite: None.
California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of the brokers examination. 54 hours lecture.

RLE-83 - Real Estate Finance
3 units
CSU
Prerequisite: None.
Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84 - Real Estate Appraisal
3 units
CSU
Prerequisite: None.
Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics
3 units
CSU
Prerequisite: None.
Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86 - Escrow Procedures I
3 units
CSU
Prerequisite: None.
Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200 - Real Estate Work Experience
1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

RUSSIAN

RUS-1 - Russian 1
5 units
UC*, CSU (CAN RUSS-2)
(RUS 1 + 2 = CAN RUSS 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 Russian at the beginning level. This course includes discussion of Russian culture and daily life. 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. 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. 54 hours lecture and 9 hours laboratory.

RUS-2 - Russian 2
5 units
UC, CSU (CAN RUSS-4)
(RUS 1 + 2 = CAN RUSS SEQ A)
Prerequisite: RUS-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. This course includes expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.
RUS-3 - Russian 3 5 units
UC, CSU
Prerequisite: RUS-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the intermediate level. This course includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of Russian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

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. 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. 54 hours lecture.

SOC-3 - Social Inequality in American Society 3 units
UC, CSU
Prerequisite: None.
This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture.

SOC-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. 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. 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. 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. 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. 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. 54 hours lecture.
SOC-11 - Introduction to the Sociology of Health and Medicine
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. 54 hours lecture.

SOC-12 - Marriage and Family Relations
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. 54 hours lecture.

SOC-13 - Employment Support Strategies
CSU
Prerequisite: None.
An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

SOC-14 - Job Development
CSU
Prerequisite: None.
An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

SOC-15 - Women in American Society
UC, CSU
Prerequisite: None.
The role of American women emphasizing the social implications of the women’s movement and including the historical, political and economic roots of women’s problems. 54 hours lecture.

SOC-16 - Public Assistance and Benefits
CSU
Prerequisite: None.
A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

SOC-17 - Introduction to Social Gerontology
UC, CSU
Prerequisite: None.
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. 54 hours lecture.

SOC-20 - Introduction to Criminology
UC, CSU
Prerequisite: None.
An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-22 - American Deaf Culture
CSU
Prerequisite: None.
An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

SOC-30 - Introduction to Formal Organizations
CSU
Prerequisite: None.
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. 54 hours lecture.

SOC-35 - Sociology of the Black Community
UC, CSU
Prerequisite: None.
Identification and analysis of the sociology of Black people in today’s society. 54 hours lecture.

SOC-42 – Introduction to Urban Sociology
UC, CSU
Prerequisite: None.
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. 54 hours lecture.
### SPANISH

**SPA-1 - Spanish 1**
- **Units:** 5
- **Prerequisite:** None.
  - UC*, CSU (CAN SPAN 2)
  - (SPA 1 + 2 = CAN SPAN SEQ A)

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. 90 hours lecture and 18 hours laboratory.

**SPA-1A - Spanish 1A**
- **Units:** 2.5
- **Prerequisite:** None.
  - UC*, CSU

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. 54 hours lecture and 9 hours laboratory.

**SPA-1B - Spanish 1B**
- **Units:** 2.5
- **Prerequisite:** SPA-1A.
  - UC*, CSU

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. 54 hours lecture and 9 hours laboratory.

**SPA-1H - Honors Spanish 1**
- **Units:** 5
- **Prerequisite:** None.
  - Limitation on enrollment: Enrollment in the Honors Program.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory.

**SPA-2 - Spanish 2**
- **Units:** 5
- **Prerequisite:** SPA-1 or 1B.
  - UC*, CSU (CAN SPAN 4)
  - (SPA 1 + 2 = CAN SPAN SEQ A)

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 an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory.

**SPA-2A - Spanish 2A**
- **Units:** 2.5
- **Prerequisite:** SPA-1 or 1B.
  - UC*, CSU

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. 54 hours lecture and 9 hours laboratory.

**SPA-2B - Spanish 2B**
- **Units:** 2.5
- **Prerequisite:** SPA-2A.
  - UC*, CSU

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. 54 hours of lecture and 9 hours laboratory.

**SPA-3 - Spanish 3**
- **Units:** 5
- **Prerequisite:** SPA-2 or 2B.
  - UC*, CSU (CAN SPAN 8)
  - SPA 3+4 = (CAN SPAN SEQ B)

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. 90 hours lecture and 18 hours laboratory.
SPA-3N - Spanish for Spanish Speakers  5 units
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. 90 hours lecture and 18 hours laboratory.

SPA-4 - Spanish 4  5 units
UC, CSU (CAN SPAN 10)
SPA 3+4 = (CAN SPAN SEQ B)
Prerequisite: SPA-3 or 3N.
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. 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. 90 hours lecture and 18 hours laboratory.

SPA-8 - Intermediate Conversation  3 units
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. May be taken a total of four times. 54 hours lecture.

SPA-11 - Spanish Culture and Civilization  3 units
UC, CSU
Prerequisite: None.
Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture.

SPA-12 - Latin American Culture and Civilization  3 units
UC, CSU
Prerequisite: None.
Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture.

SPA-51 - Introductory Listening Comprehension I  2 units
Prerequisite: None.
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. 36 hours lecture.

SPA-52 - Introductory Listening Comprehension II  2 units
Prerequisite: SPA-51 or 1.
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. 36 hours lecture.

SPA-53 - Intermediate Listening Comprehension III  2 units
Prerequisite: SPA-52 or 2.
This telecourse begins the development of intermediate skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on the acquisition of strategies for coping with imperfect comprehension. This course includes an expanded introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPAN 51, 52 and 53, may be taken independently or as supplements to SPAN 1, 2 and 3. 36 hours lecture.

SPA-96 - Practicum in Spanish  .5 unit
Prerequisite: None.
Self-paced, competency based skills development in Spanish. Computer instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 27 hours laboratory is required for credit. (Non-degree credit course. CR-NC only.)

SPA-97 – Practicum in Spanish  1 unit
Prerequisite: None.
Self-paced, competency based skills development in Spanish. Computer instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 54 hours laboratory is required for credit. (Non-degree credit course. CR-NC only.)

SPEECH COMMUNICATION

SPE-1 - Public Speaking  3 units
UC, CSU (CAN SPCH 4)
Prerequisite: None.
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. 54 hours lecture. (Letter grade only)

SPE-2 - Persuasion in Rhetorical Perspective  3 units
UC, CSU
Prerequisite: None.
Advisory: SPE-1 recommended.
The development of persuasion in rhetorical perspective with emphasis on the understanding and use of logic in public speaking. 54 hours lecture.
SPE-3A - Argumentation and Debate 3 units
UC*, CSU (CAN SPCH 6)
Prerequisite: None.
Advisory: SPE-1 recommended.
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. 54 hours lecture.

SPE-3B - Argumentation and Debate 3 units
UC*, CSU
Prerequisite: None.
Advisory: SPE-1 recommended.
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. 54 hours lecture.

SPE-4AB - The Psychology of Argumentation 3 units
UC*, CSU
Prerequisite: SPE-3AB.
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. 54 hours lecture.

SPE-5 - The Deliberative Process 3 units
CSU
Prerequisite: None.
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. 54 hours lecture.

SPE-6 - Small Group Problem Solving 3 units
UC, CSU (CAN SPCH 10)
Prerequisite: None.
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. 54 hours lecture.

SPE-7 - Oral Interpretation, I 3 units
UC, CSU
Prerequisite: None.
Trains the student to understand different types of literature for presentation to an audience; the course emphasizes oral reading of literature, voice production, and audience analysis. 54 hours lecture.

SPE-8 - Oral Interpretation, II 3 units
UC, CSU
Prerequisite: SPE-7.
Performance training in oral reading of prose, poetry and drama. Practice in analysis for communication with training in principles for effective delivery. 54 hours lecture.

SPE-9 - Interpersonal Communication 3 units
CSU (CAN SPCH 8)
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. 54 hours lecture. (Letter grade only)

SPE-10A - Forensics 1 unit
CSU
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. 9 hours lecture and 27 hours laboratory. May be taken a total of four 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 2 units
CSU
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. 18 hours lecture and 54 hours laboratory. May be taken a total of four 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 3 units
CSU
Prerequisite: None.
Storytelling selection, preparation, oral presentation and listening experiences in both prose and poetry. Creativity and visual techniques will be stressed for presenting stories in folk, fantasy, and realistic literature, highlighting children’s problems. Especially valuable for students who are parents and/or those who are, or expect to become, nursery school, elementary and secondary teachers or aides, or playground supervisors. 54 hours lecture.

SPE-12 - Intercultural Communication 3 units
UC, CSU
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. 54 hours lecture.
SPE-13 - Gender and Communication
UC, CSU
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. 54 hours lecture.

SPE-19 - Reader’s Theater
UC, CSU
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. 54 hours laboratory.

SPE-51 - Basic Speech
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. 54 hours lecture.

SPE-52 - Fundamentals of Oral Communication
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. 18 hours lecture. (Non-degree credit course. CR-NC only.)

SPE-19 - Reader’s Theater
UC, CSU
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. 54 hours laboratory.

SPE-51 - Basic Speech
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. 54 hours lecture.

SPE-52 - Fundamentals of Oral Communication
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. 18 hours lecture. (Non-degree credit course. CR-NC only.)

See MANAGEMENT

TELECOMMUNICATIONS

TEL-11 - Sound Recording and Reinforcement
Techniques
(Same as MUS-11)
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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-12 - History of American Film
CSU
Prerequisite: None.
This course examines the historical development of film from the perspective of technology, and the arts and sciences of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, threaded and open-ended discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

TEL-38 – Television Production Project
CSU
Prerequisite: TEL-42, 43, 44 or 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. 18 hours lecture and 108 hours laboratory.

TEL-41 - Introduction to Telecommunication
CSU
Prerequisite: None.
A survey of electronic media including the history and development of mass media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological and economic implications on society. 54 hours lecture.

TEL-42 - Media Writing
CSU
Prerequisite: None.
The theory and practice of writing for electronic media. Introduces techniques of narrative and documentary copy writing, characteristics of media writing, elements of style, tone and content and forms of scripts for news, commercials and public service announcements. May be taken a total of three times. 45 hours lecture and 27 hours laboratory.

TEL-43 - Television Studio and Equipment
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. 36 hours lecture and 54 hours laboratory.

TEL-44 - Television Production
CSU
Prerequisite: None.
Corequisite: TEL-51.
Basic principles of television production including operation of equipment, program development and live-to-tape production. Students will produce, direct, and crew a variety of projects, including interviews, commercials, entertainment and instructional programs. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.
TEL-45 – Television News Production
(Same as JOU-45) 3.5 units
CSU
Prerequisite: None.
Corequisite: TEL-51.
Advisory: JOU-1 or ENG-1A.
An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will allow students to develop additional skill and competency with the subject matter. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

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. May be taken a total of three times. 35 hours lecture and 85 hours laboratory.

TEL-51 - Telecommunications Laboratory 1 unit
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. 54 hours laboratory.

TEL-52 - Telecommunications Laboratory 2 units
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. 108 hours laboratory.

TEL-53 - Telecommunications Laboratory 3 units
Prerequisite: TEL-42, 43, 44, TEL/JOU-45, TEL-11 or 64.
Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. May be taken a total of four times. 162 hours laboratory.

TEL-60 - Overview of Digital Media 3 units
Prerequisite: None.
Introduction to the digital media/multimedia industry including history, professions and application of interactive multimedia in business, education and entertainment. Students will benefit from extensive demonstration of effective interactive design products in a variety of digital formats including, but not limited to, CD-ROM, Web pages, computer based training and interactive games. Emphasis on the development of critical analysis of design elements and practical application of design principles. 54 hours lecture.

TEL-63 – Multimedia Sound Design Techniques 3 units
Prerequisite: None.
An introduction to the techniques and equipment used to record sound tracks for multimedia applications. Students will use virtual workstations to select the appropriate method for engineering and recording a broad range of sound, including music and special effects. Emphasis on small group lecture and demonstration with hands-on practice and experience. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

TEL-64 – Digital Editing Principles and Techniques 3 units
Prerequisite: None.
A course in post-production video editing concepts and techniques in a non-linear computer-based editing environment. Course is designed to teach the aesthetics as well as techniques of the edit utilizing industry-recognized software. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-65 – The Director’s Art in Filmmaking 3 units
Prerequisite: None.
Analysis and exploration of the principles of film aesthetics with emphasis on the director’s role in influencing and creating a film. The course covers the basic steps of film directing and explores the classic opposition between expressionist and realistic film styles. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic films and the styles of five great directors: Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. May be taken a total of three times. 54 hours lecture.

TEL-66 - Advanced Digital Editing 3 units
Prerequisite: TEL-64.
Advanced concepts in digital video editing using Final Cut Pro and various multimedia production software programs. Emphasis will be placed on importing multimedia files, special effects, titling, graphics and chroma key. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.

TEL-67 – Introduction to Video Production 2 units
Prerequisite: None.
An introduction to video production procedures, practices and production equipment. Students will learn the basic components, proper care and use of a video camera and editing equipment, the three stages of the production process and electronic storytelling. Intended for career exploration and for non-majors. May be taken a total of two times. 27 hours lecture and 27 hours laboratory.

TEL-68 – Story Development Process in the Entertainment Industry 3 units
Prerequisite: None.
An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration. Includes an introduction to key individuals involved in the process, from agents to producers to creative executives, and the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture.
THEATER ARTS

THE-2 - Play Practicum-Special Projects Laboratory I 1 unit
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. May be taken a total of four times. 54 hours laboratory.

THE-3 - Introduction to the Theater 3 units
UC, CSU (CAN DRAM 18)
Prerequisite: None.
A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

THE-4 - Play Practicum-Special Projects Laboratory II 2 units
UC*, CSU
Prerequisite: None.
Advisory: Acting and production skills desirable.
A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

THE-5 - Theater Practicum 3 units
UC, CSU
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. 162 hours laboratory.

THE-6 - Advanced Theater Practicum 3 units
UC*, CSU
Prerequisite: THE-5.
Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-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 in relation to production and performance. 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. 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. 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. 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. 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. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

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. 36 hours lecture and 54 hours laboratory.

THE-37 - Musical Theater Techniques  
3 units  
UC, CSU  
**Prerequisite:** THE-32.  
**Advisory:** MUS-38 or 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

THE-38 - Auditioning for the Stage  
1 unit  
CSU  
**Prerequisite:** None.  
Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.

THE-41 - Elementary Stagecraft  
3 units  
UC, CSU  
**Prerequisite:** None.  
**Advisory:** Concurrent enrollment in THE-2, 4, 5 or 6.  
Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory.

THE-42A - Theatre Tours: Special Studies in Theatre  
1 unit  
**Prerequisite:** None.  
The study of genres in theatre organized around works available through at least two live performances of professional theatre and musical theatre. This course may also include tours of theatres, museums, and of university programs in conjunction with performances of live theatre and musical theatre. 54 hours laboratory.

THE-42B - Theatre Tours: Special Studies in Theatre  
2 units  
**Prerequisite:** None.  
The study of genres in theatre organized around works available through at least four live performances of professional theatre and musical theatre. This course may also include tours of theatres, museums, and of university programs in conjunction with performances of live theatre and musical theatre. 108 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. May be taken a total of four times. 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. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

THE-52 – Musical Theater Touring Ensemble  
2 units  
**Prerequisite:** None.  
**Advisory:** MUS-38 or 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. May be taken a total of four times. 108 hours laboratory.

THE-200 – Theatre Work Experience  
1-2-3-4 units  
CSU*  
**Prerequisite:** None.  
**Limitation on enrollment:** Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**WELDING**

WEL-15 - Introduction to Basic Shielded Metal Arc Welding  
3 units  
CSU  
**Prerequisite:** None.  
An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-16 - Advanced Shielded Metal Arc Welding  
3 units  
CSU  
**Prerequisite:** WEL-15.  
An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.
WEL-25 - Introduction to Oxyacetylene Welding 3 units
CSU
Prerequisite: None.
An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-34 - Metal Joining Processes 2 units
(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. 18 hours lecture and 54 hours laboratory.

WEL-35 - Semi-Automatic Welding 3 units
CSU
Prerequisite: None.
A course in semi-automatic welding processes, with emphasis on Gas-metal-arc-welding, Flux-cored-arc-welding, and Submerged-arc-welding. The course covers the responsibilities of integrating computers and automated manufacturing with high-tech joining processes. 27 hours lecture and 81 hours laboratory.

WEL-55A - Gas Tungsten Arc Welding-Plate 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. 27 hours lecture and 81 hours laboratory.

WEL-55B - Gas Tungsten Arc Welding-Exotic Metals 3 units
Prerequisite: None.
Advisory: Completion of or concurrent enrollment in WEL-55A 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. 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. May be taken a total of two times. 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. 27 hours lecture and 81 hours laboratory.

WEL-200 - 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 course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WORK EXPERIENCE

WKX-200 - Work Experience 1-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work 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 is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in general work experience must be employed in an area unrelated to the specific occupational work experience subject areas offered by the College. Students may take General Work Experience up to two (2) times, for a maximum of six (6) units of general work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
Section VII

FACULTY
KARIN SKIBA
FACULTY LECTURER, 2005
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.

### Moreno Valley Campus Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Institution</th>
<th>Years at RCC</th>
</tr>
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**D**
- Dance (academic) ........................................................... 130
- Dance (The Arts) ............................................................. 23
- Dean’s List ................................................................. 28
- Dental Hygiene
  - Courses ................................................................. 134
  - Curricular Pattern .................................................... 59
  - Transfer Pattern ....................................................... 45
- Dental Technology
  - Courses ................................................................. 139
  - Curricular Pattern .................................................... 59
- Dentistry (Pre-), Transfer Program .............................. 43
- Disabled Student Services ........................................... 10, 16
- Discipline ........................................................................... 23
- Discrimination Policy .................................................... 12
- Dismissal .......................................................................... 29
- Drafting Technology (also see Engineering),
  - Curricular Pattern .................................................... 60
- Drop Procedures (see Withdraw Procedures) ................. 5

**E**
- Early Childhood Studies
  - Courses ................................................................. 140
  - Curricular Pattern .................................................... 60
- Economics .......................................................................... 143
- Education
  - Courses ................................................................. 143
  - Transfer Pattern ....................................................... 43
- Educational Plan, Student .............................................. 7
- Educational Services ..................................................... 20
- Electronics
  - Courses ................................................................. 144
  - Curricular Pattern .................................................... 62
- Emergency Medical Services
  - Courses ................................................................. 145
  - Curricular Pattern .................................................... 63
  - Emergency Medical Technician (EMT) ......................... 190
- Engineering
  - Courses ................................................................. 147
  - Curricular Pattern .................................................... 63
  - Transfer Pattern ....................................................... 43
- English as a Second Language ........................................ 154
- English
  - Courses ................................................................. 150
  - Transfer Pattern ....................................................... 44
- Enrollment, Limitations on ........................................... 5
- Enrollment, Open .......................................................... 4
- Environmental Science, Transfer Pattern ....................... 44
- Expenses (see Fees) ...................................................... 44
- Extended Opportunity Program and Services (EOPS) ....... 16

**F**
- Faculty ........................................................................... 241
- Faculty, Emeriti .............................................................. 257
- Family Educational Rights & Privacy Act (FERPA) ........... 10
- Fees .................................................................................. 7
- Film Series (The Arts) ..................................................... 23
- Final Examinations, Final Grades ................................. 31
- Financial Services, Student .......................................... 17
- Federal Aid (FAFSA) ....................................................... 17
- Student Employment .................................................. 18
- State Aid ............................................................................ 18
- Student Loans .............................................................. 18
- Scholarships ................................................................. 18
- Fire Technology
  - Courses ................................................................. 157
  - Curricular Pattern .................................................... 64
- Food Services .............................................................. 14
- Foreign Students (see International Student Center) ....... 44
- Forestry, Transfer Pattern ............................................. 44
- French ............................................................................. 166
- Functions of the College ................................................ 2

**G**
- General Business (see Business Administration) ........... 37
- General Education Requirements for Transfer ............... 27
- General Education Requirements ................................... 1
- Geographic Information Systems
  - Courses ................................................................. 166
  - Curricular Pattern .................................................... 65
- Geography
  - Courses ................................................................. 167
  - Transfer Pattern ....................................................... 44
- Geology
  - Courses ................................................................. 168
  - Transfer Pattern ....................................................... 44
  - German ................................................................. 169
  - Goals, Institutional ................................................... 15
  - Government, Student ............................................... 15
  - Grade Point Requirement ........................................... 26
  - Grading System ....................................................... 29
  - Graduation, Petition for ............................................. 27
- Graphics Technology
  - Courses ................................................................. 169
  - Curricular Pattern .................................................... 65
  - Greek ........................................................................... 171
  - Grievance Procedure ............................................... 12
  - Guidance ................................................................. 171

**H**
- Health and Wellness Center ......................................... 14
- Health Fee ....................................................................... 8
- Health Requirements .................................................... 6
- Health Science
  - Courses ................................................................. 173
  - Transfer Pattern ....................................................... 44
- Healthcare Technician
  - Courses ................................................................. 173
- High School Articulated Courses ................................... 47
- High School Students at RCC ......................................... 47
- History
  - Courses ................................................................. 175
  - Transfer Pattern ....................................................... 44
- History and Development of the College ......................... 3
- Home Economics ........................................................ 177
- Honor Society ............................................................. 21
- Honors at Graduation, Scholarlic .................................. 28
- Human Services
  - Courses ................................................................. 177
  - Curricular Pattern .................................................... 66
  - Humanities .............................................................. 178
## I
Independent Colleges and Universities

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
</tr>
</tbody>
</table>

| Admission Requirements | 40 |
| International Education (Study Abroad Program) | 23 |
| International Student Center | 9, 19 |
| Intersegmental General Education Transfer Curriculum (IGETC) | 39, 74 |
| Italian | 180 |

## J
Japanese | 180
Job Placement Services | 14

| Journalism | 181 |
| Courses | 181 |
| Transfer Pattern | 44 |

## K
Korean | 182

## L
Landscape Architecture, Transfer Pattern | 44
Latin | 182

| Learning Skills Courses (see Reading) | 182 |
| Library (academic courses) | 8, 15 |
| Logistics Management Curricular Pattern | 66 |

## M
Machine Shop Technology | 182
Management (also see Business Administration) | 183
Manul Communications (see American Sign Language) | 66

| Manufacturing Technology | 184 |
| Courses | 184 |
| Curricular Pattern | 66 |
| Map of Campuses | iii |
| Marketing (also see Business Administration) | 67, 186 |
| Mathematics | 187 |
| Courses | 187 |
| Transfer Pattern | 187 |
| Matriculation | 6 |
| Medical Assisting | 189 |
| Courses | 189 |
| Curricular Pattern | 67 |
| Medical Transcription, Curricular Pattern | 68 |
| Medicine (Pre), Transfer Pattern | 44 |
| Memberships, Institutional | 4 |
| Microbiology | 191 |
| Courses | 191 |
| Transfer Pattern | 191 |
| Military Credit | 33 |
| Military Personnel/Family Members | 9 |
| Military Science | 191 |
| Mission Statement | 2 |
| Music (The Arts) | 22 |
| Music | 191 |
| Courses | 191 |
| Transfer Pattern | 191 |
| Musical Performance | 194 |

## N
Native American Studies | 200
Noncredit Courses | 46
Non-Degree Credit | 74
Non-Discrimination and Sexual Harassment | 12
Non-Resident Tuition and Fees | 8

| Nursing Education | 45 |
| Associate Degree (ADN) Program Requirements | 200 |
| Continuing Education Courses | 207 |
| Curricular Pattern | 68 |
| Registered (RN) Courses | 202 |
| Transfer Pattern | 45 |
| Vocational (VN) Courses | 206 |
| Vocational (VN) Program Requirements | 205 |

## O
Occupational Programs | 47
Oceanography | 208

| Office Administration | 46 |
| (see Computer Applications and Office Technology) Open Campus | 46 |
| Organizations and Clubs | 21 |
| Orientation | 6 |

## P
Paralegal | 208
| Courses | 208 |
| Curricular Pattern | 69 |
| Parking | 8 |
| Passport to College | 23 |
| Petition for Graduation | 27 |
| Pharmacy, Transfer Pattern | 45 |

| Philosophy | 45 |
| Courses | 210 |
| Transfer Pattern | 45 |
| Phone Listing | 1 |
| Photography | 211 |
| Courses | 211 |
| Curricular Pattern | 69 |
| Physical Education | 212 |
| Courses | 212 |
| Transfer Pattern | 45 |
| Physical Science | 224 |
| Physical Therapy, Transfer Pattern | 45 |
| Physician Assistant | 224 |
| Courses | 224 |
| Curricular Pattern | 71 |
| Physics | 71 |
| Courses | 226 |
| Transfer Pattern | 45 |

| Physiology and Anatomy (see Anatomy and Physiology) | 226 |
| Police Science (see Administration of Justice) | 45 |
| Political Science | 227 |
| Courses | 227 |
| Transfer Pattern | 45 |
| Portuguese | 228 |
| Pre-Law, Transfer Pattern | 44 |
| Prerequisites | 5, 34 |

| Printing (see Graphics Technology) | 34 |
| Privacy Act | 10 |
| Probation and Dismissal | 29 |
| Professional Interest Groups | 22 |
| Psychology | 228 |
| Courses | 228 |
| Transfer Pattern | 45 |
| Public Affairs | 4 |
| Publications, College | inside back cover |
| Publications, Student | 23 |
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 2005  
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