

2011-2012 CATALOG



RIVERSIDE COMMUNITY COLLEGE DISTRICT RIVERSIDE CITY COLLEGE

**Dr. Gregory W. Gray, Chancellor
Riverside Community College District**



**Dr. Cynthia Azari, President,
Riverside City College**

BOARD OF TRUSTEES

Janet Green President
Mark Takano Vice President
Mary Figueroa Secretary
Virginia Blumenthal Member
Samuel Davis Member
Nick Bygon Student Trustee 2011-12

All information contained in the 2011-12 Catalog is current as of February 2011. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rcc.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law, is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, who is Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. Telephone Number: (951) 222-8039. Available in alternative formats.

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PRESIDENT'S MESSAGE



You have selected an excellent institution of higher education. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at Riverside City College want your educational experience to be extraordinary. Consider this catalog as a reference document: it provides a comprehensive overview of our institution and includes essential information for your work at RCC. Along with programs of study and individual courses, you will find information about graduation, certificate completion and transfer requirements, the range of services available to students, and academic policies. As you work to achieve your goals, remember that while you are the architect of your future, a college education is a product of the effort of many people. Should you need any assistance with locating or understanding the contents of the catalog, the members of RCC are ready to help. Best wishes for continued success in your educational pursuits.

A handwritten signature in black ink that reads "Cynthia E. Azari". The signature is fluid and cursive.

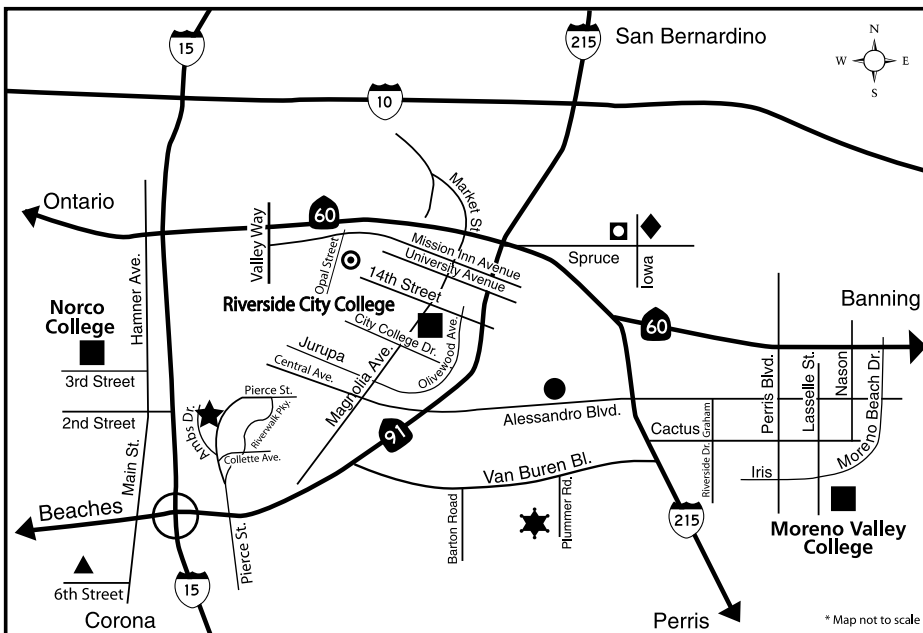
Dr. Cynthia E. Azari
President





RIVERSIDE CITY COLLEGE

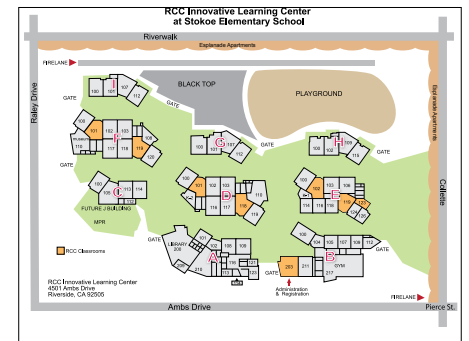
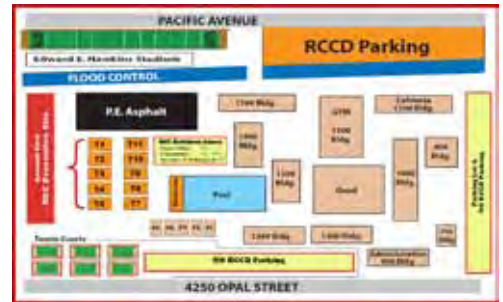
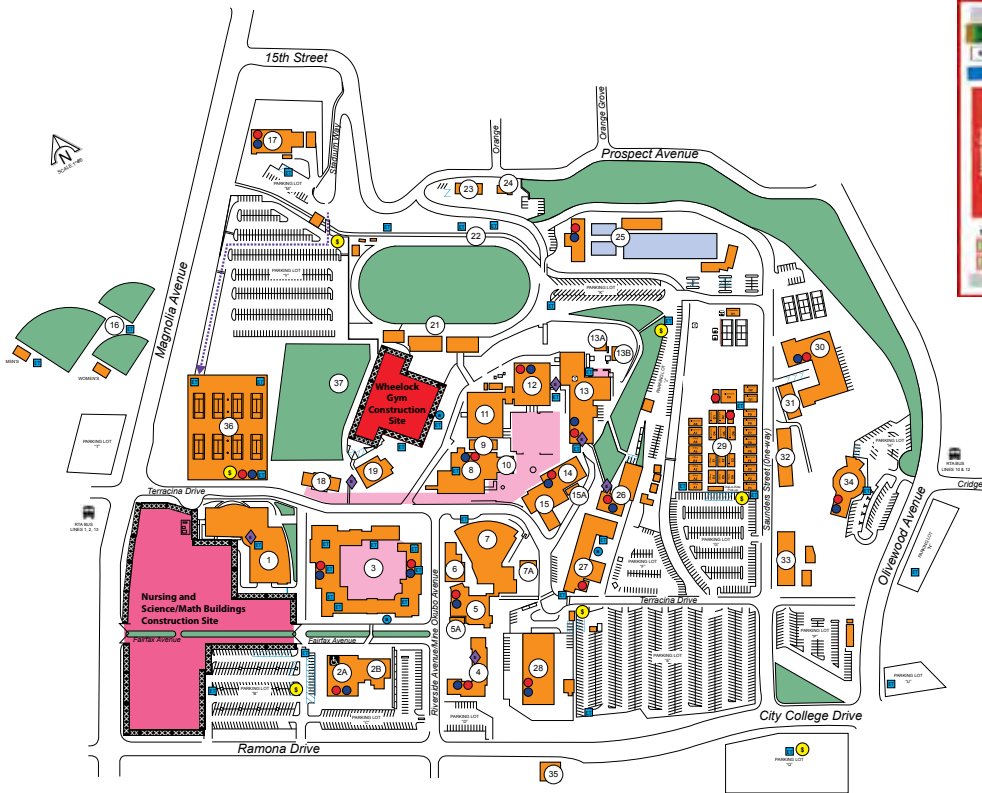
4800 Magnolia Avenue
 Riverside, California 92506-1299
 (951) 222-8000
 www.rcc.edu



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 2001 Third Street
 Norco, CA 92860-2600
 (951) 372-7000
- Riverside City College**
 4800 Magnolia Avenue
 Riverside, CA 92506-1299
 (951) 222-8000
- Moreno Valley College**
 16130 Lasselie Street
 Moreno Valley, CA 92551-2045
 (951) 571-6100
- RCCD District Office**
 1533 Spruce Street
 Riverside, CA 92507
 (951) 222-8801
- RCCD Economic Development**
 152 E. Sixth Street
 Corona, CA 92879
 (951) 751-6474
- RCC at the Innovative Learning Center**
 4501 Ambs Drive
 Riverside, CA 92505
 (951) 328-3660
- Riverside Community College Systems Office (RCCSO)**
 450 E. Alessandro Blvd.
 Riverside, CA 92508
 (951) 222-8039
- Ben Clark Training Center**
 16791 Davis Avenue
 Riverside, CA 92518
 (951) 486-2800
- Culinary Academy**
 1155 Spruce Street
 Riverside, CA 92507
 (951) 955-3311
- Rubidoux Annex**
 4250 Opal Street
 Riverside, CA 92509
 (951) 328-3790
- San Bernardino**
- Banning**
- Ontario**
- Beaches**
- Corona**
- Perris**

* Map not to scale

RIVERSIDE CITY COLLEGE



UPPER CAMPUS

- 1. DIGITAL LIBRARY & LEARNING RESOURCE CENTER
Auditorium
Glen Hunt Center for Teaching Excellence
Instructional Media Center
Tutorial Services
- 2. ADMINISTRATION (O.W. NOBLE)
Section A
Board Room
Center for Communication Excellence
Disabled Services
H.O.M.E. Room (The Ujima Project)
Learning Disabilities Center
Mailroom/Admin Service Center
Veterans' Resource Center
Veterans' Services
Section B
Academic Affairs
Community for Academic Progress (CAP)
Dean of Instruction
President's Office
- 3. QUADRANGLE (ARTHUR G. PAUL)
Art Gallery
- 4. BUSINESS EDUCATION (ALAN D. PAUW)
- 5. MUSIC
- 5A. MUSIC ANNEX
- 6. MUSIC HALL (RICHARD M. STOVER)
- 7. LANDIS PERFORMING ARTS CENTER
- 7A. LANDIS ANNEX
- 8. MARTIN LUTHER KING, JR. HIGH TECH CENTER
Academic Labs
STEM Center

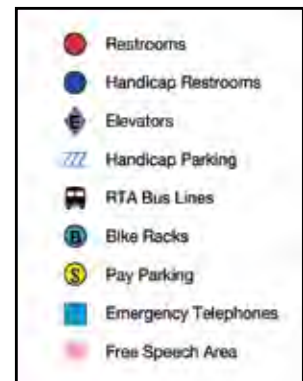
- 9. ASSESSMENT CENTER
Viewpoints
- 10. PLANETARIUM (ROBERT T. DIXON)
- 11. PHYSICAL SCIENCES
- 12. LIFE SCIENCES
- 13. STUDENT CENTER (RALPH H. BRADSHAW)
Aguilar Patio
Auxiliary Business Services/
Cashier
Bookstore
Cafeteria/Food Services
Citrus Room
Extended Opportunities Programs & Services (E.O.P.S.)
Hall of Fame
Health Services
Heritage Room
Matriculation
Student Services/Student Activities
- 13A. ASRCC STUDENT GOVERNMENT
- 13B. FINANCIAL AID ANNEX
- 14. STUDENT FINANCIAL SERVICES
Financial Aid
Information Services
- 15. ADMISSIONS & COUNSELING (CESAR E. CHAVEZ)
Admissions & Records
Career/Transfer
Counseling
Transcripts
- 15A. ANNEX/Wells Fargo

LOWER CAMPUS

- 16. SPORTS COMPLEX (SAMUEL C. EVANS)
Baseball Field
Pony League Field (NATE DEFRANCISCO)
Softball Field (AB BROWN)

- 17. EARLY CHILDHOOD STUDIES
- 18. CERAMICS
- 19. ART
- 20. GYMNASIUM (ARTHUR N. WHELOCK)
Coaches' Office
Fitness Room
- 21. STADIUM (ARTHUR N. WHELOCK FIELD)
Weight Room
- 22. NATURE TRAIL (ARLENE & ROBERT F. RICHARD)
- 23. NORTH HALL
Finance & Accounting Services
Purchasing & Accounts Payable
- 24. COLLEGE HOUSE
Administration & Finance
Risk Management
- 25. RIVERSIDE AQUATICS COMPLEX
- 26. TECHNOLOGY B
International Students Center
Printing & Graphics Center
- 27. TECHNOLOGY A
Air Conditioning & Refrigeration
Career/Technical Education
Welding
- 28. AUTOMOTIVE TECHNOLOGY
LOVEKIN COMPLEX
Athletics (H1)
CalWORKs/Resource Center (F2)
College Safety and Police (A1, A2)
Community Learning in Partnership (CLIP) (D6)
CTA & Academic Senate (E4)
Gateway to College (GTC) (D5, E1, F1, F5, F6)
Independent Living Program (ILP) (E2)
Karate/Yoga (A8)
Marching Tigers (C6)
Outreach Welcome Center (D6)
Photo Lab & Studio (G1, G2)

- Student Job Placement & Employment Services (F2)
Upward Bound (A4)
Workforce Preparation (WFP) (E5)
- 30. GYMNASIUM (CATHERINE S. HUNTLEY)
Band
PE/Cheer
Dance
- 31. PILATES STUDIO (ELEANOR H. CRABTREE)
- 32. WAREHOUSE
- 33. MAINTENANCE & OPERATIONS
- 34. COSMETOLOGY
- 35. ALUMNI HOUSE - 3564 RAMONA DRIVE
Foundation
- 36. PARKING STRUCTURE/TENNIS COURTS (FRAN BUSHMAN)
- 37. PRACTICE FIELD



RIVERSIDE CITY COLLEGE

Dr. Cynthia Azari
President

Dr. Edward Bush
Vice President, Student Services

Mr. Norm Godin
Vice President, Business Services

Vacant
Vice President, Academic Affairs

Mr. Ron Vito
Vice President, Career and Technical Programs

Dr. Shelagh Camak
Executive Dean, Workforce and Resource Development

Ms. Virginia McKee-Leone
Dean of Instruction

Ms. Joy Chambers
Dean, Enrollment Services

Dr. Sandra Baker
Dean, School of Nursing

Dr. Marilyn Martinez-Flores
Dean, Academic Support

Dr. Bernard Fradkin
Dean, Technology and Learning Resources

Mr. Barry Meier
Dean, Kinesiology and Athletics

Ms. Paula McCroskey
Dean, Disabled Student Programs and Services

Ms. Debbie Whitaker
Associate Dean, Early Childhood Education

Mr. Ralph Perez
Director, Maintenance and Operations

Mr. Michael Byrd
Facilities Manager/Grounds and Projects

Mr. Robert Morris
Assistant Custodial Manager

Ms. Rey O'Day
Producer/Artistic Director

Mr. Mohammad Moghaddam
Director, Hospitality and Culinary Arts Programs

Mr. David Cooper
Assistant Grounds Manager, Grounds and Utilization

Mr. Alejandro Torres
Director, Upward Bound Program

Mr. Ralph Velasquez
Custodial Manager

Mr. Scott Zwart
Maintenance Manager

Dr. Michael Wright
Director, Workforce Preparation Grant and Contracts

Mr. John Sousa
Director, Foster Youth Emancipation Program

Ms. Penny Davis
Director, Foster and Kinship Care Education Program

Ms. Jill Marks
Director/Principal, Gateway to College and
Riverside School for the Arts Charter School

Ms. Cecilia Alvarado
EOPS Director

Ms. Marilyn Jacobsen
Director, Center for International Students and Programs

Ms. Jamie Clifton
Student Services Supervisor

Mr. Henry Bravo
Instructional Media Center Manager

Ms. Terry Welker
Library/Learning Resources Administrative Manager

Mr. Juan Lopez
Campus Administrative Support Center Supervisor

Ms. Rene Kimberling
Director, Health Services

Mr. Robert Schmidt
Director, Sports Information
Athletic Event Supervisor

Mr. Lee Nelson
Faculty Senate President

Dr. Richard Mahon
Riverside Curriculum Committee Chair

Riverside Community College District

2011-2012 ACADEMIC CALENDAR

| June 2011 | | | | | | |
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| July 2011 | | | | | | |
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| August 2011 | | | | | | |
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| September 2011 | | | | | | |
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| October 2011 | | | | | | |
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| November 2011 | | | | | | |
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| December 2011 | | | | | | |
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| January 2012 | | | | | | |
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| February 2012 | | | | | | |
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| March 2012 | | | | | | |
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| April 2012 | | | | | | |
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| May 2012 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| June 2012 | | | | | | |
|-----------|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

- Required day for New Faculty - August 23
- Summer Session 2011
Day Classes - June 20 - July 28 (6 weeks)
Evening Classes - June 20 - July 28 (6 weeks)
- Required FLEX Day
College - 1/2 day AM August 25
District/Discipline - 1/2 day AM February 10
- Fall 2011
August 29 - December 16
Weekend Classes - September 3 - December 11
- Optional FLEX Day
August 25 & February 10 - 1/2 days PM
August 26
- Winter Intercession 2012 (6 weeks)
January 3 - February 12
Weekend Classes - January 7 - February 12
- Part-time Faculty Orientation to be arranged by college.
- Spring 2012
February 13 - June 8
Weekend Classes - February 25 - June 3
- Legal Holiday/Day of Observance
- Commencement (June 8)
- Final Exams
- Classes not in Session

For final exam schedule, please refer to the Class Schedule.

Graduation: June 8, 2012

The application deadline to walk in the Commencement Ceremony is April 1, 2012



Section I
GENERAL INFORMATION

MISSION STATEMENT

RIVERSIDE CITY COLLEGE

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

VISION

RCC will attain national recognition as an educational leader through the power of the arts and innovation.

VALUES

STUDENT CENTEREDNESS:

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

TEACHING EXCELLENCE:

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

LEARNING ENVIRONMENT:

To create an atmosphere in which students 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 to actively 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 Riverside City College the educational and cultural center of the communities it serves; and to build for the future on the foundations of our past.

GOALS

I. STUDENT ACCESS AND SUPPORT

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

II. RESPONSIVENESS TO COMMUNITY

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

III. CULTURE OF INNOVATION

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

IV. RESOURCE DEVELOPMENT

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

V. ORGANIZATIONAL EFFECTIVENESS

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

ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

"Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

"The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject."

"Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her

profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

ACCREDITATION

Riverside City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234) an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Riverside City College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2011-2012 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

PROGRAM LENGTH

Courses that are part of the requirements for Associate in Science or Associate in Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

WHO MAY ATTEND

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

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are eligible high school students who are admitted to the district's middle or early high school college programs or
- Are international students who have satisfied specific international student admissions requirements

Admission to the colleges of Riverside Community College District are regulated by state law as prescribed in the California Education Code.

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

High School/Concurrent Enrollment

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

ADMISSION AND REGISTRATION OF STUDENTS

Admission Application

Students need to apply if:

- They have never been a student at any college in the Riverside Community College District.
- They have not been in attendance at any RCCD college for at least two consecutive terms.
- They submitted an application for a future term and wish to attend a current one.

Online applications can be submitted at www.rcc.edu and take approximately 24 hours to process (weekends and holidays excepted). The application period for a term closes two weeks prior to the start of that term, for example, the deadline to submit an application for the fall term is two weeks before the first day of the fall term. Computers and assistance are available in the Admissions lobby.

Schedule of Classes

The Schedule of Classes is available online at www.rcc.edu/schedules. Open classes can be viewed on WebAdvisor at www.rcc.edu.

Registration

Registration appointment dates as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.rcc.edu approximately 6-8 weeks before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, On-line Orientation/Counseling. Refer to the section on [Matriculation: "Are You Exempt From Matriculation?"](#) Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on WebAdvisor or mail a check or money order or pay at one of the colleges. See the Schedule of Classes at www.rcc.edu or fees at www.rccd.edu/services/admissions/pages/fees for payment and refund deadlines. My Account Summary can be viewed or printed on WebAdvisor.

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

Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available the student is automatically added and his/her account charged with enrollment and other required fees. Changes in Waitlist status are emailed to the student's college email address and are posted to the student's WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Students moved in from the Waitlist must drop themselves from the class by the drop and refund deadlines if they do not intend to remain in the class.

Procedure for Adding and Dropping Classes

Once a class has begun, a student may only add a class with the

instructor's permission. Students can then add classes through WebAdvisor at www.rcc.edu with an authorization code obtained from the instructor. Authorization codes are active on the first day of the class until the add deadline. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

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

Units for Full -Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring terms and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

Attendance

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

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

**For information on auditing classes,
see the [Graduation Requirements section](#).**

LIMITATIONS ON ENROLLMENT

Riverside Community College District offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorials to demonstrate computer skills, preparation levels for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

Remedial Limitation

Riverside Community College District [Board Policy 4222](#) limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, 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 to Remedial Limitation

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

Prerequisite

When a course has a **prerequisite**, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in CHE-1A). Completion of the prerequisite is required **prior** to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52), you will be allowed to register for the succeeding class (i.e. Math 35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). C-, D, F, FW, NP (No Pass), or I grades are not acceptable.

Corequisite

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

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the **schedule of classes and the current college catalog**. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory

When a course has an **advisory**, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at RCCD or other institutions and wish to obtain a Riverside City, Moreno Valley, or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation" form. These forms are available in the Counseling Department. The

student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations Office once all official transcripts (ones that are received by RCCD directly from the issuing institution), are received. A copy of the completed evaluation will be forwarded to the student.

Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the 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 City College is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete assessment, Orientation and Counseling prior to registering for classes.

Assessment of Basic Skills

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

Most new students are required to take an assessment test upon initial entry into RCCD and before Counseling appointments can be made or enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses, and the PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (Consult a counselor).

RCCD placement tests are available by appointment or on a walk-in basis depending on the type of test, college and time of year. Appointments may be made by phone (see number below) or online at <http://www.rcc.edu/services/assessment/appointments.cfm>. An appointment is required for the PTESL. Both tests are available at all RCCD colleges. Limited testing is also available at the Rubidoux Annex (Accuplacer and PTESL). Hours of operation are posted outside each Assessment Center and are available online (see link below.) Students can also call to confirm hours of service: Riverside, (951) 222-8451; and Rubidoux, (951) 328-3790.

Students are required to present photo identification in order to test; a state or federal issued driver's license or ID is preferred, but passports and high school ID are also acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center. Friends and family (including minors) who are not testing cannot remain in the room.

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at RCCD. The student's Accuplacer test print-out (not a student records program print-out) showing the test raw scores must be submitted in person at one of the Assessment Centers along with a special Matriculation Appeal. Students must have completed the test no earlier than one year prior to submission for evaluation. Evaluations and processing takes from one to five working days.

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

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

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

Orientation/Counseling

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

Counseling for Continuing Students

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

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

Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
- Advance in current career/job
 - Maintain certificate/license
 - Educational development
 - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer

Follow-Up

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

Student’s Rights and Responsibilities

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

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

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The pre-requisite or corequisite has not been established in accordance with the District’s process for establishing pre-requisites and corequisites;
2. The pre-requisite or corequisite is in violation of Title 5, Section 55003;
3. The pre-requisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the pre-requisite or corequisite course has not been made reasonably available

or such other grounds for challenge as may be established by the Board;

6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a pre-requisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others;

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted one time only with the Matriculation Appeals Petition to temporarily validate a prerequisite one time only. However, official transcripts must be received prior to registration for the next term for permanent validation. “Official” is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:

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

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

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

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

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. *Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.*

A student’s college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may

receive help by studying the sections in the catalog entitled “Curricular Patterns.” The student is also invited to discuss personal goals with a college counselor.

FEES/RESIDENCY REQUIREMENTS

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

Enrollment Fees-California Residents

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

Residency determination is made as of the first day of the term of application. All documents needed to prove residency must be submitted prior to that date.

The enrollment fee for California residents is set per state legislation.

Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Non-resident students are required to pay a non-resident tuition fee in addition to the resident enrollment fees.

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

AB 540 Non-Resident Fee Waiver

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

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

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

A student who meets the qualifications for the Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees. Students are not eligible for any state supported financial aid such as the Board of Governors Waiver (BOGW), etc.

Health Fee

Every student is required to pay a health services fee per Title 5 state regulations. Students who rely on faith healing, or who are participating in approved apprenticeship programs are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admission and Records office. Students who qualify for a Board of Governor’s Waiver (BOGW) must pay the health fee.

Parking

Parking permits can be purchased on WebAdvisor at www.rcc.edu, price includes shipping and handling. To waive shipping and handling, permits must be ordered on a campus computer and paid for at the cashier’s office. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

Transportation Fee

Fee provides free transportation on RTA fixed routes for students with Riverside City College and Moreno Valley College photo ID cards. Fees vary according to full-time or part-time status.

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

Library/Learning Resource Center Fees

Overdue fines:

General Collection – Overdue fines will be levied at 20 cents per day per item.

Hourly Reserves – Overdue fines will be levied at \$1.00 per hour per item.

Replacement bills:

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

Refunds:

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

Library card fees:

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

Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books and materials is approximately \$1000, but if used 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 RCCD Bookstore at all three colleges will attempt to stock the required supplies.

Check Policy:

The RCCD Bookstore will gladly accept checks with the following information.

1. Your name and address MUST be preprinted on the check.
2. If the check is in your parent's name, we require that you have student ID and driver's license, along with the Drivers License# and expiration date of the account holder written on the check.

The bookstore also accepts MasterCard, VISA, American Express and ATM debit cards (with VISA or MasterCard logos). If you are using your parent's credit card, you MUST have a written authorization letter from them with a signature on both the letter and the card.

Full refunds are given on textbooks during the first 2 weeks of school only. If you drop a class you have 30 days from the start of school to return for a full refund. All returns/exchanges require an original receipt. The bookstore will also buy back 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.

RCC TRANSCRIPTS

The RCC transcript includes only coursework completed at a college in the Riverside Community College District. Official student transcripts may be requested on WebAdvisor at www.rcc.edu, and in the Transcript office at the Admissions and Records office.

The first two official transcripts are free. There is a fee for each additional official transcript requested. For faster service there is an additional fee for each official transcript. Transcripts are mailed with first class postage. Unofficial transcripts are available free on WebAdvisor.

Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days/3 months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student's record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. See [Section III Graduation Requirements](#) in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate Degree; and for certificate programs. About 300 students from 60 countries attend RCCD each semester, with the

majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES

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

Holds on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay a proper financial obligation due to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

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

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

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

SPECIAL SUPPORTIVE SERVICES**Disabled Student Services**

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need.



Section II

STUDENT INFORMATION

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 5520](#) 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 Chief Instructional Officer who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter as delineated in the student handbook. Upon receipt of the committee's recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. 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, Chief Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Handbook and AP5520.

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

ACADEMIC RENEWAL

The academic renewal procedure will permit previously recorded substandard course work taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco colleges. The policies are as follows:

1. A student may request academic renewal for not more than two terms of grades and credits which are not reflective of a student's present ability and level of performance.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any

accredited college or university subsequent to the term(s) to be disregarded in calculating the GPA obtained at RCCD. (Official transcript is required.)

3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) are calculated in the GPA, will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.
5. A student may repeat work taken during academic renewal terms only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

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

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Riverside Community College Admissions and Records Office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco Colleges. For information on challenge procedures, [see page 6](#).

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

THE ARTS

ART

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

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts. The clubs also organize extracurricular events such as student art exhibitions, guest artist workshops, and field trips to art museums.

The college art gallery is located on the Riverside college in the A.G. Paul Quadrangle room number 140. The Quad Art Gallery is an exceptional display space that exhibits works by national and

regional artists as well as yearly exhibitions of faculty and student works providing a variety of culturally diverse art to the community.

DANCE

The Dance Department at Riverside City College provides a full schedule of classes and activities that meet the needs of dance majors and minors as well as the recreational dancer. In addition to its broad range of dance technique and lecture courses, the Dance Department at RCC also sponsors:

- master classes in dance and Pilates with notable guest artists;
- high school outreach;
- informal on-campus performances; and
- several major concerts during the year.

Dancers for Life is a benefit dance concert featuring professional choreographers and dance companies. The RCC faculty dance concert, *Kinetic Conversations*, features faculty choreography and performance, student dancers, and guest artists. *Collaborations* is an opportunity to showcase various dance and performance artists in concert. The student dance concert, *Celebrate Dance*, focuses on the work of RCC student choreographers and dancers.

Other small RCC Dance performance ensembles include ACDF and RCC Dance Touring Ensembles. America College Dance Festival (ACDF) is an organization of community college and university dance programs across the United States. For the past four years, RCC Dance has been featured in the gala concert of ACDF, which recognizes the best work of emerging college dancers and choreographers. The RCC Dance Touring Ensemble is a select group of student dancers who work as a company for the entire year performing at various schools in the Inland Empire and represent RCC at various on-campus events. Concert and ensemble auditions are open to all students. Student interested in auditioning should check the Dance Department website: www.academic.rcc.edu/dance.

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.

RCCD music organizations include the select Chamber Singers and Vocal Jazz Ensemble, College Choir, Master Chorale, the Wind and Jazz Ensembles, the Marching Tigers Band, Gospel Singers, the Riverside Winds, Community Jazz Ensemble, MIDI Workstation, Guitar 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 City College campus. The Theater Department provides a performance curriculum based on the University of California and California State University systems for students who wish to transfer. In addition, we provide performance opportunities through our play series. The annual productions include four to five musical and non-musical student shows. The productions are designed with professional elements and can feature professional actors. Students are offered the opportunity to work both on stage and backstage.

ATHLETICS

Riverside Community College District maintains a program of intercollegiate athletics as a member of the National Central Conference in Football and the Orange Empire Conference in the following sports:

Men: Baseball, Basketball, Cross Country, Golf, Tennis, Track, Soccer, Swimming and Diving, and Water Polo

Women: Basketball, Cross Country, Fastpitch, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

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

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

CAREER CENTER

The Career Center is firmly committed to assisting students in their effort to be successful and achieve their academic goals. The center is available to guide and direct students to career and vocational fields that best “fit” or match their interests, aptitudes and goals. The Center provides opportunities for extensive career exploration and evaluation of interests, aptitudes, skills and other characteristics related to vocational and pre-professional planning and job success.

SERVICES:

- Counseling appointments to interpret career exploration tests
- A resource library including career magazines, books, and computer applications
- CareerFest: Career and Technical Education and Community professionals provide information within your career field of study
- On-campus Career and Technical Education Tours such as, nursing (RN and LVN), telecommunication, photography, media, cosmetology, automotive (Toyota, Ford and GM) and more
- Career workshops including: How to Decide on a Major, Fastest Growing Career Fields and many more
- Career interest assessments: Strong Interest Inventory (SII), Myers-Briggs Type Indicator (MBTI), Self-Directed Search (SDS), and Career Occupational Preference System (COPS)
- Up-to-date information on emerging careers, locally, statewide, and nationally
- Computer access to utilize Internet resources, EUREKA online, researching majors, writing a resume, interviewing assistance, researching occupations, labor market information, career assessments (online and on paper), and career planning

RESOURCES:

- Printed material, books, magazines, and catalogues related to the job market, career trends, and industry and government information
- Career Website
- Monthly Calendar of events with in your particular career field
- Occupational Outlook Handbook
- Dictionary of Occupational Titles
- Career Interest Videos
- Guidance 47 class: Career Exploration – this course is designed for students who are undecided about their educational or career goals

WEBSITES:

- RCC Career Center Website - <http://www.rcc.edu/services/careercenter/index.cfm>
- RCC Transfer Center Website - <http://www.rcc.edu/services/counseling/transfer.cfm>
- RCC Job Placement Website - <http://www.rcc.edu/services/jobplacement/index.cfm>

TELEPHONE:

Riverside City college: 951-222-8072

COMMUNITY FOR ACADEMIC PROGRESS (CAP)

The Community for Academic Progress (CAP) Program is an exciting program designed to allow students to enroll in grouped or paired courses that share common themes, activities, and assignments. Since the courses are linked, students take these classes as a group, allowing faculty and students to work and learn together.

Other benefits that CAP offers include:

- A convenient class schedule
- Guaranteed registration in CAP classes
- Personal CAP/college orientation
- Assigned counselor
- Access to Technology
- Supplemental Instructional Leaders (SI Leaders)
- Field Trips
- Guest Speakers and Activities

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

COUNSELING CENTER

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

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

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

How to Use the Counseling Center

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

DISABLED STUDENT SERVICES

The Office of Disabled Student Programs and Services (DSP&S), on each of RCCD's three colleges, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social

inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities). The Riverside office is located in Administration 121.

Services are available to students with:**Physical Disabilities:**

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

Learning Disabilities:

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

Other Health Impairments:

Cardiac Disease
Diabetes
Epilepsy
Psychological Disabilities

Communicative Disabilities:

Deaf
Hearing Impaired
Speech Impaired
Respiratory Disease

Temporary Disabilities:

Broken Bones
Post Operative Recovery
Other

Support Services Available Include:

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

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

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

DISCIPLINE

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

EARLY AND MIDDLE COLLEGE PROGRAMS

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

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

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

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

Cooperative Agencies Resources for Education (CARE)

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

To be eligible a student must:

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

CARE Services are supplemental to EOPS services and MAY include:

- Personal, Academic and Career Counseling
- Support Group
- Personal Counseling
- Child Care Stipend
- Tutorial Assistance
- Bus Pass or Parking Pass
- Meal Tickets
- Special Topic Workshops

Services available at Riverside (951) 222-8045.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department at Riverside City College (RCC) strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic

counseling and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department will educate staff regarding new policies and procedures through on and off campus trainings and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at www.rcc.edu/studentfinancialservices, under workshops. The FAFSA application must be completed for each academic year. The RCC Title IV code of 001270 must be listed on your FAFSA record(s) in order for our department to receive your application. The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd to ensure priority processing and to maximize your funding.

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

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

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

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

Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$20.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list RCC School code #001270 and you will be automatically awarded the BOGW if eligible. You will receive an email at your RCCD student email account notifying you when your BOG waiver eligibility is available on Web Advisor under your award letter. No separate application is required. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB 540 program.
 - o If you are not a California resident, you may be eligible to apply for:
 - a non-resident tuition exemption through the AB 540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions and Records for additional information or view our consumer guide online.
 - a non-resident tuition deferment if you are eligible for financial aid. This deferment to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of a Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at www.rcc.edu/studentfinancialservices.
- **Federal Pell Grant** (up to \$5550 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than ½ time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1000 for the academic year at RCC and is subject to change) is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1551 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half-time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must be meeting the RCC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at <https://mygrantinfo.csac.ca.gov/logon.asp>.
- **CHAFEE Grant Program** provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA application is required for RCC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Child Development Grant Program** (\$1000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office. (please check their website for hours and locations). The deadline to submit this application is June 15th. A FAFSA application is required for RCCD to determine eligibility

for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

- **Federal Work Study** (earn up to \$4000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the RCC school code #001270 for all three colleges. To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the Student Employment section under Workforce Preparation or visit the website at www.rcc.edu/services/workforce/studentEmploy.
- **Federal Direct Loan Program** - Riverside City College (RCC) participates in the Federal Direct Loan Program. At RCC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

RCC does not recommend borrowing more than \$10,000 at the Community College level (this amount includes all loans from any other institutions attended). To view your complete loan history go to: National Student Loan Data System <http://www.nslds.ed.gov>. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at www.pin.ed.gov.

- Students must be meeting the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at RCC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your "Direct Loan Request Form" to the RCC Student Financial Services office.
- Student must also have a current Student Educational Plan (SEP) on file with RCC which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the "Direct Loan Request Form" regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be review (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.
- Please refer to our consumer guide online at www.rcc.edu/studentfinancialservices for a full list of requirements for

applying for a student loan at RCC.

- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year students receive a loan at RCC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at RCC. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

SCHOLARSHIPS

Riverside City College offers scholarships through the RCCD Foundation office and generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement:

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early December. Information and instructions on how to apply is available on our website early in the fall semester at www.rcc.edu/studentfinancialservices. Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCC are disbursed during the following fall and spring semesters upon verification of eligibility. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.
- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early March. These scholarships are awarded to high school seniors who will be attending RCC during the academic year after they graduate from high school. Information is available at www.rcc.edu/studentfinancialservices in January and February of each year and also at each high school within the RCC District.
- **The Community Scholars** scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the RCC high school zone and also at www.rcc.edu/studentfinancialservices in January and February of each year.

Scholarships are also available from sources outside of RCC. There are many resources and opportunities for students to find scholarships to use while attending RCC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships RCC has been notified of is available online at www.rcc.edu/studentfinancialservices or in the SFS office.
- You may also find additional scholarship resources in the reference section of any library or on the internet at free scholarship search sites such as www.fastweb.com, www.scholarshipexperts.com, www.scholarships.com, www.scholarsite.com, and www.scholarshiphunter.com.
- If you are awarded a scholarship from a source outside of RCC, you may use your scholarship to pay for tuition and fees, set

up a bookstore account at any college bookstore, or request to be reimbursed for tuition, fees, and books already paid for or purchased. Follow the donor's directions on how to have your scholarship funds sent to RCC. When outside scholarship funds are received at RCC, the student is notified by mail and sent a Scholarship Action Form along with deadlines established in order to use the scholarship funds at RCC.

STUDENT FINANCIAL SERVICES COUNSELING

SFS counseling services are available at Riverside City College.

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

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

Computers are available to students receiving financial assistance for the following:

- Complete the FAFSA online
- Research and apply for scholarships online
- Other financial aid web assistance

Responsibilities and Requirements

Riverside City College must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to all federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

- **Ability to Benefit**
To receive financial assistance, a student must be qualified to study at the postsecondary level. A student qualifies if he or she has a high school diploma, GED, has completed home schooling, has passed a federally approved Ability to Benefit test (ATB) for students 18 years old or older or satisfactorily completed six credit hours (six semester units) or equivalent coursework that are applicable toward a degree or certificate offered at RCC or another accredited college or university. Students are ineligible to receive Title IV aid while earning the six credit hours. If you need to take the ATB test because you do not have a high school diploma or GED, please contact your College Assessment Center to take the test.
- **Student Educational Plan**
You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Counselors are available at the SFS office. To schedule an appointment with an SFS Counselor please contact the SFS office at your college.
- **Citizen or eligible non-citizen**
To be eligible for federal and state financial assistance, you must be a US citizen or eligible non-citizen with proof of permanent residence (alien registration card, I-94 or I-551). Citizenship or permanent residency is not required to receive most scholarship aid.
- **Return of Title IV funds**
If you receive federal or state financial assistance and you drop or fail to successfully complete your courses you may need to REPAY a portion of your financial assistance. (See our Consumer Guide for more information regarding Return of Title IV Funds.)

- Students cannot receive financial assistance at two institutions at the same time (with exception of the Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by your home college, if eligible.
- **Satisfactory Academic Progress**
All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to appeal through the SFS appeal process. For additional information regarding our SAP standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at www.rcc.edu/studentfinancialservices.
- **Contact Information**
Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor or in person at the Admissions and Records office on any college. Visit your RCCD email regularly, as all updates and communications are sent to your RCCD email account.
- **Social Security Number**
Be sure that your social security number is on file with RCC as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without your social security number on file.
- **Disbursement and Deadline Information**
Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our Consumer Guide on our website at www.rcc.edu/studentfinancialservices or pick up a disbursement schedule at the RCC office.
- **Veterans:** applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

You can find more information regarding Student Financial Services on our website at www.rcc.edu/studentfinancialservices. If you have any questions, please contact us by e-mail at studentfinancialservices@rcc.edu.

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

FOOD SERVICES

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

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

HEALTH SERVICES

The Health Services office is located on each college; in the Bradshaw building on Riverside City college, and in the Student Services buildings on the Moreno Valley and Norco colleges. The Riverside City college office is open Monday through Thursday, 8:00 a.m. to 7:30 p.m., Fridays 8:00 a.m. to 4:00 p.m.

Services include emergency care, first aid, health counseling, health education, care for common health problems, evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, 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 college accidents should be reported immediately to the Health Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Health Services office.

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

HONORS PROGRAM

The Riverside Community College District offers an honors program at the Riverside City, Moreno Valley and Norco colleges. The Honors Program makes it possible for students to stretch themselves intellectually, actively work with fellow students and faculty in an environment that encourages them to improve their critical thinking, written and verbal communication skills to a university level, and to help them to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. Perhaps the most valuable aspect of the Honors Program is the enthusiastic learning environment created by Honors faculty and students, an environment we hope benefits not only honors students and faculty, but the college and greater community as well.

To be eligible for the program, current RCCD students need:

- 3.0 GPA in 9 transferable units
- Eligibility for **or** completion of English 1A
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

To be eligible for the program, incoming high school students and all other 1st time college students need:

- 3.0 GPA
- Eligibility for **or** completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

Benefits

The Honors Program offers several benefits to students who successfully complete individual honors classes or the six honors classes required to complete the program:

- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- Transfer agreements, including agreements with UC Irvine and UCLA.

- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Workshops to help students prepare university and scholarship applications and application essays.
- A community of dedicated, motivated students and faculty.

For more information, contact: (951) 222-8571

INFORMATION CENTER

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

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each college or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION

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

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy, spring semester in the political and economic capital of China, and the home of the forbidden city, Beijing, as well as opportunities for academic study tours during the summer session.

INTERNATIONAL STUDENT CENTER

The Center for International Students and Programs administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Center also organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 250 students from 50 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges.

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

JOB PLACEMENT SERVICES

Job Placement is an employment service provided at the Riverside City College to assist students with their job search efforts. Job Placement is located in the Lovekin F2 building and office hours are Monday through Friday 7:30 a.m. - 4:30 p.m.

Jobs on campus may be accessed through the internet at www.jobs.rcc.edu. Jobview Kiosk machines are available on all three colleges for

on-line employment. Some of the services offered are: Job referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-line Job Search and Annual Career/Fairs and Recruitment. For additional information, you may contact the office by calling (951) 222-8480.

LIBRARY/LEARNING RESOURCE CENTERS (LLRC)

The Riverside Community College District offers quality library services at the Salvatore G. Rotella Digital Library / Learning Resource Center (Riverside City College), the Moreno Valley Library (Moreno Valley College), and the Wilfred Airey Library (Norco College). Each library has book and multimedia collections to support college courses and the local community, as well as academic journals, magazines, and newspapers. Visit the libraries online at: <http://library.rcc.edu>

Hours for each library during the Fall and Spring semesters are:

Salvatore G. Rotella Digital Library / Learning Resource Center (Riverside City College)

Monday – Thursday: 8:00 a.m. – 7:00 p.m.

Friday: 8:00 a.m. – 3:00 p.m.

Circulation Services: (951) 222-8651

Reference Desk: (951) 222-8652

Moreno Valley Library (Moreno Valley College)

Monday – Thursday: 8:00 a.m. – 9:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Circulation Services: (951) 571 – 6111

Reference Desk: (951) 571 – 6447

Wilfred Airey Library (Norco College)

Monday-Thursday: 7:30 a.m. - 8:00 p.m.

Friday: 7:30 a.m. - 1:00 p.m.

Circulation Services: (951) 372 – 7019

Reference Desk: (951) 372 – 7115

Summer and Winter intersession hours vary and are available at the libraries and website: <http://library.rcc.edu>.

The libraries provide research instruction, quiet study areas, and access to printers, photocopiers, media playback equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The RCCD College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5.00 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

PUBLICATIONS

Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at Riverside City College and contains news of student, faculty, and staff activities on all three colleges. Other district publications include Muse, RCCD's literary magazine; Community Reports, and the Bulletin, a bi-weekly college newsletter announcing college activities and events.

SOCIAL EVENTS

An extensive program of activities is provided by the ASRCC. A calendar of these events is maintained in the Riverside Bradshaw Center. New and exciting activities are always planned. Please stop

by and find out how you can get involved. You may also check out our web site at www.rcc.edu/asrcc/index.cfm

CLUBS AND ORGANIZATIONS

The ASRCC sponsors many clubs/organizations. There are honorary, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCC. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities/Government offices.

Athletics

Karate

Student Athletic Training

Career

Mock Trial

Departmental

Women in Science and Engineering (WISE)

Business Leaders of Tomorrow

Philosophy Club

Puente

Student Nurses Organization

Future Teachers in Action

Honor/Service

Amnesty International

Alpha Gamma Sigma

Religious

Students for Christ

LDSSA

Multicultural/Ethnic

African American Student Alliance

Gospel Singers

MEChA (Movimiento Estudiantil Chicanos de Aztlan)

Special Interest

Art Club

Clay Club

RCC Dancers

Graphix Club

International Students

L.G.B.T.S.A

Marching Tigers

Model United Nations

Muse

Phi Rho Pi

Photo Club

COLLEGE HOUR

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

DEAN OF STUDENT SERVICES

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

EDUCATIONAL SERVICE-SOCIAL

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

FERPA

Students have the right to stop the use of their social security number in a manner otherwise prohibited by submitting a written request to Admissions with photo identification.

HONOR SOCIETY

Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the college was granted membership in Alpha Gamma Sigma, The California community college honor society. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953.

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

SMOKING POLICY

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

STUDENT ACTIVITIES OFFICE

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

Programs and Services

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

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

STUDENT GOVERNMENT

Riverside Community College District has one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Town, and many other successful activities.

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

a few of the skills that our very active student leaders learn.

Students can become involved in ASRCC either by running for office or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

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

STUDENT EMPLOYMENT SERVICES

The Student Employment Program helps students earn money to pay for their educational expenses by working part-time (up to 20 hours per week). Hourly pay rates vary and currently start at the current federal minimum wage (currently \$8.00 per hour); however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student's class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov.
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least ½ time enrollment.
- Maintain a minimum 2.0 CGPA.

Students have the potential to be awarded and earn up to \$4,000 during a fiscal year (July 1st through June 30th)

Types of FWS Programs

- On Campus Positions
- Off Campus Positions
 1. America Reads
 2. America Counts
 3. Community Service
 4. Literacy

2. District (non-work study) Employment

These positions are available on each college throughout the district and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- Maintain at least ½ time enrollment.
- Maintain a minimum 2.0 CGPA.

Students must have a valid social security card and picture ID with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. For more information please refer to our website www.rcc.edu/services/workforce.

Federal Work Study and District positions may be viewed at www.jobs.rcc.edu 24 hours a day, seven days a week.

3. CalWORKs Work Study

The CalWORKs Work Study program connects eligible CalWORKs students to entry level employment opportunities related to their course of study. The focus is to link employers to students who can learn initial job skills and maintain long-term employment directed toward career development while continuing their college course work. CalWORKs Work Study sites are primarily off-campus.

Students must:

- Be enrolled in at least one unit.
- Maintain a minimum 2.0 CGPA.
- Maintain eligibility with GAIN.

Student Employment Services location and contact information

Riverside: Lovekin Complex
Room F-2
(951)222-8291

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 during Fall/Spring semesters. 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 District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status should make an appointment with an RCCD 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 Dean of Student Services at their college.

Standards for Dismissal

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

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "FW", "W", "I" and "NP" in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I", "NC" and "NP" are recorded meets or exceeds 50%.

STANDARDS OF STUDENT CONDUCT

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus.
 6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
 7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
 8. Committing sexual harassment as defined by law or by District policies and procedures.
 9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
 10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
 11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
 12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
 3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
 13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
 14. Unauthorized entry upon or use of District facilities.
 15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
 19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
 20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at <http://www.rcc.edu/administration/board/policies/6060.pdf>.
 21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
 22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
 23. Gambling, of any type, on District property.
 24. Bringing pets (with the exception of service animals) on District Property.
 25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
 26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
 27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.
- Responsibility**
- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
 - B. The Chief Student Services Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
 - C. The Chief Instructional Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
 - D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
 - E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.
- Disciplinary Action**
- A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.

- B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.
1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 2. Reprimand: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student's conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.
 3. Social Suspension: Social suspension limits a student's attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.
 4. "Temporary Suspension": This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.
 5. Interim Suspension: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.
 6. Restitution: This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.
 7. Disciplinary Suspension: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.
 8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.
 9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the

Chief Executive Officer of each College.

- C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
1. The faculty member may: a) reduce the score on test(s) or assignment(s) b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.
 2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

Short-term Suspensions, Long-term Suspensions, and Expulsions

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

- Notice – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline. The verbal notice will include the following:
 - the specific section of the Standards of Student Conduct that the student is accused of violating.
 - a short statement of the facts supporting the accusation.
 - the nature of the discipline that is being considered.

After the meeting a written notice will be provided restating the facts of the action. The student must be given an opportunity to respond verbally, or in writing, to the accusation.

Student Grievance Procedure for Student-Related Issues

The purpose of a student grievance procedure is to provide a process by which student-related issues for disciplinary matters may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the District.

- A. Procedure Relating to Disciplinary Action: In all cases when the Dean of Student Services of the College, or designee, has initiated disciplinary action, the student, within five (5) instructional days following notification of the action, may convey to the appropriate Chief Instructional Officer or Chief Student Services Officer of the College, in writing:
1. Concurrence with the decision; or
 2. A grievance challenging the action.

The Chief Executive Officer of the College, or designee, would hear the challenge and provide a finding within five (5) days of receiving the written request.

Absence of any communication after the five day limit from the student indicates concurrence with the decision.

For extended suspension or expulsion, the student may request a formal hearing within five (5) days of receiving a written

decision from the Chief Executive Officer of the College.

Hearing Procedures

Request for Hearing:

Within five (5) days after receipt of the Chief Executive Officer's, or designee's, decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Chancellor or designee.

Schedule of Hearing:

The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

Hearing Panel:

The hearing panel for any disciplinary action shall be composed of one (1) administrator, one (1) faculty member and one (1) student.

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members and five (5) students who will serve on student disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair:

The Chief Executive Officer of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of Hearing:

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. The facts supporting the accusation shall be presented by the college Dean of Student Services, or designee. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel, nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the College either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered an unavailable witness.

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding long-term suspension, a lesser discipline or no discipline. If the recommended discipline is regarding expulsion, then the written decision shall be sent to the Chancellor, with a copy to the Chief Executive Officer of the College. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Chief Executive Officer's Decision:

Long-term suspension or a lesser discipline -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel's decision, the Chief Executive Officer shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chief Executive Officer of the College shall be final.

Chancellor's Decision:

Expulsion -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. If the Chancellor's decision supports expulsion, it shall be forwarded to the Board of Trustees.

Board of Trustees' Decision:

The Board of Trustees shall consider a recommendation for expulsion from the Chancellor at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and location of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

General Grievance Process For Matters Other Than Disciplinary:

Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process

- a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the abovementioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.
- b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
- c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
- d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
 1. For academic matters, the conference will be with the

College Chief Instructional Officer.

2. For nonacademic matters, the conference will be with the College Chief of Student Services Officer.
 - e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
 - f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty (120) days from the date of the incident giving rise to the grievance.
- 2. Formal Hearing**
- a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.
 - b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
 - c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
 - (1) One (1) student appointed by the ASRCC College President.
 - (2) One (1) faculty member appointed by the College Academic Senate President.
 - (3) One (1) manager appointed by the Chief Executive Officer of the College.
 - (4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.
 - d. The College Student Grievance Committee will:
 - (1) Set a reasonable time limit for the hearing.
 - (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
 - (3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
 - (4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.
 - (5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting

its investigation to the formal allegations. It will also make recommendation for disposition of the case.

- (6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
- (7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.
- e. The formal hearing shall be closed to the public.
- f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
- g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
 - (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision,
 - (2) Modify the recommended decision,
 - (3) Recommend action to the Board of Trustees.

3. Appeals:

In all cases, final appeal will rest with the Board of Trustees.

Office of Primary Responsibility:

- A. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline by following the procedures below.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
- D. Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

TEACHER PREPARATION AND EDUCATION PROGRAMS

In addition to the programs offered on the Riverside City College campus, Teacher Preparation and Education programs are offered by RCC at the **Innovative Learning Center** in tandem with Alford District Stokoe Elementary School. The Center offers a state of the art teacher preparation learning environment and laboratory for college students who want careers in education.

This center offers opportunities for college students to observe classrooms taught by master teachers using state of the art technology and innovative teaching strategies.

The center also provides classrooms for RCC college classes in general education and education courses.

For more information about the center call (951) 328-3661 or go to the website http://academics_rcc.edu/rccteacherprep.

Address: RCC at the Innovative Learning Center, 4501 Ambs Drive, Riverside, CA 92505.

TRANSFER CENTER

Mission:

The mission of Riverside Community College District Transfer Centers is dedicated to increasing the transfer function and to increase the number of students prepared for transfer to baccalaureate-level institutions. This is accomplished through coordination of college transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including disabled students, low-income students, first-generation college students, and other groups of students underrepresented in the transfer process.

Transfer Center Goals:

1. Coordinate college transfer efforts to provide quality transfer services, programs, and activities that support student success and retention.
2. Identify and increase the number of students who choose to transfer and who are prepared to transfer, and ensure the inclusion of low-income, disabled, and first generation college students.
3. Work collaboratively with campus governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students throughout RCCD.
4. Develop a continuous cycle of monitoring and evaluating district transfer services by compiling data in collaboration with the RCCD Research Department.

Transfer Center Services:

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

- Information on transfer requirements and major preparation
- Counseling appointments with university representatives
- RCC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit.
- Visits to four-year colleges and universities (UC's, CSU's, and Private/Independent schools) that are sponsored and coordinated by the Transfer Center.
- Resource library that includes university and college catalogs
- Computer access to utilize internet resources, complete college/university applications, and view college/university information online
- Transfer Workshops focusing on the UC/CSU application process, the UC Personal Statement (Essay), Financial Aid for transfer students, and Steps to Becoming a Teacher (K-12)
- Transfer Fairs are coordinated by the Transfer Center every Fall and Spring term where over 35 university representatives visit our campus to speak to students and to answer questions.
- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and transferred to a four-year college/university.

Resources:

- Resource library that includes college and college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computer programs to conduct career, major and college/university exploration
- Collection of paper based and on-line resources that assist students in understanding how course credits at Riverside Community College can be applied when transferred to a four-year college/university, or vice versa.
- Guides and handbooks providing information on financial aid and scholarships
- Internet access for online admissions applications
- Transfer major sheets that explain what courses must be completed for certain majors and colleges/universities
- Monthly calendar of events/workshops/university representatives in the Transfer center

Internet Access:**RCC Transfer Website:**

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

RCC Career Center Website:

<http://www.rcc.edu/services/careercenter/index.cfm>

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

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

TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to 3 hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the college’s faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

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

How To Obtain Tutoring Services

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

- Stop by the office or call to see if a tutor is available in the subject area you need help in.

- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn!

Tutors must have passed the class (es) they are tutoring in with at least a “B” grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

Center Information

Telephone number: (951) 222-8170

Fax number: (951) 222-8955

VETERANS ASSISTANCE

Riverside Community College District provides assistance to veterans for the following benefit programs:

1. Active Duty Educational Assistance Program – Montgomery GI Bill – Chapter 30
2. Vietnam Era GI Bill – Montgomery GI Bill – Chapter 34/40
3. Selected Reserve Educational Assistance Program – Montgomery GI Bill – Chapter 1606
4. Vocational Rehabilitation – Chapter 31
5. Post-Vietnam Era Veterans Educational Assistance Program (VEAP) – Chapter 32
6. Survivors and Dependents Educational Assistance Program – Chapter 35
7. Reserve Educational Assistance Program (REAP), Chapter 1607.
8. Post-9/11 GI Bill - Chapter 33, refer to www.gibill.va.gov for updated information.

Veterans seeking to use VA Educational Benefits apply online to the VA at www.gibill.va.gov for their certificate of eligibility. One copy must be given to the Veterans’ Services office at the student’s home college. For questions regarding pay, *Certificate of Eligibility* or benefits call 1-888-GIBILL-1.

While waiting for the *Certificate of Eligibility* veterans should continue with the college’s policies and procedures in order to enroll and be certified for payment. Veterans apply online to Moreno Valley, Norco or Riverside City College and complete any required assessment testing and/online orientation. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Before a VA Student Education Plan (SEP) can be developed, all transcripts must be received by the college in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received veterans are referred to a counselor for a VA approved Student Education Plan. After receiving the SEP veterans can register for approved classes on or after registration date/time. Check the VA website www.gibill.va.gov for the listing of VA approved programs at RCC.

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

Veterans are eligible for priority registration for two years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Veterans' Services or Admissions office. Staff there will tell eligible veterans their priority registration dates.

Veterans' assistance is available in Administration room 124. Contact the RCC Veterans' Office at (951) 222-8607, veterans@rcc.edu, or www.rcc.edu for more information.

WORKFORCE PREPARATION

Workforce Preparation at Riverside Community College District (RCCD) offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care 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, Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, and the Independent Living Program at Riverside Community College Program (ILP@RCC). The following programs outlined are some of the ways in which Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

CalWORKs Program

Workforce Preparation offers the CalWORKs Program funded through the Chancellor's Office of the California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. Welfare recipients face a five-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 5,400 students have received support services through the CalWORKs Program with new CalWORKs students enrolling each week.

Services available include:

- Career and academic counseling
- Educational and occupational assessments
- Priority registration

- Intensive case management
- Work Study opportunities
- Job placement
- Skill-building courses
- Parenting and wellness resources

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services such as:

- Childcare
- Transportation
- Textbooks and materials
- Parking permits

For more information call (951) 222-8648.

Skills Classes

The Skills Classes are open to all students. Workforce Preparation offers open-entry Skills Classes in reading, writing, math and computer applications technologies, to enhance success in the workplace and in further college courses. The skills classes are presented in a student paced, instructor-led format with multiple entry dates every week throughout most of the semester. Depending upon the class, there are multiple course offerings per day. Instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills through occupational training, degree, or transfer programs. The Skills Classes are offered on the Riverside City College. For more information, please see the schedule of classes or call (951) 222-8648.

Foster/Kinship Care Education (FKCE) Program

The Foster and Kinship Care Education Program (FKCE) provides the continuing training/ education hours that foster parents are mandated to receive each year, in order to retain their license with the County of Riverside. Relative (grandparents, aunts, etc) caregivers are not required to attend training, but are strongly encouraged to do so. RCCD provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self esteem, etc. Classes are open to others who care for children as well (childcare providers, teachers, parents, group home staff, social workers, etc), and are provided free of charge. Workshops are held both mornings and evenings at off-campus locations throughout Riverside County. Classes in Spanish are also offered. For more information call (951) 222-8937.

Independent Living Program

The Independent Living Program at Riverside Community College District (ILP@RCC) is a collaborative effort between the County of Riverside Department of Public Social Services and RCCD Workforce Preparation. This unique program is designed to provide current and former foster youth, ages 16-21, with a "hands-on" approach to life skills training through workshops offered in a variety of areas such as: education and career goals, money management, health and safety issues, employment and personal development. In addition, ILP@RCC serves as a transitional support program, providing services such as bus passes, emergency food and housing, rental assistance, college book services, mentoring and personal support; as well as help with many of the basic necessities former foster youth may experience as they transition out of the foster care system. The program is committed to providing customized support services that meet the educational, personal growth and employment preparation needs of all current and former foster youth living throughout Riverside County. For more information, please contact ILP@RCC by telephone at (951) 222-8445

or e-mail at ILP@RCC.edu. Information can also be obtained by visiting our website at <http://www.rcc.edu/services/workforce/ilp.cfm>.

Gateway to College Early College High School

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

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

Gateway to College California High School Exit Exam (CAHSEE) Preparation Program

The Gateway to College CAHSEE Preparation Program is designed to assist students who did not graduate from high school and need to pass the California High School Exit Exam (CAHSEE). The CAHSEE Preparation Program consists of non-credit coursework that prepares learners to build foundational skills, successfully pass the CAHSEE, and develop a high school completion and community college educational plan. For more information please call (951) 222-8089.





Section III
GRADUATION REQUIREMENTS

ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE

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

GENERAL EDUCATION

Goal: General education is available at all three colleges (Riverside City, Moreno Valley and Norco) of the Riverside Community College District. A person informed through general education about the conceptual schemes of the arts, humanities and sciences, who comprehends the structure of society and who thinks clearly about the individual and society, will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships, and appreciation of the democratic processes and the culture which sustains our society.

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

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Every student who graduates from the three colleges of RCCD with an A.A. or A.S. degree is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 22-unit general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest. After successfully completing the GE requirement, all students should be able to . . .

Critical Thinking

- Analyze and solve complex problems across a range of academic and everyday contexts
- Construct sound arguments and evaluate arguments of others
- Consider and evaluate rival hypotheses
- Recognize and assess evidence from a variety of sources
- Generalize appropriately from specific cases
- Integrate knowledge across a range of contexts
- Identify one's own and others' assumptions, biases, and their consequences

Information Skills

- Demonstrate computer literacy
- Locate, evaluate, and use information effectively

Communication Skills

- Write with precision and clarity to express complex thought
- Read college-level materials with understanding and insight
- Listen thoughtfully and respectfully to the ideas of others
- Speak with precision and clarity to express complex thought

Breadth of Knowledge

- Understand the basic content and modes of inquiry of the major knowledge fields
- Analyze experimental results and draw reasonable conclusions from them
- Use the symbols and vocabulary of mathematics to solve problems and communicate results
- Respond to and evaluate artistic expression

Application of Knowledge

- Maintain and transfer academic and technical skills to workplace
- Be life-long learners, with ability to acquire and employ new knowledge
- Set goals and devise strategies for personal and professional development and well being

Global Awareness

- Demonstrate appreciation for civic responsibility and ethical behavior
- Participate in constructive social interaction
- Demonstrate teamwork skills
- Demonstrate understanding of ethnic, religious, and socioeconomic diversity
- Demonstrate understanding of alternative political, historical, and cultural viewpoints

The General Education Student Learning Outcomes were approved by the Board of Trustees on December 12, 2006.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

All programs of study leading to completion of a Certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution should consult a counselor to determine the specific courses required for admission to their four-year institution of choice.

Students may earn an A.A. / A.S. degree with an emphasis in one of the eight areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor's degree granting institution can use one of these eight areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

The governing board of Riverside Community College District shall confer the degree of associate in one of the eight areas of emphasis upon the student who has demonstrated competence and who has completed the following requirements:

I. RESIDENCE REQUIREMENT

In order to receive an A.A. / A.S. degree from Riverside Community College District, a student must complete 15 units in residence at one of the colleges within the Riverside Community College District.

II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at www.collegesource.org. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the A.A. / A.S. Degree. Honors for graduation will be calculated in the same manner.

III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in work taken at Riverside Community College District. In addition, overall grade point average, including units from both RCCD and work attempted at all accredited colleges attended, must be not less than 2.0.

IV. UNIT REQUIREMENT

The associate degree requires a minimum of 60 units of college work, of which 18 semester units are in one of the eight areas of emphasis listed below. Students must also complete a minimum of 22 semester units (see [section VI. General Education Requirements](#)) in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units). While students wishing to transfer to a four-year university can fulfill the transfer requirements by completing a certificate of achievement in California State University General Education (CSUGE) or in Intersegmental General Education Transfer Curriculum (IGETC), they are encouraged to complete an associate degree.

ASSOCIATE IN ARTS

ADMINISTRATION AND INFORMATION SYSTEMS

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles;
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained;
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution,

effective customer relations and time management;

4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment;
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems; and
6. Locate, process, and utilize information effectively.

The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (9 units, selected from the following):

Accounting (ACC): **1A**
 Business Administration (BUS): **10, **18A**
 Computer Information Systems (CIS): **1A**
 Economics (ECO): **7, 7H, 8**
 Political Science (POL): **8**

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

Accounting (ACC): **1A, 1B, 38**
 Business Administration (BUS): **10, **18A, **18B, *20, 22**
 Communication Studies (COM): **1, 1H, 6, 9, 9H, 12, 13**
 Computer Information Systems (CIS): **1A, 1B, 2, 3, 5**
 Computer Applications and Office Technology (CAT): **3, 31**
 Economics (ECO): **4, 6, 7, 7H, 8**
 Library (LIB): **1**
 Management (MAG): **44**
 Marketing (MKT): **20**
 Political Science (POL): **6, 8**

A course may only be counted once.

****Credit limitation:** UC will accept a maximum of one course for transfer.

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

COMMUNICATION, MEDIA, AND LANGUAGES

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Speech Communication, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats.
2. Evaluate purpose and audience to create well-developed,

supported, and stylistically fluent responses in written or verbal form.

3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication.
6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): **8**

Applied Digital Media (ADM): **1**

Communication Studies (COM): **1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19**

English (ENG): **1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 23, 25, 26, 30, 35, 38, 39, 40, 41, 44, 45, 48, 49**

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

Journalism (JOU): **1, 2, 7, 12, 20, 52**

Library (LIB): **1**

Photography (PHO): **12**

World Languages includes:

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

American Sign Language (AML): **1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23**

Chinese (CHI): **1, 2, 11**

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

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

Greek (GRK): **1, 2**

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

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

Korean (KOR): **1, 2, 11**

Latin (LAT): **1, 2**

Portuguese (POR): **1, 2**

Russian (RUS): **1, 2, 3, 11**

Spanish (SPA): **1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, *51, *52, *53**

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

FINE AND APPLIED ARTS

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

PROGRAM LEARNING OUTCOMES:

Students possessing an Associate in Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.
4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

The student must complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline and with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): **1, *30, *64, *67, *68, *70, 71, *72, *74, 76, 77A, 77B, 80, *88, *89, 200**

Art (ART): **1, 2, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200**

Communication Studies (COM): **1, 1H, 2, 3, 7, 11, 19**

Dance (DAN): **3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60**

English (ENG): **11, 12, 13, 17, 38, 39, 49**

Film, Television, and Video (FTV): **38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72**

Music (MUS): **3, 4, 8A, 8B, 19, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 61, 65, 77, 89, 92, 93, P12, P36, P44**

Photography (PHO): **8, 9, 10, 17, 20, 200**

Theatre (THE): **2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 50, 51, 52, 54**

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

HUMANITIES, PHILOSOPHY, AND ARTS

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech

communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

Upon completion of this program, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 7, 8
 Architecture (ARE): 36
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19
 Dance (DAN): 3, 6
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48
 Film, Television and Video (FTV): 12, 65
 History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35
 Library (LIB): 1
 Music (MUS): 19, 20, 21, 22, 25, 26, 89
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35
 Political Science (POL): 11
 Theatre (THE): 3, 29
 World Language, including:
 Arabic (ARA): 1, 2, 3, 8, 11
 American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23
 Chinese (CHI): 1, 2, 11
 French (FRE): 1, 2, 3, 4, 8, 11
 German (GER): 1, 2, 3, 11
 Greek (GRK): 1, 2
 Italian (ITA): 1, 2, 3, 11
 Japanese (JPN): 1, 2, 3, 4, 11
 Korean (KOR): 1, 2, 11
 Latin (LAT): 1, 2
 Portuguese (POR): 1, 2
 Russian (RUS): 1, 2, 3, 11
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, *51, *52, *53

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

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67
 English (ENG): 11, 12, 17, 38
 Music (MUS): 38, 39, P12
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 50, 51, 52, 54

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

PHYSICAL EDUCATION, HEALTH AND WELLNESS

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the Bachelor's Degree.

PROGRAM LEARNING OUTCOMES:

Upon completion of this emphasis area, the student will be able to:

1. Demonstrate understanding of the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
2. Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
3. Recognize and understand the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (take 3 units in each of the two disciplines):
 Health Science (HES): 1
 Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

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

Anatomy and Physiology (AMY): 2A, 2B, 10
 Biology (BIO): 17, 30, 34
 Early Childhood Education (EAR): 26

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

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

Kinesiology/activity courses (KIN): **A03**, **A04**, **A05**, **A07**, **A09**, **A11**, **A12**, **A13**, **A15**, **A16**, **A17**, **A20**, **A21**, **A28**, **A29**, **A30**, **A31**, **A33**, **A34**, **A36**, **A40**, **A41**, **A43**, **A44**, **A46**, **A47**, **A50**, **A51**, **A52**, **A53**, **A54**, **A55**, **A57**, **A60**, **A61**, **A62A**, **A63**, **A64**, **A67**, **A68**, **A69**, **A70**, **A74**, **A75**, **A77**, **A78**, **A80**, **A81**, **A82**, **A83**, **A85**, **A86**, **A87**, **A88**, **A89**, **A90**, **A92**, **A94**, **A95**

Kinesiology/varsity courses (KIN): **V01**, **V02**, **V04**, **V05**, **V06**, **V07**, **V08**, **V09**, **V10**, **V11**, **V12**, **V14**, **V18**, **V19**, **V20**, **V21**, **V22**, **V23**, **V24**, **V25**

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

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

SOCIAL AND BEHAVIORAL STUDIES

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

PROGRAM LEARNING OUTCOMES:

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

The student must complete 18 units of study across a minimum of 3 disciplines listed below with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): **1**, **2**, **3**, **4**, **5**, **8**, **9**, **13**, **14**, **15**, **30**

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **10**, **21**

Communication Studies (COM): **1**, **1H**, **2**, **3**, **5**, **6**, **9**, **9H**, **12**, **13**

Early Childhood Education (EAR): 19, **20**, 28, 33, 40, 42, 43, 47

Economics (ECO): **4**, **5**, **6**, **7**, **7H**, **8**

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

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): **1**

Political Science (POL): **1**, **1H**, **2**, **2H**, **3**, **4**, **4H**, **5**, **6**, 7, **8**, 10A, 10B, 10C, 10D, **11**, 12, **13**, 14

Psychology (PSY): **1**, **9**, **33**, **35**

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

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

ASSOCIATE IN SCIENCE

CAREER AND TECHNICAL PROGRAMS

The Associate in Science Degree in Career and Technical Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in [pages 63-109](#) of the catalog.

MATH AND SCIENCE

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:

1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypothesis.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

The student must complete 18 units of study with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (Take one course in each of the 3 categories, including one course with a lab):

Mathematics (MAT): **1A, 4, 5, 10, 11, 12, 12H, 25**

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

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

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

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

Anthropology (ANT): **1**

Astronomy (AST): **1A, 1B**

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

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

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

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

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

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

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

Geographic Information Systems (GIS): **1**

Health Science (HES): **1**

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

Microbiology (MIC): **1**

Oceanography (OCE): **1, 1L**

Physical Science (PHS): **1, 5, 17**

Physics (PHY): **2A, 2B, 4A, 4B, 4C, 4D, 10, 11**

Psychology (PSY): **2**

A course may only be counted once.

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

DEGREE CHANGE ALERT!

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

V. BASIC SKILLS COMPETENCY REQUIREMENT (0-7 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 District mathematics course with a “C” or higher, selected from Math 1-36, or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
 1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading;

OR
 2. completion of Reading 83 with a “C” or higher;

OR
 3. a minimum grade of “C” in each general education course;

OR
 4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.
 5. Students who have completed an associate’s or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.

- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a “C” grade or better.

VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Computer Applications and Office Technology 99 ABCDE; English 85; English as a Second Language 65; Nursing (Continuing Education) 81, 83.

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 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53
or
Political Science 1 or 1H, 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, Communication Studies 7, Dance 3, 4, 5, 6, 7, 8, 9, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

D. LANGUAGE AND RATIONALITY (10 UNITS)

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 1A or English 1AH, 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:
Communication Studies 1, 1H, or 9, 9H
Computer Information Systems 1A through 30
English 1B or 1BH
Mathematics 1-36
Philosophy 11, Philosophy/Math 32

VII. ADDITIONAL DEGREE REQUIREMENTS

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

| | |
|--------|---|
| KIN-6 | Physical Education for Pre-School and Elementary Children |
| KIN-29 | Soccer Theory and Practice |
| KIN-42 | Lifeguarding/Title 22 First Aid/Water Safety Instructor |
| KIN-47 | Hiking and Backpacking |
| DAN-3 | World Dance Survey |
| DAN-5 | Movement Education for Pre-School and Elementary Children |
| MUS-45 | Marching Band Woodwind Methods |
| MUS-46 | Marching Band Brass Methods |
| MUS-47 | Marching Band Percussion Methods |
| MUS-48 | Marching Band |
| MUS-59 | Winter Marching Band Clinic |
| MUS-60 | Summer Marching Band Clinic |
| MUS-61 | Auxiliary Marching Units |
| OR | |
 2. Fitness and Wellness (3 units)

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

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology

program, the Registered or Vocational Nursing Program, the Basic Peace Officer Training Academy, the Firefighter Academy, the EMS Program, or the Physician Assistant program.

VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate of Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Students must complete a minimum of fifty (50) percent of the required units in any certificate pattern at Riverside Community College District.

IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

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

Summer – First day of summer term through July 15 to apply for summer 2011, fall 2011, winter 2012, spring 2012

Fall – First day of fall term through October 15 to apply for fall 2011, winter 2012, spring 2012

Winter – First day of winter term through February 1 to apply for winter 2012, spring 2012

Spring – First day of spring term through April 1 to apply for spring 2012

Students who apply during these periods may participate in the Commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1st. Students applying for a degree must pay a \$5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

X. SECOND DEGREES

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 term. Students who complete and apply for a degree within the same academic year will be awarded the degree effective the term 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 term in which the application is submitted, provided all current degree requirements are met.

XI. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ summer 11 through spring 12. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District 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 in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

STANDARDS OF CONDUCT

Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the college, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections V 76033,76120) for disciplinary action. See [Board Policy 5500](#) for details.

GRADING SYSTEM

Grades

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

"A", excellent; "B", good; "C", satisfactory; "D", passing, less than satisfactory; "F", failing; "FW", failing due to cessation of participation in a course after the last day to officially withdraw from a course; "I", incomplete; "IP", in progress; "RD", report delayed; "P", pass; "NP", no pass; "W", formal withdrawal from the college or a course; "MW" (military withdrawal).

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. "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 WebAdvisor for withdrawal deadlines.

An "I" is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable

reasons. The condition for removal of the "I" shall be stated by the instructor in a written contract submitted online on WebAdvisor. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" symbol will be changed to the grade the instructor has predetermined, if the student does not meet the conditions of the agreement.

Grade Points

On the basis of scholarship grades, grade points are awarded as follows: "A", 4 points per units of credit; "B", 3 points per unit of credit; "C", 2 points per unit of credit; "D", 1 point per unit of credit; "F" or "FW", no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: "I", "W", "NP", "P", "IP", "RD", or "MW".

Grade Changes

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

Extenuating Circumstances Petition

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

Auditing Classes

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

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status 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.

- 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 RCCD transcript. Forms and information are available at the Admissions offices on the Riverside City, Moreno Valley and Norco colleges.

Pass/No Pass Classes

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

- Class sections wherein all students are evaluated on a Pass/No Pass basis.
- Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Students electing this option must file a petition in the Admissions office at Riverside, Moreno Valley, or Norco by the end of the fifth week of the semester or by the end of the first 30% of a shorter-than-semester term.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. However, units attempted for which "NP" is recorded are considered in probation and dismissal procedures.

Final Examinations-Final Grades

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

Advanced Placement

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

Advanced Placement (AP) and International Baccalaureate (IB) Credit

Students who have successfully completed 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. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements,

IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A .3, [see page 49](#) in the catalog.) Official Placement Scores should be sent to the Admissions and Records Office for official evaluation.

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

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



| AP Exam | RCCD GE Area | IGETC Area | RCC Equivalent | Units |
|-----------------------------------|----------------------------|----------------|---------------------------|-------|
| Art History | Humanities | 3A or 3B | Art 1 and 2 | 3 + 3 |
| Biology | Natural Sciences | 5B with lab | Biology 1 | 4 |
| Calculus AB | Language & Rationality | 2A | Math 1A | 4 |
| Calculus BC | Language & Rationality | 2A | Math 1A and 1B | 4 + 4 |
| Chemistry | Natural Sciences | 5A with lab | Chemistry 1A and 1B | 5 + 5 |
| Chinese Language & Culture | Humanities | 3B and 6A | Chinese 1-2 | 5 + 5 |
| Macroeconomics | Social/Behavioral Sciences | 4B | Economics 7 | 3 |
| Microeconomics | Social/Behavioral Sciences | 4B | Economics 8 | 3 |
| English Language | Language & Rationality | 1A | English 1A | 4 |
| English Literature | Language & Rationality | 1A or 3B | English 1A and 1B | 4 + 4 |
| Environmental Science | Natural Sciences | 5A with lab | Biology 36 | 3 |
| European History | Social/Behavioral Sciences | 3B or 4F | History 5 | 3 |
| French Language | Humanities | 3B and 6A | French 1-2 | 5 + 5 |
| French Literature | Humanities | 3B and 6A | | |
| German Language | Humanities | 3B and 6A | German 1 and 2 | |
| Comparative Government & Politics | Social/Behavioral Sciences | 4H | Political Science 2 | 3 |
| U.S. Government and Politics | Social/Behavioral Sciences | 4H and US 2 | Political Science 1 | 3 |
| Human Geography | Social/Behavioral Sciences | 4E | Geography 2 | 3 |
| Italian Language and Culture | Humanities | 3B and 6A | Italian 1-2 | 5 + 5 |
| Japanese Language and Culture | Humanities | 3B and 6A | Japanese 1-2 | 5 + 5 |
| Latin Literature | Humanities | 3B and 6A | Latin 1-2 | 5 + 5 |
| Latin: Vergil | Humanities | 3B and 6A | | |
| Physics B | Natural Sciences | 5A with lab | Physics 2A and Physics 2B | 4 + 4 |
| Physics C Mechanics | Natural Sciences | 5A with lab | Physics 4A | 4 |
| Physics C Electricity/Magnetics | Natural Sciences | 5A with lab | Physics 4B | 4 |
| Psychology | Social/Behavioral Sciences | 4I | | |
| Spanish Language | Humanities | 3B and 6A | Spanish 1 and 2 | |
| Spanish Literature | Humanities | 3B and 6A | | |
| Statistics | Language & Rationality | 2A | Math 12 | 3 |
| U.S. History | Social/Behavioral Sciences | (3B or 4F)US I | History 6 and 7 | 3 + 3 |
| World History | Social/Behavioral Sciences | 3B or 4F | History 1 and 2 | 3 + 3 |

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

| IB Exam | RCCD General Education Area | IGETC Area | RCCD Semester Units |
|---|-----------------------------|------------------|---------------------|
| IB Biology | Natural Sciences | 5B (without lab) | 3 |
| IB Chemistry HL | Natural Sciences | 5A (without lab) | 3 |
| IB Economics HL | Social/Behavioral Sciences | 4B | 3 |
| IB Geography HL | | 4E | 3 |
| IB History (any region) HL | Social/Behavioral Sciences | 3B or 4F | 3 |
| IB Language A1 (Any language except English HL) | Humanities | 3B and 6A | 5 |
| IB Language A2 (Any language except English HL) | Humanities | 3B and 6A | 5 |
| IB Language A1 (Any language) HL | Humanities | 3B | 5 |
| IB Language A2 (Any language) HL | Humanities | 3B | 5 |
| IB Language B (Any language) HL | Humanities | 6A | 5 |
| IB Mathematics HL | Language & Rationality | 2A | 3 |
| IB Physics HL | Natural Sciences | 5A (without lab) | 4 |
| IB Psychology HL | Social/Behavioral Sciences | 4I | 3 |
| IB Theater HL | Humanities | 3A | 3 |

CREDIT BY EXAMINATION

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

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

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco colleges and pay enrollment fees including out of state and/or out of country tuition where applicable.

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

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

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

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

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 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 District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** Credit granted for CLEP will not be posted on the student's RCCD transcript. CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

CLEP GENERAL EXAM

| Examination | Passing Score | Credit Granted | General Ed. Credit |
|-----------------------------|----------------------|-----------------------|--|
| College Composition | 50 | 4 + 4 | English 1A and Elective |
| Humanities | 50 | 3 + 3 | Arts and Humanities |
| Mathematics | 50 | 3 + 3 | Math 25 and Elective |
| Natural Sciences | 50 | 3 + 3 | Life Science and Physical Science |
| Social Sciences and History | 50 | 3 + 3 | Soc. Sciences and History (does not meet American History and Institutions requirements) |

SUBJECT EXAMS**Composition and Literature**

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

Foreign Languages

| | | | |
|-----------------|----|---------|--|
| College French | | | |
| Level 1 | 50 | 5 + 5 | French 1 and French 2 |
| Level 2 | 59 | 5+5+5+5 | French 1, French 2, French 3, and French 4 |
| College German | | | |
| Level 1 | 44 | 5 + 5 | German 1 and German 2 |
| Level 2 | 54 | 5+5+5+5 | German 1, German 2, German 3, and German 4 |
| College Spanish | | | |
| Level 1 | 50 | 5 + 5 | Spanish 1 and Spanish 2 |
| Level 2 | 63 | 5+5+5+5 | Spanish 1, Spanish 2, Spanish 3, and Spanish 4 |

Social Sciences and History

| | | | |
|---|----|---|---------------------|
| American Government | 50 | 3 | Political Science 1 |
| American History I | 50 | 3 | History 6 |
| Early Colonizations to 1877 | | | |
| American History II 1865 to Present | 50 | 3 | History 7 |
| Introduction to Educational Psychology | 50 | 3 | Psychology Elective |
| Principles of Macroeconomics | 50 | 3 | Economics 7 |
| Principles of Microeconomics | 50 | 3 | Economics 8 |
| Introductory Psychology | 50 | 3 | Psychology 1 |
| Introductory Sociology | 50 | 3 | Sociology 1 |
| Western Civilization I | | | |
| Ancient Near East to 1648 | 50 | 3 | History 4 |
| Western Civilization II 1648 to Present | 50 | 3 | History 5 |

Sciences and Math

| | | | |
|------------------------------------|----|---|-----------------------|
| Calculus with Elementary Functions | 50 | 4 | Math 1A |
| College Algebra | 50 | 4 | Math 11 |
| College Algebra - Trigonometry | 50 | 4 | Math Elective |
| Trigonometry | 54 | 3 | Math 36 |
| General Biology | 50 | 3 | Biology 10 (no lab) |
| General Chemistry | 50 | 3 | Chemistry 10 (no lab) |

Business

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

Military Credit

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







Section IV

**REQUIREMENTS FOR
COLLEGE TRANSFER**



CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

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, Domingues Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- Humbolt 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 District, the IGETC must be certified and completed in its entirety. Once you have transferred to a UC or CSU, you may not return to RCCD 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.

ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalog publication, a student may earn an AA-T in Communication Studies and Sociology. Additional majors are being developed. Please see a counselor and www.rccd.edu for more information.

COMMUNICATION STUDIES MAA587/NAA587/AA587

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Program Learning Outcomes

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

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

| Required Courses (18-19 units) | | Units |
|--------------------------------|-----------------------------|-------|
| COM-1/1H(MNR) | Public Speaking | 3 |
| COM-9/9H (MNR) | Interpersonal Communication | 3 |
| Electives | from Group A | 3 |
| Electives | from Group B | 6 |
| Electives | from Group C | 3-4 |

| Electives Group A (3 units) | | Units |
|-----------------------------|---------------------------------------|-------|
| COM-2 (MNR) | Persuasion in Rhetorical Perspective | 3 |
| COM-3 (MNR) | Argumentation and Debate | 3 |
| COM-6 (MNR) | Dynamics of Small Group Communication | 3 |

| Electives Group B (6 units) | | Units |
|---------------------------------|-----------------------------------|-------|
| Any course not taken in group A | | |
| COM-7 (MNR) | Oral Interpretation of Literature | 3 |
| COM-12 (MNR) | Intercultural Communication | 3 |

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

Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 3-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

SOCIOLOGY

MAA695/NAA695/AA695

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Program Learning Outcomes

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

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological

inquiry.

- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

| Required Courses: (18 units) | | Units |
|------------------------------|---------------------------|-------|
| SOC-1 (MNR) | Introduction to Sociology | 3 |
| Electives | from Group A | 6 |
| Electives | from Group B | 6 |
| Electives | from Group C | 3 |

| Electives Group A (6 units) | | Units |
|-----------------------------|---|-------|
| SOC-2 (MNR) | American Social Problems | 3 |
| MAT-12 (MNR) | Statistics | 3 |
| or | | |
| MAT-12H(MNR) | Honors Statistics | 3 |
| SOC-50 (NR) | Introduction to Social Research Methods | 3 |

| Electives Group B (6 units) | | Units |
|-----------------------------|-----------------------------|-------|
| SOC-10 (MNR) | Race and Ethnic Relations | 3 |
| SOC-12 (MNR) | Marriage Family Relations | 3 |
| SOC-20 (MNR) | Introduction to Criminology | 3 |

| Electives Group C (3 units) | | Units |
|-----------------------------|-----------------------------------|-------|
| SOC-3 (NR) | Social Inequality | 3 |
| SOC-15 (NR) | Women in American Society | 3 |
| ANT-2 (MNR) | Cultural Anthropology | 3 |
| PSY-1 (MNR) | General Psychology | 3 |
| PSY-8 (MNR) | Introduction to Social Psychology | 3 |

Associate in Arts for Transfer Degree

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 3-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

CERTIFICATE OF ACHIEVEMENT IN CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSUGE) 2011-2012

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 District for transfer and it is to the student's advantage to have these units of general education CERTIFIED. Certification is a legal agreement the California State University system and the community colleges in California to assure that CSU general education requirements met at Riverside Community College District 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 the Moreno Valley, Norco, or Riverside City 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.



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

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

| | |
|--|---|
| 1. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H | 3 |
| 2. Written Communication: English 1A or 1AH | 4 |
| 3. Critical Thinking: English 1B or 1BH; Philosophy 11; Communication Studies 2, 3, 5; Philosophy 32/Math 32 | 3 |

B. Scientific Inquiry and Quantitative Reasoning (min. 12 units) *Math must be completed prior to transfer!

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

| | |
|---|-----|
| 1. Physical Science: Astronomy 1A, 1B; Chemistry <u>1A</u> or <u>1AH</u> , <u>1B</u> or <u>1BH</u> , <u>2A</u> , <u>2B</u> , <u>3</u> , <u>10</u> , <u>12A</u> , <u>12B</u> ; Geography 1, <u>1/1L</u> , 1H/IL, 5; Geology 1, <u>1/1L</u> , <u>1B</u> , 2, 3; Oceanography 1, <u>1/1L</u> ; Physical Science 1, 5; Physics <u>2A</u> , <u>2B</u> , <u>4A</u> , <u>4B</u> , 10, <u>10/11</u> | 3-4 |
| 2. Life Science: Anatomy and Physiology <u>2A</u> , <u>2B</u> , 10; Anthropology 1; Biology <u>1</u> , <u>2A</u> , <u>2B</u> , <u>3</u> , <u>5</u> , <u>6</u> , <u>7</u> , <u>8</u> , <u>9</u> , <u>10</u> , <u>11</u> , <u>12</u> , <u>17</u> , 34, 36; Microbiology <u>1</u> ; Psychology 2 | 3-4 |
| 3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement. | |
| 4. Mathematics/Quantitative Reasoning (grade of 'C' or better is required): Math 1A, 1B, 1C, 2, 3, 4, 5, 6/CSC,10, 11, 12 or 12H, 25, 36 | 3 |

C. Arts and Humanities (min. 9 units)

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

| | |
|--|---|
| 1. Arts: Architecture 35, 36; Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Communication Studies 11; Dance 6; Film Studies 1, 2, 3, 4, 5; Film, Television and Video 65; Music 6, 19, 20, 21, 22, 25, 26, 89; Theater Arts 3, 29 | 9 |
| 2. Humanities: American Sign Language 1, 2, 3, 4, 5; Arabic 1, 2, 3, 8, 11; Chinese 1, 2, 11; English 1B or 1BH, 6, 7, 8, 9, 11, 12, 14, 15, 16, 18, 20, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48; Film Studies 5, 6, 7, 8; Film, Television and Video 12; French 1, 2, 3, 4, 8, 11; German 1, 2, 3, 11; Greek 1, 2; History 1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15, 19, 20, 23, 25, 26, 28, 29, 30, 31, 34, 35; Humanities 3, 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 1, 2, 3, 11; Japanese 1, 2, 3, 4, 11; Korean 1, 2, 11; Latin 1, 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 15, 16, 19, 20, 21, 22, 33, 35; Portuguese 1, 2; Russian 1, 2, 3, 11; Spanish 1 or 1H, 1A, 1B, 2 or 2H, 3, 3N, 4, 8, 11, 12; | |

D. Social Sciences (min. 9 units)

Select at least one course from three different areas:

| | |
|---|---|
| 1. Anthropology and Archeology: Anthropology 2, 3, 5, 6, 7, 8, 21 | 9 |
| 2. Economics: Economics 4, 5, 6, 7 or 7H, 8; Political Science/Economics 6 | |
| 3. Ethnic Studies: Anthropology 4; History 14, 15, 28, 29, 30, 31; Sociology 10 | |
| 4. Gender Studies: Communication Studies 13; History 34; Sociology 15; | |
| 5. Geography: Geography 2, 3, 4, 6 | |
| 6. History: History 1, 2, 4, 5, 6* or 6H*, 7* or 7H*, 8, 9, 11, 12, 19, 21, 22, 23, 25, 26, 35; Military Science 1, 2; Chemistry/Physical Science 17 | |
| 7. Interdisciplinary Social or Behavioral Science: Early Childhood Education 20; Film, Television and Video 41; Communication Studies 9 or 9H, 12 | |
| 8. Political Science, Government and Legal Institutions: Political Science *1 or *1H, 2 or 2H, 3, 4 or 4H, 5, 6, 7ABCD, 8, 10ABCD, 11, 12, 13 | |
| 9. Psychology: Psychology 1, 9, 33, 35 | |
| 10. Sociology and Criminology: Sociology 1, 2, 3, 12, 17, 20, 45, 50 | |

Courses designated with an asterisk () may also be used to satisfy the U.S. History, Constitution and Government requirement.***E. Lifelong Learning and Self-Development (min. 3 units)**

Select one course from:

| | |
|--|---|
| Biology 30; Early Childhood Education 20; Guidance 47; Health Science 1; Kinesiology 4, 35, 36; Psychology 9, 33; Sociology 12 | 3 |
|--|---|

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. History 6 or 6H or 7 or 7H may also be used to partially fulfill Area C or D. Political Science 1 or 1H may be used to partially fulfill Area D.

1. U.S. History (3 units)

History 6 or 6H or 7 or 7H or Humanities 16

2. Constitution and Government (3 units)

Political Science 1 or 1H

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

CERTIFICATE OF ACHIEVEMENT IN INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2011-2012

If you choose to follow IGETC, you must complete it before you transfer; otherwise you will be required to satisfy the specific lower division general education requirements of the university or college of transfer. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. **Transfer students will receive IGETC certification after completing all the subject areas below for a minimum total of 34 units with a min. "C" grade or better. IGETC certification is valid for community college students only. Those who have already transferred to the CSU/UC systems may not return to RCC to complete IGETC requirements.**

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. 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 (CSU 3 courses required; one from each group)

Units

(UC 2 courses required; one from group a and one from group b)

| | |
|--|-----|
| a. English Composition: English 1A or 1AH | 6-9 |
| b. Critical Thinking–English Composition: English 1B (must be taken Fall '93 or later) or 1BH | |
| c. Oral Communication: Communication Studies (formerly speech)1 or 1H, 6, 9, 9H (CSU requirement only) | |

2. Mathematical Concepts And Quantitative Reasoning

| | |
|---|---|
| Math +1A, 1B, 1C, 2, 3, 4, +5, +10, +11, 12 or 12H, 25, Math/Computer Science 6 | 3 |
|---|---|

3. Arts And Humanities

(3 courses required with at least one course from the Arts and one from the Humanities.)

| | |
|---|---|
| a. Arts: Architecture 35, 36; Arabic 11; Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Chinese 11; Dance 6; Film Studies 1, 2, 3, 4, 5; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 25, 26, 89; Russian 11; Theater Arts 3, 29 | 9 |
| b. Humanities: American Sign Language *3; Arabic *2, *3, *8; Chinese *2; Communication Studies 12; English 6, 7, 8, 9, 14, 15, 18, 20, 23, 25, 26, 35, 40, 41, 44, 45, 48; Film Studies 6, 7, 8; French *2, *3, *4, 8; German *2, *3; Greek *2; History 1*, 2*, 4*, 5*, 6* or 6H*, 7* or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian *2, *3; Japanese *2, *3, *4; *Korean 2; Latin *2; Military Science *1, *2; Philosophy 10 or 10H, 12, 13, 14, 19, 20, 21, 22, 33, 35; Portuguese *2; Russian *2, *3; Spanish 2 or 2H, *3, *3N, 4, 8, 11, 12; | |

4. Social And Behavioral Sciences

Choose three courses from at least two academic disciplines.

| | |
|--|---|
| Anthropology 1*, 2, 3, 4, 5, 6, 7, 8, 21; Chemistry 17; Communication Studies 12*, 13 Early Childhood Education 20; Economics **4, 5, 6, 7, 7H, 8; Geography 2, 3, 4, 6; History 1*, 2*, 4*, 5*, 6* or 6H*, 7* or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Military Science *1, *2; Physical Science 17; Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 11, 13; Psychology 1, 2*, 9, 33, 35; Sociology 1, 2, 3, 10, 12, 15, 17, 20, 50; | 9 |
|--|---|

5. Physical And Biological Sciences

Choose at least one Physical Science and one Biological Science course. One of the courses must include a lab---see underlined courses.

| | |
|---|---|
| a. <u>Physical Science</u> : Astronomy 1A, 1B; Chemistry **1A, **1AH, **1B, **1BH, **2A, **2B, **3, **10, 12A, 12B; Geography 1, 1H, 1/1L, 1H/1L, 5; Geology 1, 1/1L, 1B, 3; Oceanography 1, 1/1L; Physical Science **1, 5; Physics **2A, **2B, **4A, **4B, **4C, 4D, **10, **10/11 | 7 |
| b. <u>Biological Science</u> : Anatomy and Physiology 2A, 2B; Anthropology 1*; Biology 1, 2A, 2B, 3, 5, *6, 7, *8, 9, *10, 11, 12, 17, 30, 34, *36; Microbiology 1; Psychology 2* | |

6. Language Other Than English (one course - UC requirement only)

| | |
|--|-----|
| a. American Sign Language 1, 2, 3*, 4; Arabic 1, 2*, 3*; Chinese 1, 2*; French 1, 2*, 3*, 4*; German 1, 2*, 3*; Greek 1, 2*; Italian 1, 2*, 3*; Japanese 1, 2*, 3*, 4*; Korean 1, 2*; Latin 1, 2*; Portuguese 1, 2*; Russian 1, 2*, 3*; Spanish 1 or 1H, 1B, 2* or 2H, 3*, 3N*, 4* | 0-5 |
| OR | |
| b. Proficiency equivalent to two years of high school in the same language (Level 1 foreign language courses at RCCD are equivalent to two years of high school study, completed with a "C" or better, in the same language.) | |

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:

- History 6 or 6H or 7 or 7H or Humanities 16
- Political Science 1 or 1H

*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.

NOTES:

1. Students should consult with Counselors to determine the most appropriate General Education patterns for their intended majors and transfer institutions.
2. To be eligible for IGETC certification a student must have completed most of the transfer units at one or more California community college(s).
3. Courses taken as preparation for a major will also satisfy the corresponding portion of the IGETC requirements.
4. Each course used to fulfill IGETC requirements must be completed with a minimum grade of "C" or better.
5. Advanced placement exams can be used to satisfy all areas of IGETC except for the critical thinking-English composition and oral communication requirements. IGETC policy is to accept a score of 3 or higher to clear one course.

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 District Transfer/Career Centers.

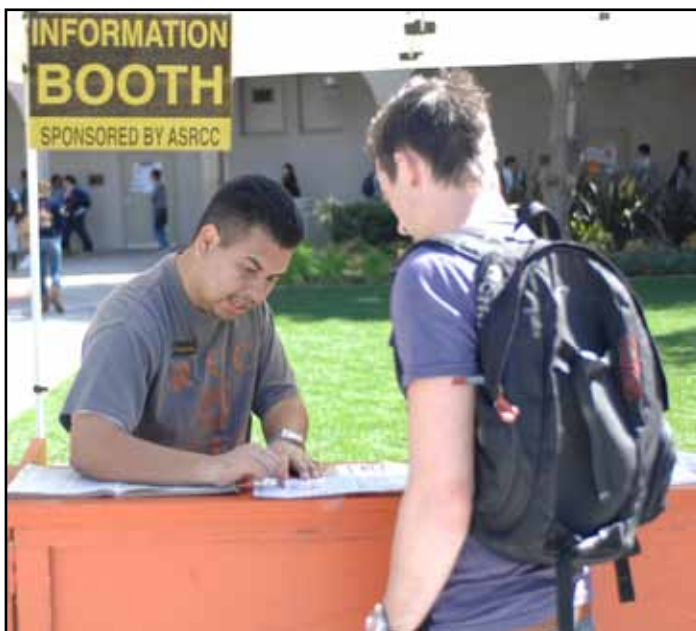
The independent colleges and universities include:

- 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 Centers. 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 or 1AH and 1B or 1BH at Riverside Community College District will meet this requirement.





Section V

CURRICULAR PATTERNS

TRANSFER PROGRAMS

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

Students who plan to transfer to UC must complete IGETC or a campus-specific general education pattern in addition to the lower-division major requirements required by the campus they wish to attend.

Students who want to transfer to CSU must complete the CSU General Education requirements in addition to 1) completion of the individual campus lower-division major requirements or in the near future, 2) completion of the Lower-Division Transfer Pattern (LDTP). The latter is designed for those students who have declared a major, but haven't yet decided on a school of transfer. Completion of the LDTP will guarantee admission to the CSU campus of their choice. Please see below for information on both options and be sure to see a counselor to obtain an SEP (Student Educational Plan).

1) MAJOR REQUIREMENTS 2010-2011

The 2010-11 major sheets will be available in the Transfer Center. 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 Centers. See 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 Centers. Proper planning normally should enable students to satisfy the general education-breadth requirements concurrently with the requirements for graduation from Riverside Community College District. See the associate degree requirements.

2) LOWER-DIVISION TRANSFER PATTERN (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be

asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

2011-12 MAJOR REQUIREMENTS

ACCOUNTING

CSU SAN BERNARDINO

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

CAL POLY POMONA

Accounting 1A, 1B, or 38; Business Administration 18B; Computer Information Systems 1A or 3; Economics 7 or 7H, 8; English 1B or 1BH; Mathematics 5, 12 or 12H.

ADMINISTRATION OF JUSTICE/CRIMINAL JUSTICE

CSU LONG BEACH

Administration of Justice 1, Philosophy 11 or 32 /Math 32; Political Science 1; Psychology 1; Sociology 1

CSU SAN BERNARDINO

Administration of Justice 1, 3, 13; Mathematics 11 or 25

SAN DIEGO STATE UNIVERSITY

Political Science 1; Sociology 1, 2; Math 12 or 12H

ANTHROPOLOGY

CSU FULLERTON

Anthropology 1, 2, and 3 or 6

UC RIVERSIDE

Anthropology 1, 2, and 3 or 6; 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 Art 15, 16, 20, 21, 30, 41; Photography 8, 9

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; Foreign Language 1, 2

BIOLOGY

CSU FULLERTON

Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1A or 5; Physics 2AB

UC RIVERSIDE

Biology 11, 12; Chemistry 1A or 1AH, 1B or 1BH, 12AB; Mathematics 1AB; Physics 4ABC or 2AB

CSU SAN BERNARDINO

Biology 2AB, 5, 11 or 11, 12; Chemistry 1A or 1AH, 1B or 1BH, 12AB; Mathematics 5 or 1A; Physics 2AB or 4ABC.

BOTANY**CAL POLY POMONA**

Biology 11, 12; Chemistry 1A or 1AH, 1B or 1BH, 12A; Mathematics 5, 12 or 12H; Physics 2AB; English 1B: Microbiology 1; choose one from: Health Science 1, Psychology 1 or 2

UC RIVERSIDE

Biology 11, 12; Chemistry 1A or 1AH, 1B or 1BH, 12AB; Mathematics 1AB; Physics 2AB or 4ABC

BUSINESS ADMINISTRATION**CSU FULLERTON**

Mathematics 1A or 5; Economics 7 or 7H, 8; Accounting 1B; Business Administration 18A

CAL POLY POMONA

Economics 7 or 7H, 8; Mathematics 5, 12 or 12H; Business Administration 18B; Accounting 1A, 1B or 38; Computer Information Systems 1A or 3

UC RIVERSIDE

Accounting 1AB; Business Administration 10; Computer Information Systems 1A; Economics 7 or 7H, 8; Mathematics 1A, or 5, 12 or 12H

CSU SAN BERNARDINO

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

CHEMISTRY**CSU FULLERTON**

Chemistry 1A or 1AH or 1B or 1BH, 12AB; Mathematics 1ABC, 2, 3; Physics 4ABCD

CAL POLY POMONA

Biology 11; Chemistry 1AB, 12A, 12B; Computer Information Systems 5; Mathematics 1AB, 2; Physics 4ABC

UC RIVERSIDE

Chemistry 1A or 1AH, 1B or 1BH, 12AB; Mathematics 1ABC, 2; Physics 4ABCD

CSU SAN BERNARDINO

Biology 11; Chemistry 1A or 1AH, 1B or 1BH, 12AB; Mathematics 1ABC, 2, 3; Physics 4ABC

COMMUNICATIONS**CAL POLY POMONA**

Applied Digital Media 1; Communication Studies 1, 3, 12; Journalism 7; Journalism 12 or Photography 12; Mathematics 12 or 12H; Photography 8

CSU SAN BERNARDINO

Communications Studies 6, 9 or 9H; Film, Television and Video 44, Journalism 2, 20

CSU FULLERTON

Print Journalism 1, 2, 7; Film, Television and Video 45

COMPUTER INFORMATION SYSTEMS**CAL POLY POMONA**

Computer Information Systems 1A or 3, (or Computer Application and Office Technology 3) 17A, 17B, 18A; Economics 7 or 7H, 8; Mathematics 12 or 12H; Business Administration 18B; Accounting 1A and 1B or 38

COMPUTER SCIENCE**CAL POLY POMONA**

Biology 1; Computer Information Systems 17A and 18C or 18A and 18C; Mathematics 1ABC, 3; Physics 4BC

CSU SAN BERNARDINO

Biology 1 or 11; Computer Information Systems 5, 17A; Computer Science 6 or Mathematics 6; Mathematics 1AB; Physics 4ABC; one laboratory course from Biology, Chemistry, Geology or Physics

DENTAL HYGIENE**USC**

Anatomy and Physiology 2A, 2B; Biology 11; Chemistry 1AB, 1A or 1AH, 1B or 1BH; Communications Studies 1; English 1A or 1AH or 1B or 1BH; Kinesiology 4; Microbiology 1; Psychology 1; Sociology 1

LOMA LINDA UNIVERSITY

English 1A or 1AH or 1B or 1BH; Communications Studies 1 or 1H, 9 or 9H; Microbiology 1; Anatomy and Physiology 2AB; Chemistry 2AB; Sociology 1; Kinesiology (2 units), Kinesiology 4; Anthropology 2; Choose 14 units from: Art (lecture only); Foreign Language; History 1, 2, 4, 5; Literature; Philosophy; One transferable Mathematics class; Psychology 1

ECONOMICS**CSU FULLERTON**

Mathematics 5 or 1A, Accounting 1B or Mathematics 1B; Economics 7 or 7H, 8

CAL POLY POMONA

Economics 7 or 7H, 8; English 1B; Accounting 1A;

UC RIVERSIDE

Economics 7 or 7H, 8; Mathematics 1A, 1B

CSU SAN BERNARDINO

Economics 7 or 7H, 8; Mathematics 5 or 1A, 10, 11; Mathematics 12 or 12H

EDUCATION-TEACHING**ELEMENTARY OR SECONDARY**

Students desiring to teach in California public schools (K-12) must pursue a pattern of course work at RCCD 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 Centers and the office of Teacher Preparation and Education Program Counselor.

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, Cal Baptist University, UCR, CSUSB, and many other institutions. Students are urged to check with their program adviser in the Counseling/Transfer Center or the counselor from the office of Teacher Preparation and Education Programs 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; Biology 1; Engineering 17, 22, 35; Mathematics 1ABC, 2, 3; Physics 4AB

UC RIVERSIDE

Mechanical Chemistry 1A or 1AH, 1B or 1BH; Engineering 17, 22, 30, 35; Mathematics 1ABC, 2; Physics 4ABC; Biology 11

CAL POLY POMONA

Electrical Chemistry 1A; Mathematics 1ABC, 2, 3; Physics 4ABC

ENGLISH

(English 1AB or equivalency test required at all colleges listed.)

CSU FULLERTON

English 1B or 1BH, 6, 7, 14, 15 (choose 2)

CAL POLY POMONA

English 1B or 1BH, 6 or 7, 14 or 15, 40 or 41; Communication Studies 3; Choose from French 3; German 3; Japanese 4; Spanish 3, 3N, 4, 8

CSU SAN BERNARDINO

English 6, 7

ENVIRONMENTAL SCIENCE**UC RIVERSIDE**

Natural Science Option: Biology 8, 11, 12, 36; Chemistry 1A or 1AH, 1B or 1BH, 12AB; Economics 5; Geology 1/1L or Geography 1/1L; Mathematics 1AB; Physics 2AB

CSU SAN BERNARDINO

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

FORESTRY**UC BERKELEY**

Biology 12; Chemistry 1A or 1AH; Economics 7 or 7H, 8; English 1A or 1AH, or 1B or 1BH; Geology 1/1L; Mathematics 1A, 1B, 12 or 12H

CSU HUMBOLDT

Biology 1 or 5; Mathematics 1A or 5

GEOGRAPHY**CSU FULLERTON**

Geography 1 or 1H, 2, 3

CAL POLY POMONA

Geography 1 or 1H, 2

CSU SAN BERNARDINO

Geography 1/1L or 1H/1L, 2

GEOLOGY**CSU LONG BEACH**

Biology 1; Chemistry 1A or 1AH, 1B or 1BH; Geology 1/1L, 1B; Mathematics 1AB; Physics 4A, 4B

UC RIVERSIDE

Biology 1, 11, or 17; Chemistry 1A or 1AH, 1B or 1BH; Geology 1/1L, 1B; Mathematics 1AB; Physics 4ABC; Geography 1/1L or 1H/1L

HEALTH SCIENCE**CSU LONG BEACH**

School Health Option: Anatomy and Physiology 2A, 2B; Biology 1; Chemistry 1A or 2A; Health Science 1; Kinesiology 4; Psychology 1

CSU SAN BERNARDINO

Public Health Option: Anatomy and Physiology 2A, 2B; Chemistry 2A; Microbiology 1

SAN DIEGO STATE UNIVERSITY

Biology 1; Chemistry 2A or 3; Mathematics 12 or 12H; Psychology 1; Sociology 1; Anatomy and Physiology 2A, 2B

HISTORY**CSU FULLERTON**

History 1, 2, 6 or 6H, 7 or 7H

CSU LONG BEACH

History electives (9 units) - choose from History 2, 4, 5, 6 or 6H, 7 or 7H

CAL POLY POMONA

History 1, 2, 6 or 6H, 7 or 7H; Political Science 1

UC RIVERSIDE

History 1 or 2, 6 or 6H; 7 or 7H (if U.S. is primary area of concentration)

JOURNALISM**CSU FULLERTON**

Journalism 1, 2, 7

CSU LONG BEACH

Journalism 2, 7

CAL POLY POMONA

Journalism Option: Applied Digital Media 1; Communication Studies 3, 12; Journalism 7 and 12; Mathematics 12 or 12H; Photography 8

KINESIOLOGY**CSU SAN BERNARDINO**

Anatomy and Physiology 2A, 2B; Biology 1

CAL POLY POMONA

Health Promotion Track: Accounting 1A; Mathematics 12 or 12H; Biology 11; Kinesiology 36

LANDSCAPE ARCHITECTURE**CAL POLY POMONA**

Art 17; Chemistry 1A or 1AH; Engineering 1A, 1B; Mathematics 36

MATHEMATICS**CAL POLY POMONA**

Physics 4ABC; Mathematics 1ABC, 2, 3; Computer Information Systems 5

CSU SAN BERNARDINO

Computer Information Systems 5 or Computer Science 5; Mathematics 1ABC, 2, 7; Physics 4A

MICROBIOLOGY**CSU LONG BEACH**

Biology 11, 12; Chemistry 1A or 1AH, 1B or 1BH; Mathematics 1A; Microbiology 1; Physics 2A, 2B or 4A, 4B

CAL POLY POMONA

Biology 11, 12; Chemistry 1A or 1AH, 1B or 1BH, 12A, 12B; Health Science 1 or Kinesiology 35 or Psychology 1 or 2; English 1B or 1BH; Math 5; Microbiology 1; Physics 2AB

MUSIC**CSU FULLERTON**

Music 4, 5; four semesters Performance; four semesters Ensemble

CAL POLY POMONA

Music 4, 5, 6, 12, 32, 38 or 39, 43, 93

UC RIVERSIDE

Music 4, 6; Piano Proficiency

NURSING—B.S. DEGREE**CSU FULLERTON**

Anatomy and Physiology 2A, 2B; Chemistry 1A or 2A or 12A; Microbiology 1; Psychology 1; Sociology 1 or Anthropology 2

CSU LONG BEACH

Anatomy and Physiology 2A, 2B; Chemistry 2A, 2B; Microbiology 1; Psychology 1; Sociology 1

CSU SAN BERNARDINO

Anatomy and Physiology 2AB; Chemistry 2A, 2B; Communication Studies 1 or 1H; English 1A; Mathematics 25, 1A, 5, 10 or 11; Microbiology 1; Psychology 9

PHARMACY**UC SAN FRANCISCO**

Anatomy and Physiology 2A, 2B; Biology 11, 12; Chemistry 1A or 1AH, 1B or 1BH, 12AB; Communication Studies 1 or 1H, 2 or 3; English 1A or 1AH, 1B or 1BH; Mathematics 1A and 1B; Physics 2AB or 4AB; Economics 7 or 7H, or 8; Anthropology 2; Psychology 1 or Sociology 1

USC

Anatomy and Physiology 2A, 2B; Biology 11, 12; Chemistry 1A or 1AH, 1B or 1BH, 12AB; Communication Studies 9 or 9H; Economics 7 or 8; English 1AB; Mathematics 1A, 12 or 12H; Microbiology 1; Psychology 2 or Sociology 1; Physics 2A, 2B, 4A or 4B.

PHILOSOPHY**CSU FULLERTON**

Philosophy 20; Choose two from Philosophy 10, 11, 32

CSU LONG BEACH

Philosophy 20, 21, 32 and 10 or 12

UC RIVERSIDE

Philosophy 11, 32

PHYSICS**CSU FULLERTON**

Chemistry 1A or 1AH, 1B or 1BH; Mathematics 1ABC; Physics 4ABCD

CAL POLY POMONA

Biology 1; Chemistry 1A or 1AH, 1B or 1BH; Computer Information Systems 5; Mathematics 1ABC, 2; Physics 4ABCD

UC RIVERSIDE

Chemistry 1A or 1AH, 1B or 1BH; Computer Information Systems 5 or 17A or 17B or Computer Science 5; Mathematics 1ABC, 2; Physics 4ABCD

CSU SAN BERNARDINO

Chemistry 1A or 1AH, 1B or 1BH; Computer Information Systems or Computer Science 5; Mathematics 1ABC, 3; Physics 4ABCD

POLITICAL SCIENCE**CSU FULLERTON**

Political Science 1 or 1H

CSU LONG BEACH

Political Science 1 or 1H; Any two Political Science electives

CAL POLY POMONA

Political Science 1 or 1H, 2 or 2H, 4 or 4H; Economics 7 or 7H or 8

UC RIVERSIDE

Political Science 1 or 1H, 2 or 2H, 4 or 4H, 11; Mathematics 12 or 12H

CSU SAN BERNARDINO

Political Science 1 or 1H, 4 or 4H

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.

PSYCHOLOGY**CAL POLY POMONA**

English 1B or 1BH or Philosophy 11 or 32; Mathematics 12 or 12H; Psychology 1, 2; Sociology 1, 2;

CSU SAN BERNARDINO

Mathematics 5, 10, 11, 12 or 12H, 25 or 1A; Psychology 1; Psychology 9 or Early Childhood Studies 20;

SOCIAL SCIENCES

CAL POLY POMONA

Anthropology 1; Economics 8; English 1B or 1BH; Geography 2; History 1, 2, 6 or 6H; Political Science 2 or 2H; Sociology 10

SOCIAL WORK

CSU LONG BEACH

Anthropology 2; Anatomy and Physiology 2A; Mathematics 12 or 12H; Psychology 1; Sociology 1

SAN DIEGO STATE UNIVERSITY

Biology 1 or 2AB, 10 or 12; Economics 7 or 7H or 8; Psychology 1; Sociology 1; Mathematics 12 or 12H; Foreign Language 3

SOCIOLOGY

CSU FULLERTON

Sociology 1

UC RIVERSIDE

Sociology 1 and 6 units of Sociology electives

CSU SAN BERNARDINO

Sociology 1

THEATER ARTS

CSU SAN BERNARDINO

Theater Arts 25, 32, 33, 36, 44, 48; Choose from one Dance D22, D33, D38, D44

CAL POLY POMONA

Theater Arts 3, 33, 34 and 2, 4, 5 or 6; English 9

HIGH SCHOOL EXIT EXAM

GUI-801 Test for Success CAHSEE Preparation

WORKSHOP COURSES

Each discipline of the college has the option of developing workshop courses that are specifically designated to be experimental courses. (They are developed by faculty members in the discipline and receive curriculum committee approval prior to being offered.) Workshop courses cannot be used to satisfy specific graduation requirements; however, they may be used as elective credit for the Associate degree. Courses with this designation may be periodically found in the semester schedule of classes.

COOPERATIVE WORK EXPERIENCE EDUCATION

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

AUTOMOTIVE INTERNSHIP

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

GENERAL WORK EXPERIENCE EDUCATION

This program provides career guidance, job information, human relations, and other similar services for employed students. These jobs do not have to be related to the student's major. The job may be salaried or volunteer, but students must have a job before the beginning of the third week of

class. The student earns 3 units per semester for 180-225 hours of volunteer or paid work experience, respectively, plus weekly attendance at a one hour lecture class. Students can take two (2) semesters of general work experience for a maximum of six (6) units. Veterans wishing to earn units and VA benefits must take occupational work experience.

OCCUPATIONAL WORK EXPERIENCE EDUCATION

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

Units Determination:

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

Occupational Work Experience (one of the disciplines shown below) varies from 1-4 units. For every one (1) unit of work experience credit students must complete 75 hours of paid work or 60 hours of volunteer work during the college semester. No more than 20 hours per week may be applied toward this work requirement. Below is a general guide to help students enroll in the appropriate number of units of work experience.

| Hours Worked Per Week | | Students should enroll in: |
|-----------------------|-------------------|----------------------------|
| 20-40 (paid) | 15-40 (volunteer) | up to 4 units |
| 14-19 (paid) | 11-14 (volunteer) | up to 3 units |
| 9-13 (paid) | 7-10 (volunteer) | up to 2 units |
| 5-8 (paid) | 4-6 (volunteer) | 1 unit |

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

HIGH SCHOOL COURSES

Foreign Languages

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

Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found by calling the prerequisite hotline at (951) 222-8808 or on the web at <http://www.rcc.edu/services/assessment/chemistry.cfm>.

Articulated Courses

The Riverside Community College District (RCCD) and Secondary Education District articulation process provides a method by which college credit can be given for articulated high school and ROP courses, thereby creating a seamless transition from secondary to post-secondary education. Articulation means an agreement has been reached that the student will receive college credit for a specific high school or ROP course. Not all courses are articulated. Students can find the most up-to-date listing of articulated courses at RCCD's Tech Prep website, www.rcc.edu/techprep. Students wishing to apply for credit by articulation should first complete a RCCD college application at <http://www.cccapply.org/apply>. Once a student ID# is obtained, students may apply online for articulated credit at www.rcc.edu/techprep. For further information or assistance, contact Career and Technical Education office, 951-222-8963.

ALVORD UNIFIED SCHOOL DISTRICT

Anatomy and Physiology/Acad. Anat/Phys (AMY 10)
Architectural Design 1 (ARE 24)
Computer Aided Drafting and Design (ENE 30)
Drafting 2 (ENE 21)

ANTELOPE VALLEY UNION HIGH SCHOOL ROP

Emergency Medical Technician (EMS 50/EMS 51)*

CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE (CSDR)

Construction Technology (CON 60)

CORONA-NORCO UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
Architectural Design 1A -1B (ARE 24 and 25)
Computer Aided Drafting 2A - 2B (ENE 42)
Design Manufacturing Technology 1A/1B (MAN 52)*
Electronics 1A and 1B (ELE 21)
Introduction to Engineering and Architecture 1A-1B (ENE 30 and 21)

COLTON REDLANDS YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

Computer Aided Drafting and Design (ENE 30)*
Construction Technology (CON 60)*
Welding Occupations (WEL 15)*

JURUPA UNIFIED SCHOOL DISTRICT

Web Design (ADM 74)*

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Advanced Engineering Design with Solidworks (ENE 42)*
Manufacturing and Materials Engineering 1 (WEL 34)*
Manufacturing and Materials Engineering 2 (WEL 35)*

MORENO VALLEY UNIFIED SCHOOL DISTRICT

Advanced Engineering Drawing (ENE 31)
Anatomy and Physiology (AMY 10)
Architectural Design (ARE 24)
Digital Electronics (ELE 25)
Engineering Drawing 1 and 2 (ENE 21)
Medical Science/Health Careers 1 & 2 or Preparing to Work in Health

Care Level 1 & 2 (HET 79)*

Principles of Engineering (ENE 60/ENE 10)

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Drafting 1 (ENE 21)*

RIVERSIDE COUNTY OFFICE OF EDUCATION REGIONAL OCCUPATIONAL PROGRAM

Allied Health Occupations (HET 79)*
Construction Technology (CON 60)
Emergency Medical Technician (EMS 50, 51)*
Maintenance Mechanics (MAN 60, 61)*
Masonry Occupations (CON 81, 82, 83, 84, 85, 86)
Nurse Assistant (HET 80)*

RIVERSIDE UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
Certified Nursing Assistant (HET 80)*
Digital Electronics (ELE 25)
Health and Bioscience Academy I- First Responder (FIT E2A)*
Health and Bioscience Academy II-Intro to Healthcare Careers (HET 79)*
Health and Bioscience Academy II-Medical Terminology (MDA 1A)*
Medical Terminology (Riverside Adult School) (MDA 1A)*
Principles of Engineering (ENE 10 and ENE 60)

SAN BERNARDINO COUNTY REGIONAL OCCUPATIONAL PROGRAM

Computer Aided Drafting (ENE 21, ENE 30)

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

Construction Occupations A/B (CON 60)

VAL VERDE UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
Web Page Design and Development (ADM 74)*

All courses marked with an () must be completed with a "B" or better, otherwise coursework must be completed with a "C" or better.

This listing is subject to change throughout the program year. Please view the most current list of articulated courses at www.rcc.edu/techprep.

CAREER AND TECHNICAL EDUCATION PROGRAMS

Riverside Community College District offers Associate in Science Degrees and Certificate Programs with an occupational emphasis. Both provide instruction in skills and knowledge needed to enter a skilled or professional occupation. Associate in Science Degree programs require completion of at least 60 units of credit, which normally takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a "C" grade or better. All certificate courses can be counted toward the degree as well as the major.

Need for Specialized Training

Many find it difficult to secure employment or to advance in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is

the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

Who Can Enroll in the Career and Technical Education Programs?

Individuals wishing to enroll at Riverside Community College District must file an official application. Admission to Riverside Community College District is regulated by state law as prescribed in the California Education Code.

Certificate Course Requirements

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

ASSOCIATE IN SCIENCE DEGREE

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

STATE-APPROVED CERTIFICATE

(Certificate of Achievement)

The state-approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

LOCALLY-APPROVED CERTIFICATE

(Certificate of Career Preparation)

The locally-approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.

| Program | Locally Approved Certificate | State Approved Certificate | Associate Degree | Moreno Valley | Norco | Riverside |
|--|------------------------------------|----------------------------------|---------------------|------------------|---------|-----------|
| AREA OF EMPHASIS | | | | | | |
| Administration & Information Systems | | | • | MAA494 | NAA494* | AA494* |
| Communications, Media & Languages | | | • | MAA495 | NAA495* | AA495* |
| Fine & Applied Arts | | | • | MAA496 | NAA496* | AA496* |
| Humanities, Philosophy & Arts | | | • | MAA497 | NAA497* | AA497* |
| PE, Health and Wellness | | | • | MAA498 | NAA498* | AA498* |
| Social & Behavioral Studies | | | • | MAA499 | NAA499* | AA499* |
| Math and Science | | | • | MAS493 | NAS493 | AS493* |
| ASSOCIATE IN ARTS FOR TRANSFER | | | | | | |
| Communication Studies | | | • | MAA587 | NAA587 | AA587 |
| Sociology | | | • | MAA695 | NAA695 | AA695 |
| CERTIFICATES OF ACHIEVEMENT | | | | | | |
| California State University General Ed | | • | | MCE661 | NCE661* | CE661* |
| Intersegmental General Ed | | | | | | |
| Transfer Curriculum IGETC-CSU | | • | | MCE667 | NCE667* | CE667* |
| Intersegmental General Ed | | | | | | |
| Transfer Curriculum IGETC-UC | | • | | MCE668 | NCE668* | CE668* |

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|--|--|--|-----------------------------|----------------------|----------------|------------------|
| ADMINISTRATION OF JUSTICE | | • | • | MAS504/MCE504 | NAS504/NCE504 | AS504*/CE504* |
| AOJ/Basic Correctional Deputy Academy | • | | | MCE783 | | |
| AOJ/Basic Public Safety Dispatch Course | • | | | MCE784 | | |
| Crime Scene Investigation | • | | | | NCE619 | CE619 |
| Investigative Assistant | • | | | | NCE785 | CE785 |
| Law Enforcement | | • | • | MAS563/MCE563 | | |
| Victim Services Aide | • | | | | | CE679* |
| AIR CONDITIONING AND REFRIGERATION | | • | • | | | AS596/CE596 |
| APPLIED DIGITAL MEDIA AND PRINTING | | • | • | | | AS653/CE653 |
| Basic Electronic Prepress | • | | | | | CE822 |
| Basic Graphic Design | • | | | | | CE823 |
| Basic Multimedia Design | • | | | | | CE821 |
| ARCHITECTURE | | • | • | | NAS509/NCE509 | |
| Architectural Graphics | • | | | | NCE787 | |
| ART | | | | | | |
| Visual Communications-Animation | • | | | | | CE774 |
| Visual Communications-Illustration | • | | | | | CE825 |
| AUTOMOTIVE TECHNOLOGY | | | | | | |
| Automotive Body Repair | | • | • | | | AS511/CE511 |
| Automotive Trim and Upholstery | | • | • | | | AS516/CE516 |
| Electrical | | • | • | | | AS513/CE513 |
| Ford Specialty | | | • | | | AS519 |
| General Motors Specialty | | | • | | | AS583 |
| Mechanical | | • | • | | | AS515/CE515 |
| Toyota T-Ten | | • | • | | | AS517/CE517 |
| BANK OPERATIONS | • | | | | | CE625* |
| BUSINESS ADMINISTRATION | | | | | | |
| Accounting Concentration | | • | • | MAS523/MCE523 | NAS523/NCE523 | AS523/CE523 |
| Banking and Finance Concentration | | • | • | | | AS631*/CE631* |
| General Business Concentration | | • | • | MAS524/MCE524 | NAS524/NCE524* | AS524*/CE524* |
| Human Resources Concentration | | • | • | | NAS623/NCE623* | AS623/CE623 |
| Logistics Mgmt Concentration | | • | • | | NAS580/NCE580 | |
| Management Concentration | | • | • | MAS521/MCE521 | NAS521/NCE521* | AS521*/CE521* |
| Marketing Concentration | | • | • | MAS525/MCE525 | NAS525/NCE525* | AS525*/CE525* |
| Real Estate Concentration | | • | • | MAS527/MCE527 | NAS527/NCE527* | AS527/CE527 |
| Insurance | | • | • | | | AS629*/CE629* |
| International Business | • | | | | | CE627* |
| Operations and Production Mgmt | • | | | | | CE833* |
| COMMERCIAL MUSIC | | • | • | | NAA645/NCE645 | |
| COMMUNITY INTERPRETATION | | • | • | MAS557/MCE557 | | |
| COMPUTER APPLICATIONS & OFFICE TECHNOLOGY | | | | | | |
| Administrative Office Professional | • | | | | NCE637* | CE637* |

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

| Certificates and Degrees | Certificates Approved Locally | Certificates Approved State | Associate Degree | Moreno Valley | Norco | Riverside |
|--|--|--|-----------------------------|----------------------|---------------|------------------|
| Executive Office Management | | • | • | | | AS639*/CE639* |
| Executive Office Professional | • | | | | | CE635* |
| Legal Administrative Professional | • | | | | | CE611* |
| Office Assistant | • | | | | NCE633 | CE633* |
| Office Fast-Track | • | | | | NCE812 | CE812* |
| Virtual Assistant | • | | | | | CE677* |
| COMPUTER INFORMATION SYSTEMS | | | | | | |
| C++ Programming | • | | | | NCE803 | CE803* |
| CISCO Networking | • | | | | | CE810* |
| Computer Applications | | • | • | MAS726/MCE726 | NAS726/NCE726 | AS726*/CE726* |
| Computer Programming | | • | • | MAS728/MCE728 | NAS728/NCE728 | AS728*/CE728* |
| Desktop Publishing | | • | • | | NAS647/NCE647 | |
| E-Commerce | • | | | | | CE807* |
| Java Programming | • | | | | NCE809 | CE809* |
| Relational Database Mgmt Tech | • | | | | | CE816* |
| Simulation and Gaming | | • | • | MAS739/MCE739 | NAS739/NCE739 | |
| Systems Development | • | | | | NCE806 | CE806* |
| Webmaster | • | | | MCE820 | NCE820 | CE820* |
| CONSTRUCTION TECHNOLOGY | | • | • | | NAS532/MCE532 | |
| COSMETOLOGY | | • | • | | | AS534/CE534 |
| Cosmetology Business Admin-Entrepreneurial Concentration | | • | • | | | AS537*/CE537* |
| Cosmetology Business Admin- Mgmt and Supervision Concentration | | • | • | | | AS535*/CE535* |
| Cosmetology, Instructor Training | • | | | | | CE675 |
| Esthetician | • | | | | | CE673 |
| CULINARY ARTS | | • | • | | | AS561/CE561 |
| DENTAL ASSISTANT | | • | • | MAS621/MCE621 | | |
| DENTAL HYGIENE | | | • | MAS724 | | |
| DENTAL LABORATORY TECHNOLOGY | | • | • | MAS723/MCE723 | | |
| DRAFTING TECHNOLOGY | | • | • | | NAS539/NCE539 | |
| EARLY CHILDHOOD EDUCATION | | • | • | MAS544/MCE544 | NAS544/NCE544 | AS544*/CE544* |
| ECE / Asst Teacher | • | | | MCE795 | NCE795 | CE795* |
| ECE / Twelve Core Units | • | | | MCE797 | NCE797 | CE797* |
| Early Childhood Intervention Asst | | • | • | MAS601/MCE601 | NAS601/NCE601 | AS601/CE601* |
| Infant and Toddler Specialization | • | | | MCE681 | NCE681 | CE681 |
| EDUCATION PARAPROFESSIONAL | | • | • | MAS603/MCE603* | | AS603*/CE603* |
| ELECTRONICS TECHNOLOGY | | | | | | |
| Analog and Digital Microelectronics | • | | | | NCE831 | |
| Analog Electronics, Analysis and Documentation | • | | | | NCE834 | |
| Analog Electronics Technology | • | | | | NCE835 | |
| Digital Electronics Technology | • | | | | NCE837 | |

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|--|--|-----------------------------|----------------------|----------------|------------------|
| Digital Technology and Documentation | • | | | | NCE839 | |
| Electronic Circuit Analysis | • | | | | NCE836 | |
| Electronic Communications | • | | | | NCE838 | |
| Electronics Computer Systems | | • | • | | NAS545/NCE545 | |
| Electronics Documentation | • | | | | NCE844 | |
| Electronics Technology | | • | • | | NAS546/NCE546 | |
| General Electronics Core | • | | | | NCE847 | |
| Microcomputer Technology | • | | | | NCE848 | |
| Microprocessor Technology | • | | | | NCE845 | |
| Wireless and Fiber-Optic Comm | • | | | | NCE846 | |
| EMERGENCY MEDICAL SERVICES | | | | | | |
| Emergency Medical Technician | • | | | MCE801 | | |
| Paramedic | | • | • | MAS585/MCE585 | | |
| ENGINEERING | | | | | | |
| Engineering Graphics | • | | | | NCE796 | |
| Engineering Technician | | • | • | | NAS550/NCE550 | |
| Engineering Technology | | | • | | NAS551 | |
| FILM, TELEVISION AND VIDEO | | | | | | |
| Basic Television Production | • | | | | | CE842 |
| Production Specialist | | • | • | | | AS641/CE641 |
| FIRE TECHNOLOGY | | • | • | MAS555/MCE555 | | |
| Chief Officer | | • | • | MAS826/MCE826 | | |
| Fire Officer | | • | • | MAS827/MCE827 | | |
| Firefighter Academy | | • | • | MAS669/MCE669 | | |
| GEOGRAPHIC INFORMATION SYSTEMS | • | | | | NCE790 | |
| Core Certificate in GIS Mapping | • | | | | NCE794 | |
| HUMAN SERVICES | | • | • | MAS663/MCE663 | | AS663/CE663 |
| Employment Support Specialization | • | | | MCE802 | | CE802 |
| KINESIOLOGY/EXERCISE, SPORT & WELLNESS | | | | | | |
| Athletic Training Emphasis | | • | • | | | AS597/CE597 |
| Coaching Emphasis | | • | • | | | AS599/CE599 |
| Fitness Professions Emphasis | | • | • | | | AS595/CE595 |
| LOGISTICS MANAGEMENT | | • | • | | NAS579/NCE579* | |
| MANUFACTURING TECHNOLOGY | | | | | | |
| Automated Systems | | • | • | | NAS732/NCE732 | |
| Automated Systems Technician | | • | • | | NAS737/NCE737 | |
| Computer-Aided Production Technology | • | | | | NCE799 | |
| MEDICAL ASSISTING | | | | | | |
| Admin/Clinical Medical Assisting | | • | • | MAS718/MCE718 | | |
| Medical Transcription | | • | • | MAS701/MCE701 | | |
| MUSIC | | | | | | |
| Jazz Performance | • | | | | | CE852 |

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

| Certificates and Degrees | Certificates Approved Locally | Certificates Approved State | Associate Degree | Moreno Valley | Norco | Riverside |
|-----------------------------------|-------------------------------------|-----------------------------------|---------------------|---------------|---------------|---------------|
| MIDI | • | | | | | CE850 |
| Music Performance | • | | | | | CE851 |
| NURSING | | | | | | |
| Critical Care Nurse | • | | | | | CE581 |
| Nursing Assistant | • | | | | | CE584 |
| Registered Nursing | | | • | | | AS586 |
| Vocational Nursing | | • | • | | | AS588/CE588 |
| PARALEGAL STUDIES | | | • | | | AS591* |
| PHOTOGRAPHY | | • | • | | | AS592/CE592 |
| PHYSICIAN ASSISTANT | | • | • | MAS501/MCE501 | | |
| RETAIL MANAGEMENT/WAFC | | • | • | | NAS536/NCE536 | AS536*/CE536* |
| SIGN LANGUAGE INTERPRETING | | • | • | | | AS505/CE505 |
| WELDING TECHNOLOGY | | • | • | | | AS606/CE606 |
| Stick Welding (SMAW) | • | | | | | CE824 |
| TIG Welding (TGAW) | • | | | | | CE819 |
| Wire Welding (FCAW, GMAW) | • | | | | | CE818 |

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

STUDENTS ARE ABLE TO COMPLETE THE FOLLOWING CERTIFICATES/DEGREES AT THESE OFF-CAMPUS LOCATIONS:

| LOCATION | PROGRAM AND PROGRAM CODE | LOCALLY APPROVED CERTIFICATE | STATE APPROVED CERTIFICATE | ASSOCIATE DEGREE |
|------------------------------|--|------------------------------------|----------------------------------|---------------------|
| MORENO VALLEY COLLEGE | | | | |
| Ben Clark Training Center | | | | |
| | Administration of Justice MAS504/MCE504 | | • | • |
| | AOJ/Basic Correctional Deputy Academy MCE783 | • | | |
| | AOJ/Basic Public Safety Dispatch Course MCE784 | • | | |
| | Law Enforcement MAS563/MCE563 | | • | • |
| | Emergency Medical Technician MCE801 | • | | |
| | Paramedic MAS585/MCE585 | | • | • |
| | Fire Technology MAS555/MCE555 | | • | • |
| | Chief Officer MAS826/MCE826 | | • | • |
| | Fire Officer MAS827/MCE827 | | • | • |
| | Firefighter Academy MAS669/MCE669 | | • | • |

PROGRAMS AND CERTIFICATES

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

ACCOUNTING

See **BUSINESS ADMINISTRATION**

ADMINISTRATION OF JUSTICE

**ADMINISTRATION OF JUSTICE (MNR) MAS504/MCE504
NAS504/NCE504
AS504/CE504**

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

Certificate Program

Program Learning Outcomes

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

- Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate a basic knowledge of criminal law.
- Demonstrate a knowledge of the implications of legal evidence in the processing of criminal cases.
- Demonstrate a knowledge of the role of policing and the maintenance of favorable community relations.

| Required Courses (27 units) | | Units |
|-----------------------------|---|-------|
| ADJ-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 Science Degree in Administration of Justice will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ADMINISTRATION OF JUSTICE/
LAW ENFORCEMENT(M) MAS563/MCE563**

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

Certificate Program

Program Learning Outcomes

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

- Analyze the various aspects of police work
- Identify minimum competencies in police functions of most frequent occurrence
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure
- Compare and contrast the concepts of uniformity in police practices and procedures.

| Required Courses (34.5-39 units) | | Units |
|----------------------------------|--------------------------------------|-------|
| ADJ-B1B | Basic Peace Officer Training Academy | 39 |
| or | | |
| | Reserve Training Module Format | 34.5 |
| ADJ-R1A2 | Level III Modular Academy Training | 6.5 |
| ADJ-R1B | Level II Reserve Officer Training | 11 |
| ADJ-R1C | Level I Reserve Officer Training | 17 |

Associate in Science Degree

The Associate in Science Degree in Administration of Justice/Law Enforcement will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

**ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL (M) MCE783
DEPUTY ACADEMY**

Certificate Program

| Required Courses (13 units) | | Units |
|-----------------------------|---------------------------------------|-------|
| ADJ-C1D | Basic Correctional Deputy Academy (C) | 13 |

**ADMINISTRATION OF JUSTICE BASIC PUBLIC SAFETY DISPATCH
COURSE (M) MCE784**

Certificate Program

| Required Courses (5 units) | | Units |
|----------------------------|-------------------------------------|-------|
| ADJ-D1A | Basic Public Safety Dispatch Course | 5 |

CRIME SCENE INVESTIGATION (NR) NCE619**Certificate Program CE619****Program Learning Outcomes**

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

- Demonstrate an advanced knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate an advanced knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate an advanced ability to use computer technology to report the collection, preservation, and presentation of crime scene evidence.

Required Courses (15 units) Units

| Required Courses (15 units) | Units |
|---|-------|
| ADJ-2 Principles and Procedures of the Justice System | 3 |
| ADJ-3 Concepts of Criminal Law | 3 |
| ADJ-13 Criminal Investigation | 3 |
| ADJ-14 Advanced Criminal Investigation | 3 |
| ANT-10 Forensic Anthropology | 3 |

INVESTIGATIVE ASSISTANT (NR) NCE785**CE785****Certificate Program****Program Learning Outcomes**

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

- Demonstrate a basic knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate a basic knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate the ability to properly write official reports related to the collection, preservation, and presentation of crime scene evidence.
- Demonstrate the ability to employ computer technology to facilitate student learning outcomes 1 through 3 above.

Required Courses (15 units) Units

| Required Courses (15 units) | Units |
|---|-------|
| ADJ-3 Concepts of Criminal Law | 3 |
| ADJ-4 Legal Aspects of Evidence | 3 |
| ADJ-13 Criminal Investigation | 3 |
| ADJ-23 Criminal Justice Report Writing ¹ | 3 |
| CIS-1A Introduction to Computer Information Systems | 3 |

¹ Successful completion of ENG-1A may substitute for this course.

VICTIM SERVICES AIDE (R) CE679**Certificate Program****Program Learning Outcomes**

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

- Demonstrate a knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate the ability to conduct interpersonal interviews and counseling generally applicable to the helping professions.
- Demonstrate the ability to read and write at the college freshman level.

- Demonstrate an overall ability to enter Victim-Witness Advocacy programs at a level of trainee, intern, or other novice position.

Required Courses (16 units) Units

| Required Courses (16 units) | Units |
|---|-------|
| ADJ-1 Introduction to the Administration of Justice | 3 |
| ADJ-2 Principles and Procedures of the Justice System | 3 |
| ENG-1A/1AH English Composition | 4 |
| HMS-5 Introduction to Evaluation and Counseling | 3 |
| or | |
| COM-9/9H Interpersonal Communication | 3 |
| SOC-20 Introduction to Criminology | 3 |

AIR CONDITIONING AND REFRIGERATION**AIR CONDITIONING AND REFRIGERATION (R) AS596/CE596**

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of air conditioning, and refrigeration systems. This includes instruction in diagnostic techniques, the use of testing equipment, the principles of mechanics, electricity, and electronics as they relate to the repair of air conditioning and refrigeration systems.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate technical knowledge and skills needed to repair, install, service, and maintain air conditioning and refrigeration systems in operating condition.
- Utilize diagnostic techniques and testing equipment in the repair of air conditioning and refrigeration systems.
- Apply principles of mechanics, electricity, and electronics to the repair of air conditioning and refrigeration systems.

Required Courses (26-27 units) Units

| Required Courses (26-27 units) | Units |
|---|-------|
| AIR-50A Air Conditioning and Refrigeration | 5 |
| AIR-50B Advanced Refrigeration | 5 |
| AIR-51A Environmental Control | 5 |
| AIR-51B Industrial Commercial Refrigeration | 5 |
| AIR-53 Basic Electricity for Air Conditioning and Refrigeration | 4 |
| Electives (Choose from list below) | 2-3 |

Electives (2-3 units)

| | |
|---------------------------------|---|
| CON-62 Blueprint Reading | 3 |
| WEL-34 Metals Joining Processes | 2 |

Associate in Science Degree

The Associate in Science Degree in Air Conditioning and Refrigeration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

APPLIED DIGITAL MEDIA AND PRINTING

APPLIED DIGITAL MEDIA AND PRINTING (R) AS653/CE653

This program prepares students for a wide variety of careers in graphic arts and multimedia. This includes instruction in graphic design, illustration, photo manipulation, web design, animation, electronic prepress, press operation, bindery, and management, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience for entry into the graphic arts / multimedia industries.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the ability to communicate effectively with clients and co-workers.
- Demonstrate ethical, economic, civic, and moral responsibility.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate proper set-up, safe operation, and clean-up of finishing equipment.
- Demonstrate the ability to estimate costs, document materials and time spent on production, and an ability to meet deadlines.
- Produce a portfolio and networking skills to promote talents in preparation for work in the graphics industry.

| Required Courses (34 units) | | Units |
|-----------------------------|---|-------|
| ADM-1 | Introduction to Applied Digital Media | 3 |
| ADM-30 | Contemporary Topics in Applied Digital Media | 1 |
| ADM-55 | Management and Estimating in the Graphics/Design Industry | 3 |
| ADM-58 | Paper and Inks for Multi-purposed Design | 1 |
| ADM-63 | Adobe InDesign | 3 |
| ADM-70 | Project Design and Production | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| ADM-80 | Introductory Digital Darkroom | 3 |
| ADM-85 | Beginning Offset Presswork | 3 |
| ADM-89 | Applied Digital Media Portfolio | 1 |
| Electives | (Choose from list below) | 10 |

Electives (10 units)

| | | |
|---------|--|---|
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-67 | WEB Animation with Flash | 3 |
| ADM-68 | 3D Animation with Maya | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-72 | Advanced Photoshop | 3 |
| ADM-74 | Dreamweaver for Graphic Designers | 3 |
| ADM-76 | QuarkXPress | 3 |
| ADM-77A | Adobe Illustrator | 3 |
| ADM-77B | Advanced Adobe Illustrator | 3 |

| | | |
|---------|--|---------|
| ADM-86 | Advanced Offset Presswork and Bindery | 3 |
| ADM-88 | 3D Creature Creations with Maya | 3 |
| ADM-200 | Applied Digital Media and Printing Work Experience | 1-2-3-4 |
| ART-22 | Basic Design | 3 |
| ART-36 | Computer Art | 3 |
| CIS-54B | Introduction to Flash Scripting | 3 |
| ENG-17 | Literary Magazine Production | 2 |
| FTV-64 | Digital Editing Principles and Techniques | 3 |
| PHO-20 | Introduction to Digital Still Photography | 3 |

Associate in Science Degree

The Associate in Science Degree in Applied Digital Media and Printing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

BASIC ELECTRONIC PREPRESS (R) CE822

Certificate Program

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate an ability to meet deadlines.

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

BASIC GRAPHIC DESIGN (R) CE823

Prepares students for a career in graphic design to become a skilled technician for design careers in business, industry and the public/private sectors.

Certificate Program

Program Learning Outcomes

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

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.

- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate an ability to meet deadlines.

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

BASIC MULTIMEDIA DESIGN (R) CE821

Prepares students for a career in multimedia to become a skilled technician for new media careers in business, industry and the public/private sectors.

Certificate Program

Program Learning Outcomes

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

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media.
- Create WEB animation using Flash panels, commands and interface.
- Create cross-platform media that includes a variety of media including photos, video and audio.
- Demonstrate the use of motion graphics in video.
- Produce a portfolio and networking skills to promote talents in preparation for work in the graphics industry.

| Required Courses (17 units) | | Units |
|-----------------------------|---|-------|
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-67 | Web Animation with Flash | 3 |
| ADM-69 | Motion Graphics with After Effects | 3 |
| ADM-71 | Adobe PhotoShop | 3 |
| ADM-89 | Applied Digital Media Portfolio | 1 |
| CIS-54B | Introduction to Flash Scripting | 3 |
| PHO-20 | Introduction to Digital Still Photography | 3 |

ARCHITECTURE

ARCHITECTURE (N) NAS509/NCE509

This program prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural and related construction projects. This includes instruction in basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural industrial print interpretation, building materials, and basic structural wiring diagramming.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program should be able to demonstrate:

- An ability to apply and integrate computer technology in the design process exhibiting skills necessary for entry-level employment in the architecture profession.

- Knowledge of architecture theory, and practice in the solution of Architectural design problems related to industry.
- An ability to work effectively in small and large group situations similar to those found in industry.
- The ability to apply the problem solving process to create and present design solutions.

| Required Courses (27 units) | | Units |
|-----------------------------|--|-------|
| ARE-24 | Architectural Drafting | 3 |
| ARE-25 | Advanced Architectural Drafting | 3 |
| ARE-26 | Architectural Rendering | 3 |
| ARE-35 | History of Architecture-Beginnings of Architecture through Gothic Architecture | 3 |
| or | | |
| ARE-36 | History of Architecture-Renaissance through the 20th Century | 3 |
| ARE-37 | Architectural Design I | 3 |
| or | | |
| ART-22 | Basic Design | 3 |
| ENE-21 | Drafting | 3 |
| ENE-30 | Computer-Aided Drafting (CAD) | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| Electives | (Choose from list below) | 3 |

Electives (3 units)

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

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the architecture certificate program, students who complete the Associate in Science Degree in Architecture will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

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

ARCHITECTURAL GRAPHICS (N) NCE787

Certificate Program

Program Learning Outcomes

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

- Complete a set of residential working drawings, which may include first floor drawings, second floor drawings, foundation drawings, elevations, cross-sections, framing, electrical drawings, and structural detail.
- Demonstrate an ability to apply and integrate computer technology into the design process to achieve a desired result.

| Required Courses (9 units) | | Units |
|----------------------------|-------------------------|-------|
| ARE-24 | Architectural Drafting | 3 |
| ENE-21 | Drafting | 3 |
| ENE-30 | Computer-Aided Drafting | 3 |

ART

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

VISUAL COMMUNICATIONS - ANIMATION (R) CE774

This program prepares individuals to communicate information, entertainment and ideas through motion picture animation. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to writing, directing, and all aspects of animation production.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the ability to apply the principles of animation and story telling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.

| Required Courses (15 units) | | Units |
|--|---------------------|-------|
| ART-20 | Beginning Sculpture | 3 |
| or | | |
| ART-24 | 3D Design | 3 |
| ART-40 | Figure Drawing | 3 |
| ART-41 | Figure Painting | 3 |
| ART-44 | Animation | 3 |
| Digital Media Electives (Choose from list below) | | 3 |

Digital Media Electives (3 units)

| | | |
|---------|---------------------------------------|---|
| ART-36 | Computer Art | 3 |
| ADM-1 | Introduction to Applied Digital Media | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| ADM-76 | QuarkXPress | 3 |
| ADM-77A | Adobe Illustrator | 3 |

VISUAL COMMUNICATIONS - ILLUSTRATION (R) CE825

This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.

Certificate Program

Program Learning Outcomes

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

- Acquire skills to fuse the creative thinking and technical communication skills with a personal vision.
- Discuss verbally and illustrate visually a basic understanding of commercial illustration techniques.
- Develop skills to visually solve problems and communicate their ideas in order to prepare an operational portfolio of their creative and successful works.
- Hone artistic skills and technical expertise in order to effectively convey complex ideas in a variety of media.

| Required Courses (17 units) | | Units |
|--|---|-------|
| ART-17 | Beginning Drawing | 3 |
| ART-22 | Basic Design | 3 |
| ART-26 | Beginning Painting | 3 |
| ART-35 | Illustration | 3 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| Digital Media Electives (Choose from list below) | | 3 |

Digital Media Electives (3 units)

| | | |
|---------|---------------------------------------|---|
| ART-36 | Computer Art | 3 |
| ADM-1 | Introduction to Applied Digital Media | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| ADM-76 | QuarkXPress | 3 |
| ADM-77A | Adobe Illustrator | 3 |

AUTOMOTIVE TECHNOLOGY**AUTOMOTIVE TECHNOLOGY - (R) AS511/CE511****AUTOMOTIVE BODY REPAIR**

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

Certificate Program**Program Learning Outcomes**

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

- Develop entry-level skills and knowledge for employment in the automotive industry. i.e. employment in an auto body repair facility, automotive paint shop.
- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

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

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Automotive Body Repair will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE TRIM AND UPHOLSTERY (R) AS516/CE516

This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate their proficiency by the use of upholstery tools and techniques while removing, striping, reupholstering, and reinstalling an automotive seat or bench.
- Calculate the adequate amount of material and time required to reupholster an automotive seat or bench.

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

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - ELECTRICAL (R) AS513/CE513

This program prepares individuals to apply technical knowledge and skills to operate, maintain, and repair electrical and electronic equipment within an automobile. This includes instruction in electrical circuitry, simple gearing, linkages, and the use of test equipment.

Certificate Program**Program Learning Outcomes**

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

- Pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Pass the Automotive Service Excellence (ASE) national certification exam.
- Pass the International Mobile Air Conditioning Association (IMAC) certification exam.

| Required Courses (23 units) | | Units |
|-----------------------------|---|-------|
| AUT-50 | Automotive Principles | 4 |
| AUT-52A | Automotive Tune-up and Electrical Systems | 4 |
| AUT-52B | Automotive Tune-up and Emission Controls | 4 |
| AUT-54 | Automotive Electrical Systems | 4 |
| AUT-56 | Automotive Computer Controls | 3 |
| AUT-57 | Automotive Heating and Air Conditioning | 4 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Electrical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY (R) AS519

The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 to 12 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program

Program Learning Outcomes

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam

| Required Courses (44 units) | | Units |
|-----------------------------|---|---------|
| AUT-71 | Ford Electrical and Electronics Systems | 4 |
| AUT-72 | Ford Applied Electronics | 4 |
| AUT-73 | Ford Engine Performance | 8 |
| AUT-74 | Ford Brakes, Steering and Suspension Systems | 4 |
| AUT-75 | Ford Engine Repair | 4 |
| AUT-76 | Ford Advanced Chassis Systems | 4 |
| AUT-78 | Ford Manual Transmissions and Drive-Train Systems | 4 |
| AUT-79 | Ford Automatic Transmissions and Transaxles | 4 |
| AUT-99 | Automotive Technology Internship (must be taken four times) | 2-2-2-2 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Ford Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - (R) AS583

GENERAL MOTORS SPECIALTY

This program is a joint effort of Riverside Community College, General Motors Corporation and local GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program

Program Learning Outcomes

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

| Required Courses (44 units) | | Units |
|-----------------------------|---|---------|
| AUT-81 | GM Electrical and Electronics Systems | 4 |
| AUT-82 | GM Applied Electronics | 4 |
| AUT-83 | GM Engine Performance | 8 |
| AUT-84 | GM Brakes, Steering and Suspension Systems | 4 |
| AUT-85 | GM Gasoline Engine and Repair | 4 |
| AUT-86 | GM Advanced Chassis Systems | 4 |
| AUT-88 | GM Manual Transmissions and Drive Trains | 4 |
| AUT-89 | GM Automatic Transmissions and Transaxles | 4 |
| AUT-99 | Automotive Technology Internship (must be taken four times) | 2-2-2-2 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-General Motors Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - MECHANICAL (R) AS515/CE515

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. This includes instruction in brake systems, engine repair, suspension and steering, automatic and manual transmissions, and drive trains.

Certificate Program**Program Learning Outcomes**

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

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

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Mechanical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

TOYOTA T-TEN (R)**AS517/CE517**

T-Ten offers accelerated options for career-minded individuals who want to quickly begin a dynamic, rewarding profession. Learn from top ASE-Certified instructors who are passionate about cars and eager to help you build a future. Master the latest diagnostic equipment in controlled, supervised learning environments. Make money while you learn on-the-job with a worksite education experience at a Toyota or Lexus dealership (where available).

Certificate Program**Program Learning Outcomes**

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

| Required Courses (28 units) | | Units |
|-----------------------------|---|-------|
| AUT-61 | Introduction to Toyota Service | 3 |
| AUT-62 | Toyota Fuel Systems I | 3 |
| AUT-63 | Toyota Electrical Systems Mastery | 3 |
| AUT-64 | Toyota Brakes and Suspension | 3 |
| AUT-65A | Toyota Manual Transmissions and Transaxles | 3 |
| AUT-65B | Toyota Automatic Transmissions and Transaxles | 3 |
| AUT-66 | Toyota Climate Control Systems | 3 |
| AUT-67 | Toyota Fuel Systems II | 3 |
| AUT-99 | Automotive Technology Internship (must be taken 2 times) | 2-2 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Toyota will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

BANKING AND FINANCE

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

BANK OPERATIONS (R) CE625

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

Certificate Program

Program Learning Outcomes

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

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

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

BUSINESS ADMINISTRATION

Certificate Program

Program Learning Outcomes

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

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

Major Core Requirements:

| Required Courses (18 units) | | Units |
|-----------------------------|---|-------|
| ACC-1A | Principles of Accounting I | 3 |
| BUS-10 | Introduction to Business | 3 |
| BUS-18A | Business Law I | 3 |
| BUS-20 | Business Mathematics | 3 |
| BUS-22 | Management Communications | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| CIS/CAT-3 | Computer Applications for Working Professionals | 3 |

Major Concentration Requirements (12 units)

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

| | |
|----------------------|----|
| Accounting | 12 |
| Banking And Finance | 12 |
| General Business | 12 |
| Human Resources | 12 |
| 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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**ACCOUNTING CONCENTRATION (MNR) MAS523/MCE523
NAS523/NCE523
AS523/CE523**

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Understand the major role financial reporting plays in fulfilling government’s duty to be publicly accountable in a democratic society.
- Apply cost accounting principles to manufacturing and service enterprises within a global society.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Analyze data and apply appropriate principles of federal income tax law.
- Analyze and solve accounting problems with application software.
- Prepare the detailed financial reports for governments and not-for-profit entities that stress the need for the public to understand and evaluate the financial activities and management of these organizations.

- Develop and apply principles of moral judgment and ethical behavior to business situations.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| ACC-1B Principles of Accounting II | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| ACC-61 Cost Accounting | 3 |
| ACC-62 Payroll Accounting | 3 |
| ACC-63 Income Tax Accounting | 3 |
| ACC-65 Computerized Accounting | 3 |
| ACC-66 Non-Profit and Governmental Accounting | 3 |
| ACC-200 Work Experience | 1-2-3-4 |
| BUS/MAG-47 Applied Business and Management Ethics | 3 |

BANKING AND FINANCE CONCENTRATION (R) AS631/CE631

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Banking and Finance concentration, students should be able to:

- Describe and analyze the roles of financial institutions in our economy.
- Describe and analyze the services provided by banking institutions.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.

| | |
|---|----|
| Business Administration Major Core Requirements | 18 |
| Select another 6 units from the following: | 6 |
| BAN-51 Principles of Banking | 3 |
| BAN-52 Consumer Lending | 3 |
| and | |
| Select another 6 units from the following: | 6 |
| ACC-1B Principles of Accounting II | 3 |
| BUS-18B Business Law II | 3 |
| ECO-4 Introduction to Economics | 3 |
| MAG-44 Principles of Management | 3 |
| MAG-51 Elements of Supervision | 3 |
| MAG-53 Human Relations | 3 |
| MKT-20 Principles of Marketing | 3 |
| MKT-41 Techniques of Selling | 3 |
| RLE-83 Real Estate Finance | 3 |

GENERAL BUSINESS CONCENTRATION (MNR) MAS524/MCE524 NAS524/NCE524 AS524/CE524

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the General Business concentration, students should be able to accomplish four of the following seven tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Select another 12 units from the following: | 12 |
| ACC-1B Principles of Accounting II | 3 |
| or | |
| ACC-38 Managerial Accounting | 3 |
| BUS-18B Business Law II | 3 |
| BUS-40 International Business-Principles | 3 |
| BUS/MAG-47 Applied Business and Management Ethics | 3 |
| BUS-80 Principles of Logistics | 3 |
| BUS-200 Work Experience | 1-2-3-4 |
| MAG-51 Elements of Supervision | 3 |
| MAG-53 Human Relations | 3 |
| MKT-20 Principles of Marketing | 3 |

HUMAN RESOURCES CONCENTRATION (NR) NAS623/NCE623 AS623/CE623

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. This includes instruction in personnel and organization policy, human resources dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Human Resources Management concentration, students should be able to:

- Apply sound human resources management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resources management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resources Management plays in the successful operations of a business or organization.

- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

| | |
|--|----|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| MAG-56 Human Resources Management | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| MAG-51 Elements of Supervision | 3 |
| MAG-52 Employee Training and Development | 3 |
| MAG-54 Employee Labor Relations | 3 |
| MAG/BUS-70 Introduction to Organizational Behavior | 3 |

LOGISTICS MANAGEMENT CONCENTRATION (N) NAS580/NCE580

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is on integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Program Learning Outcomes

In addition to outcomes from the core Business Administration courses, and upon successful completion of the Logistics concentration, students should be able to do four to five of the following seven things:

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

| | |
|---|-----|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| BUS-80 Principles of Logistics | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| BUS-82 Freight Claims | 1.5 |
| BUS-83 Contracts | 1.5 |
| BUS-85 Warehouse Management | 3 |
| BUS-86 Transportation and Traffic Management | 3 |
| BUS-87 Introduction to Purchasing | 3 |
| BUS-90 International Logistics | 3 |

MANAGEMENT CONCENTRATION (MNR)

**MAS521/MCE521
NAS521/NCE521
AS521/CE521**

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Management concentration, students should be able to:

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| MAG-44 Principles of Management | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| MAG-46 Contemporary Quality Systems Management | 3 |
| MAG/BUS-47 Applied Business and Management Ethics | 3 |
| MAG-53 Human Relations | 3 |
| MAG-56 Human Resources Management | 3 |
| MAG-60 Introduction to Hospitality Management | 3 |
| MAG-200 Work Experience | 1-2-3-4 |
| BUS-48 International Management | 3 |

MARKETING CONCENTRATION (MNR)

**MAS525/MCE525
NAS525/NCE525
AS525/CE525**

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.



| | | |
|---|---------|----|
| Business Administration Major Core Requirements | | 18 |
| Required for this concentration | | 3 |
| <hr/> | | |
| MKT-20 Principles of Marketing and | | 3 |
| Select another 9 units from the following: | | 9 |
| <hr/> | | |
| MKT-40 Advertising | | 3 |
| MKT-41 Techniques of Selling | | 3 |
| MKT-42 Retail Management | | 3 |
| MKT-200 Work Experience | 1-2-3-4 | 3 |
| BUS-43 International Business-Marketing | | 3 |
| BUS-51 Principles of E-Commerce | | 3 |
| BUS-80 Principles of Logistics | | 3 |

**REAL ESTATE CONCENTRATION (MNR) MAS527/MCE527
 NAS527/NCE527
 AS527/CE527**

This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.

Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Real Estate concentration, the student should be able to do the following:

- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the perspective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems.
- Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values.
- Discuss and evaluate real estate markets and trends.

| | | |
|---|---------|----|
| Business Administration Major Core Requirements | | 18 |
| Select another 12 units from the following: | | 12 |
| <hr/> | | |
| RLE-80 Real Estate Principles | | 3 |
| RLE-81 Real Estate Practices | | 3 |
| RLE-82 Legal Aspects of Real Estate | | 3 |
| RLE-83 Real Estate Finance | | 3 |
| RLE-84 Real Estate Appraisal | | 3 |
| RLE-85 Real Estate Economics | | 3 |
| RLE-86 Escrow Procedures I | | 3 |
| RLE-200 Work Experience | 1-2-3-4 | 3 |

INSURANCE (R) AS629/CE629

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

Certificate Program

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

Associate in Science Degree

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

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

INTERNATIONAL BUSINESS (R) CE627

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

Certificate Program

Program Learning Outcomes

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

- Explain the key elements of international business.
- Analyze the essential factors that determine the success of each element of international business.
- Explain the inter-relationship of each elements of international business that are required for a successful international business operation.
- Develop the framework of an international business plan, incorporating understanding of general business concepts, international marketing mix, international cultures, international economics, and international politics.

| Required Courses (15 units) | | Units |
|--------------------------------------|-----------------------------------|-------|
| BUS-10 | Introduction to Business | 3 |
| BUS-40 | International Business-Principles | 3 |
| BUS-43 | International Business-Marketing | 3 |
| Group A Electives (Choose from list) | | 3 |
| Group B Electives (Choose from list) | | 3 |

Group A Electives

| | | |
|-----------|---|---|
| BUS-46 | International Business-Intro to Import/ Exporting | 3 |
| BUS-48 | International Management | 3 |
| BUS-90 | International Logistics | 3 |
| COM-12 | Intercultural Communication | 3 |
| ECO/POL-6 | Introduction to Political Economy | 3 |
| ECO-7 | Principles of Macroeconomics | 3 |

Group B Electives

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

OPERATIONS AND PRODUCTION MANAGEMENT (R) CE833

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, productions, and manufacturing. This includes instruction in principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor regulations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.

Certificate Program

Program Learning Outcomes

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

- Analyze organizational effectiveness and establish productivity ratios.
- Evaluate a business environment and select an appropriate business improvement intervention to increase business effectiveness.
- Apply appropriate diagnostic tools to determine current business effectiveness and establish a plan for improvement.
- Analyze current business processes and develop a statistically valid graphical representation of performance and be able to predict future performance.
- Effectively select process improvement tools to analyze current business practices, determine problem areas and establish a plan to improve business performance.

| Required Courses (15 units) | | Units |
|------------------------------------|---|-------|
| MAG-70 | Introduction to Organization Development | 3 |
| BUS/MAG-71 | Introduction to Productivity Management | 3 |
| BUS/MAG-72 | Introduction to Quantitative Methods for Business | 3 |
| Electives (Choose from list below) | | 6 |

Electives (6 units)

| | | |
|------------|--|---|
| BUS-20 | Business Math | 3 |
| BUS/MAG-47 | Applied Business and Management Ethics | 3 |
| BUS-80 | Principles of Logistics | 3 |
| MAG-44 | Principles of Management | 3 |
| MAG-51 | Elements of Supervision | 3 |

COMMERCIAL MUSIC

NAA645/NCE645

PERFORMANCE (N)

The *Commercial Music: Performance* certificate is a program designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with music technology and record in a state-of-the-art recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as instrumentalists and vocalists in studio or live performance settings.

Associate in Arts Degree

Program Learning Outcomes

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

- Understand and employ fundamentals of music and musicianship such as melody, harmony, chord structure, rhythm, key signatures, phrasing, sight-singing and scalar patterns.
- Identify and discuss the origins of commercial music and explain how it relates to society today.
- Create and manipulate vocal or instrumental technique in a studio and live performance setting such as fingerings, dynamics, diction, breathing, rhythm, phrasing and vowel or finger placement.
- Memorize and recall standard commercial music literature in a live ensemble performance.

| Required Courses (32 units) | | Units |
|---|--|-------|
| MUC-1 | Performance Techniques for Studio Recording (take 3 times) | 2-2-2 |
| MUC-7 | Introduction To Music Technology | 3 |
| MUS-3 | Fundamentals of Music | 4 |
| MUS-32 | Class Piano | 1 |
| MUS-38 | Beginning Applied Music Training (take 3 times) | 2-2-2 |
| MUS-65 | Basic Musicianship | 2 |
| Electives (choose from the lists below) | | 10 |

Select 6 units from the following:

| | | |
|--------|--|---|
| MUC-3 | Introduction to Pro Tools: MIDI and Audio Production | 3 |
| MUS-19 | Music Appreciation | 3 |
| MUS-23 | History of Rock and Roll | 3 |
| MUS-93 | The Business of Music | 3 |

Select 4 units from the following:

| | | |
|--------|----------------------|---|
| MUC-10 | Norco Choir | 2 |
| MUC-11 | Studio Arts Ensemble | 2 |

Associate in Arts Degree

The Associate in Arts Degree in Commercial Music: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COMMUNITY INTERPRETATION

COMMUNITY INTERPRETATION (M) MAS557/MCE557

The Community Interpretation program provides students with a foundation in the skills of Spanish-English translation and interpretation. Students train intensively in the three modes of interpreting: simultaneous, consecutive, and sight translation. Instruction covers general and literary translation and skills are applied in the contexts of medicine, law, and business. The program prepares individuals seeking interpreter certification and improves marketability for bilinguals who use Spanish and English in the workplace.

Certificate Program

| Required Courses (18 units) | Units |
|--|-------|
| CMI-61 Introduction to Spanish English Translation | 3 |
| CMI-71 Bilingual Interpretation for the Medical Professions | 6 |
| CMI-81 Bilingual Interpretation for the Legal Professions | 6 |
| CMI-91 Introduction to Translation and Interpretation for Business | 3 |

Associate in Science Degree

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

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

This program prepares individuals to support business operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spread sheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

EXECUTIVE OFFICE MANAGEMENT (R) AS639/CE639

Prepares individuals to support business operations by using computer equipment to enter, process and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spreadsheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

Certificate Program

Program Learning Outcomes

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

- Prepare, proofread, and process correspondence (including labels and envelopes), memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to supervisory workers.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create simple statistical reports.
- Create properly formatted and grammatically correct business documents.

Required Courses (34 units)

| Required Courses (34 units) | Units |
|---|-------|
| CAT-1A Business Etiquette | 1 |
| CAT/CIS-3 Computer Applications for Working Professionals | 3 |
| CAT-30 Business English | 3 |
| CAT-31 Business Communications | 3 |
| CAT-40 Administrative Office Management | 3 |
| CAT-51 Intermediate Typewriting/Document Formatting | 3 |
| CAT-55 Applied Accounting/Bookkeeping | 3 |
| CAT-61 Professional Office Procedures | 3 |
| CAT-62 Records Management | 3 |
| CAT/CIS-80 Word Processing: Microsoft Word for Windows | 3 |
| or | |
| CAT/CIS-84 Word Processing: WordPerfect for Windows | 3 |
| CAT/CIS-90 Microsoft Outlook | 3 |
| CAT/CIS-98A Introduction to Excel | 1.5 |
| CAT/CIS-98B Advanced Excel | 1.5 |

Associate in Science Degree

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

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

**ADMINISTRATIVE OFFICE PROFESSIONAL (NR) NCE637
CE637**

Certificate Program**Program Learning Outcomes**

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

- Compose, key, and properly format various types of business correspondence and reports using a computer terminal.
- Compose, key, and properly format spreadsheets, databases, and presentations using a computer terminal.
- Index, code, sort, and file correspondence and other business records.
- Compile and create simple statistical reports.
- Schedule appointments, meetings, and travel arrangements.

| Required Courses (13.5 units) | | Units |
|-------------------------------|---|-------|
| CAT/CIS-3 | Computer Applications for Working Professionals | 3 |
| CAT-31 | Business Communications | 3 |
| CAT-61 | Professional Office Procedures | 3 |
| CAT-62 | Records Management | 3 |
| CAT/CIS-98A | Introduction to Excel | 1.5 |

EXECUTIVE OFFICE PROFESSIONAL (R) CE635

This certificate provides students with knowledge and skills to perform advanced administrative clerical duties related to assisting executives by coordinating office services and systems needed to run a company efficiently and smoothly.

Certificate Program**Program Learning Outcomes**

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

- Prepare memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule appointments, plan meetings and conferences.
- Create, file, retrieve, and maintain office/corporation documents, records, and reports.

| Required Courses (13.5 units) | | Units |
|-------------------------------|---|-------|
| CAT-40 | Administrative Office Management | 3 |
| CAT/ACC-55 | Applied Accounting/Bookkeeping | 3 |
| CAT/CIS-80 | Word Processing: Microsoft Word for Windows | 3 |
| CAT/CIS-90 | Microsoft Outlook | 3 |
| CAT/CIS-98B | Advanced Excel | 1.5 |

LEGAL ADMINISTRATIVE PROFESSIONAL (R) CE611

Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.

Certificate Program**Program Learning Outcomes**

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

- Compose, key, and properly format various types of business and legal correspondence and reports using computer software.
- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
- Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases.
- Submits articles and information from searches to attorneys for review and approval for use.
- Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.
- Drafts and types office memos.
- Receives and places telephone calls.
- Schedules and makes appointments.
- Makes photocopies of correspondence, document, and other printed matter.

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| CAT-36A | Legal Office Procedures I | 3 |
| CAT-36B | Legal Office Procedures II | 3 |
| CAT-37 | Legal Terminology | 3 |
| CAT-38 | Legal Word Processing and Forms Productions | 3 |

**OFFICE ASSISTANT (NR) NCE633
CE633**

This certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures.

**Certificate Program
Program Learning Outcomes**

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

- Compose, key, and enter data into computer using keyboard.
- Prepare correspondence (including labels and envelopes), bills, statements, receipts, and copy information from one record to another.
- Proofread records or forms.
- Create properly formatted and grammatically correct business documents.
- Answer telephones, and convey messages.
- Demonstrate familiarity with fundamental aspects of computer technology.

| Required Courses (10 units) | | Units |
|-----------------------------|--|-------|
| CAT-1A | Business Etiquette | 1 |
| CAT-30 | Business English | 3 |
| CAT-51 | Intermediate Typewriting/Document Formatting | 3 |
| CAT/CIS-93 | Computers for Beginners | 3 |

**OFFICE FAST-TRACK (NR) NCE812
CE812**

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

**Certificate Program
Program Learning Outcomes**

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

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

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

VIRTUAL ASSISTANT (R) CE677

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

**Certificate Program
Program Learning Outcomes**

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

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

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

Core courses will be offered online. Most electives will be offered in online or hybrid formats.

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

COMPUTER INFORMATION SYSTEMS

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

**COMPUTER APPLICATIONS (MNR) MAS726/MCE726
NAS726/NCE726
AS726/CE726**

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

Certificate Program**Program Learning Outcomes**

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

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

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

Electives 1 (7.5 units)

| | | |
|-------------|--|-----|
| CIS/CSC-2 | Fundamentals of Systems Analysis | 3 |
| CIS-23 | Software and End User Support | 3 |
| CIS/CSC-25 | Data Communications | 3 |
| CIS/CSC-61 | Introduction to Databases | 3 |
| CIS/CAT-80 | Word Processing: Microsoft Word for Windows | 3 |
| CIS/CAT-84 | Word Processing: WordPerfect for Windows | 3 |
| CIS/CAT-98B | Advanced Excel | 1.5 |
| GIS-1 | Introduction to Geographic Information Systems | 3 |

Electives 2 (7.5 units)

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

Associate in Science Degree

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

COMPUTER PROGRAMMING (MNR)**MAS728/MCE728****NAS728/NCE728****AS728/CE728**

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

Certificate Program**Program Learning Outcomes**

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

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

| Required Courses (25.5 units) | | Units |
|-------------------------------|--|-------|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| CIS/CSC-2 | Fundamentals of Systems Analysis | 3 |
| CIS/CSC-5 | Fundamentals of Programming Logic Using C++ | 3 |
| CIS/CSC-21 | Introduction to Operating Systems | 3 |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| Electives | From Group 1 | 6 |
| Electives | From Group 2 | 6 |

Electives - Group 1 (6 units)

| | | |
|-------------|--------------------------------------|---|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: JavaScript | 3 |
| CIS-14B | Web Programming: Active Server Pages | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-18A | Java Programming: Objects | 3 |

Electives - Group 2 (6 units)

| | | |
|-------------|--------------------------------------|---|
| CIS/CSC-11 | Computer Programming using Assembler | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| CIS/CSC-17C | C++ Programming: Data Structures | 3 |
| CIS/CSC-18B | Java Programming: Advanced Objects | 3 |
| CIS/CSC-18C | Java Programming: Data Structures | 3 |

Associate in Science Degree

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

DESKTOP PUBLISHING (N) NAS647/NCE647

This program is designed for students who wish to pursue training in desktop publishing. Training will focus on using a computer to design page layouts, develop presentations, and create advertising campaigns. Students will learn to design, integrate, and format all forms of digital images into printable media.

Certificate Program

Program Learning Outcomes

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

- Design and create images used for printed media in advertising;
- Understand and apply the techniques used to create and modify artwork using a vector-based program or bit-mapped program;
- Integrate text and graphics in a document layout program to create professional-quality, full-color documents;
- Format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication-ready material;
- Demonstrate the knowledge of workflow process in the creation of printed media in advertising;
- Demonstrate the knowledge of design principles in advertising and layout design, type, and lettering applications;
- Incorporate two dimensional design visual media of printed media in advertising.

| Required Courses (18 units) | | Units |
|-----------------------------|-----------------------------------|-------|
| CIS/CAT-78A | Introduction to Adobe Photoshop | 3 |
| CIS/CAT-78B | Advanced Adobe Photoshop | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| CIS/CAT-81 | Introduction Adobe InDesign | 3 |
| ART-22 | Basic Design | 3 |
| ART-39 | Design and Graphics | 3 |

Associate in Science Degree

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

SIMULATION AND GAMING: GAME ART (MN) MAS739/MCE739 NAS739/NCE739

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program

Program Learning Outcomes

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

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.

- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

| Required Courses (36 units) | | Units |
|-----------------------------|---|-------|
| CIS/GAM-35 | Introduction to Simulation and Game Development | 3 |
| CIS/GAM-38A | Simulation and Gaming/3D Modeling | 4 |
| CIS/GAM-38B | Simulation and Gaming/3D Animation | 4 |
| CIS/GAM-38C | Simulation and Gaming/3D Dynamics and Rendering | 4 |
| CIS/CAT-78A | Introduction to Adobe Photoshop | 3 |
| ART-17 | Beginning Drawing | 3 |
| ART-18 | Intermediate Drawing | 3 |
| ART-22 | Basic Design | 3 |
| ART-40 | Figure Drawing | 3 |
| Electives | (Choose from list below) | 6 |

| Electives (6 units) | | Units |
|---------------------|---|-------|
| CIS/GAM-36 | Introduction to Computer Game Design | 3 |
| CIS/GAM-37 | Beginning Level Design for Computer Games | 3 |
| CIS/GAM-39 | Current Techniques in Game Art | 4 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| ART-23 | Design and Color | 3 |
| ART-36 | Computer Art | 3 |
| ART-44 | Animation | 3 |

Associate in Science Degree

The Associate in Science Degree in Simulation and Gaming: Game Art will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

C++ PROGRAMMING (NR) NCE803 CE803

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

Certificate Program

Program Learning Outcomes

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

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

- Multiprocessors
- Multimedia
- ODBC
- SQL
- Establish client/server relationship
- OR Using C++ libraries create and run C++ programs that incorporate data structures.

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| CIS/CSC-17C | C++ Programming: Data Structures | 3 |

CISCO NETWORKING (R) CE810
Certificate Program

Program Learning Outcomes

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

- Demonstrate an understanding of routing fundamentals, subnets and IP addressing schemes.
- Explain the command and steps required to configure router host tables, and interfaces within the RIP, EIGRP and OSPF protocols.
- Demonstrate an understanding of switching concepts and LAN design to include the use of Virtual LANs with LAN trunking configured by the Spanning Tree Protocol.
- Define and demonstrate the concepts of Cisco's implementation of ISDN networking including WAN link options.

| Required Courses (16 units) | | Units |
|-----------------------------|-----------------------------|-------|
| CIS-26A | Cisco Networking Academy 1A | 4 |
| CIS-26B | Cisco Networking Academy 1B | 4 |
| CIS-26C | Cisco Networking Academy 1C | 4 |
| CIS-26D | Cisco Networking Academy 1D | 4 |

E-COMMERCE (R) CE807

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

Certificate Program

Program Learning Outcomes

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

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

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

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

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

JAVA PROGRAMMING (NR) NCE809
CE809

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

Certificate Program

Program Learning Outcomes

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

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

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-18A | Java Programming: Objects | 3 |
| CIS/CSC-18B | Java Programming: Advanced Objects | 3 |
| CIS/CSC-18C | Java Programming: Data Structures | 3 |

RELATIONAL DATABASE MANAGEMENT TECHNOLOGY (R) CE816

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

Certificate Program**Program Learning Outcomes**

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

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

| Required Courses (15 units) | | Units |
|-----------------------------|---|-------|
| CIS/CSC-28A | MS Access Programming | 3 |
| CIS/CSC-61 | Introduction to Database Theory | 3 |
| CIS/CSC-62 | Microsoft Access DBMS: Comprehensive | 3 |
| CIS/CSC-63 | Introduction to Structured Query Language (SQL) | 3 |
| CIS/CAT-91 | Microsoft Project | 3 |

SYSTEMS DEVELOPMENT (NR) NCE806 CE806

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

Certificate Program**Program Learning Outcomes**

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

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

- Demonstrate an understanding of System Architecture, Implementation, Operations, Support and Security plus various tools for cost benefit analysis and project management.

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

WEB MASTER (MNR) MCE820 NCE820 CE820

The Web Master certificate program prepares a student to be a valuable member of a professional web design and development team. The successful student will become a competent XHTML, CSS, and JavaScript coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all these technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and Flash animation and/or more skilled at developing web applications with programming in PHP, ASP and/or XML.

Certificate Program**Program Learning Outcomes**

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

- Create valid, properly structured web pages using a variety of XHTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of templates, as appropriate.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- In addition, students should be able to do two or more of the following:
 - Use Photoshop to create and edit images for use on the Web, including photographs, logos, navigation buttons, background images, image maps, and web page design mockups (tracing images).
 - Use PHP to create data driven web page content, form validation and processing, and database manipulation.
 - Create well formed XML documents, effectively use XSL formatting, and have knowledge of XML's applications on the Web.

| Required Courses (13.5 units) | | Units |
|-------------------------------|---|-------|
| CIS/CSC-14A | Web Programming: JavaScript | 3 |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| CIS-72B | Intermediate Web Page Creation using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-76B | Introduction to DreamWeaver | 3 |
| Electives | (Choose from list below) | 4.5 |

Electives (4.5 units)

| | | |
|-------------|--------------------------------------|-----|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS-14B | Web Programming: Active Server Pages | 3 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| CIS/CAT-56A | Designing Web Graphics | 3 |
| CIS-72C | Introduction to XML | 1.5 |

CONSTRUCTION TECHNOLOGY

This program prepares individuals with the technical knowledge and skills in the area of building construction. This includes instruction enabling students to better understand and interpret construction codes, as well as clarifying processes and materials used in construction; and the basic physical laws which are used to formulate the prescriptive code regulations. Management and inspection skills are also examined.

CONSTRUCTION TECHNOLOGY (N)**NAS532/NCE532****Certificate Program****Program Learning Outcomes**

Graduates will be able to identify and describe the materials and methods currently being employed in today's construction industry. Graduates will be able to interpret the major construction codes currently adopted by the state, county, and city which regulate construction installations. Graduates will be able to evaluate the basic concepts of engineering and soil design as they relate to structures.

| 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 | 1-2-3-4 |

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the construction technology certificate program, students who complete the Associate in Science Degree in Construction Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

COSMETOLOGY

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

COSMETOLOGY (R)**AS534/CE534****Certificate Program****Program Learning Outcomes**

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

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam.
- Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the cosmetology industry.

| Required Courses (47.5 units) | | Units |
|-------------------------------|--------------------------------|-------|
| COS-60A | Beginning Cosmetology Concepts | 11 |
| COS-60B | Level II Cosmetology Concepts | 10.5 |
| COS-60C | Level III Cosmetology Concepts | 10 |
| COS-60D | Level IV Cosmetology Concepts | 8 |
| COS-60E | Level V Cosmetology Concepts | 8 |

Evening students may take the following courses to meet the requirements for COS-60E

| | | |
|----------|------------------------------|---|
| COS-60E1 | Level V Cosmetology Concepts | 4 |
| COS-60E2 | Level V Cosmetology Concepts | 4 |

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

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

Associate in Science Degree

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

COSMETOLOGY BUSINESS ADMINISTRATION

Major Core Requirements

Certificate Program

| Required Courses (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 one of the following concentrations:

Entrepreneurial Concentration

Management and Supervision Concentration

ENTREPRENEURIAL CONCENTRATION (R) AS537/CE537**Program Learning Outcomes**

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

- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.
- Apply knowledge of general business practices to specific cosmetology business situations.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Effectively communicate in small work groups.

| Select another 12 units from the following: | | 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 |

MANAGEMENT AND SUPERVISION (R) CONCENTRATION**AS535/CE535****Program Learning Outcomes**

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

- Anticipate and solve problems relative to supervising personnel.
- Apply human resource management principles in the successful operation of a business.
- Effectively describe and apply basic management practices.
- Effectively communicate in small work groups.

| Select another 12 units from the following: | | Units |
|---|---|-------|
| ACC-1B | Principles of Accounting II | 3 |
| ACC-38 | Managerial Accounting | 3 |
| BUS-18A | Business Law I | 3 |
| BUS-18B | Business Law II | 3 |
| BUS-22 | Management Communications | 3 |
| BUS/MAG-47 | Applied Business and Management Ethics | 3 |
| MAG-44 | Principles of Management | 3 |
| MAG-46 | Contemporary Quality Systems Management | 3 |
| MAG-51 | Elements of Supervision | 3 |
| MAG-53 | Human Relations | 3 |
| MAG-56 | Human Resources Management | 3 |

Associate in Science Degree

The Associate in Science Degree in Cosmetology Business Administration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

COSMETOLOGY INSTRUCTOR TRAINING (R) CE675**Certificate Program****Program Learning Outcomes**

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

- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodologies required for student success used in the classroom environment.

| Required Courses (15 units) | | Units |
|-----------------------------|---|-------|
| COS-61A | Level I Cosmetology Instructor Concepts | 7.5 |
| COS-61B | Level I Cosmetology Instructor Concepts | 7.5 |

ESTHETICIAN (R) CE673

Certificate Program

Program Learning Outcomes

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

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam.
- Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (“soft skills”) necessary for success in the cosmetology industry.

Required Courses (17 units) Units

| | | |
|---------|-------------------------------|-----|
| COS-62A | Level I Esthetician Concepts | 8.5 |
| COS-62B | Level II Esthetician Concepts | 8.5 |

Completion of esthetician courses (each with a grade of “C” or better) entitles the student to the Esthetician certificate and eligibility for the State Board of Barbering and Cosmetology licensing exam. Transfer students possessing eligible esthetician hours of applied effort will be placed in the appropriate section with the approval of the department chair.

CULINARY ARTS

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

CULINARY ARTS (R) AS561/CE561

Certificate Program

Program Learning Outcomes

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

- Demonstrate learned customer service, wait staffing and point-of-sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversions of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts.
- Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food and pastry presentations.

Required Courses (27 units) Units

| | | |
|-----------|-------------------------------|---------|
| CUL-36 | Introduction to Culinary Arts | 8 |
| CUL-37 | Intermediate Culinary Arts | 8 |
| CUL-38 | Advanced Culinary Arts | 8 |
| CUL-200 | Culinary Arts Work Experience | 1-2-3-4 |
| Electives | (Choose from list below) | 2 |

Electives Units

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

Associate in Science Degree

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

DENTAL ASSISTANT

This program prepares individuals to provide patient care, take dental radiographs (x-ray), prepare patients and equipment for dental procedures, as well as discharge office administrative functions under the supervision of dentists and dental hygienists. This includes instruction in dental record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, dental radiography, pre and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions, and supervised practice.

DENTAL ASSISTANT (M) MAS621/MCE621

Certificate Program

Required Courses (39 units) Units

Fall:

| | | |
|--------|--|-----|
| DEA-10 | Introduction to Dental Assisting and Chairside assisting | 4 |
| DEA-20 | Infection Control for Dental Assistants | 2 |
| DEA-21 | Introduction to Radiology for Dental Assistants | 2 |
| DEA-22 | Introduction to Supervised Externships | 1.5 |
| DEA-23 | Introduction to Dental Sciences | 3 |
| DEA-24 | Dental Materials for the Dental Assistant | 2 |
| ENG-50 | Or Higher + | 4 |

Winter:

| | | |
|--------|---|-----|
| DEA-30 | Intermediate Chairside Dental Assisting | 2 |
| DEA-31 | Radiology for Dental Assistants | 1.5 |
| DEA-32 | Intermediate Supervised Externships | 1 |

Spring:

| | | |
|---------|---|-----|
| DEA-40A | Advanced Chairside Surgical Dental Assistant | 4 |
| DEA-40B | Advanced Chairside Orthodontic Dental Assistant | 3.5 |
| DEA-40C | Advanced Chairside Restorative Dental Assistant | 4.5 |
| DEA-41 | Dental Office Procedures | 4 |

+ This course may be taken prior to entrance into the Dental Assistant Program.

Associate in Science Degree

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

DENTAL HYGIENE

This program prepares individuals to clean teeth and apply preventive materials; provide oral health education and treatment counseling to patients; identify oral pathologies and injuries; and manage dental hygiene practices. This includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.

DENTAL HYGIENE (M)**MAS724**

Program prerequisites: Anatomy and Physiology 2A and 2B, Chemistry 2A and 2B, Communication Studies 1, English 1A, Kinesiology 4, Math 52, Microbiology 1, Psychology 1, and Sociology 1.

Associate in Science Degree

Required Courses (60.5 units)

Units

First Semester Courses:

| | | |
|---------|---|-----|
| DEH-10A | Pre-Clinic Dental Hygiene #1 | 2.5 |
| DEH-11 | Principles of Dental Hygiene | 2 |
| DEH-12A | Principles of Oral Radiology | 1 |
| DEH-12B | Oral Radiology Laboratory | 1 |
| DEH-13 | Infection Control in Dentistry | 1 |
| DEH-14 | Systems Analysis of Dental Anatomy Morphology, Histology, Embryology | 3.5 |
| DEH-15 | Head and Neck Anatomy | 2 |
| DEH-16 | Preventive Dentistry | 1 |
| DEH-17 | General Pathology | 2 |

First Winter Intersession Courses:

| | | |
|---------|------------------------------|-----|
| DEH-10B | Pre-Clinic Dental Hygiene #2 | 1 |
| DEH-19 | Pain Control | 1.5 |

Second Semester Courses:

| | | |
|---------|--|---|
| DEH-20A | Clinical Dental Hygiene #1 | 3 |
| DEH-21 | Clinical Seminar #1 | 1 |
| DEH-22 | Oral Radiology Interpretation | 1 |
| DEH-23 | Introduction to Periodontology | 2 |
| DEH-24 | Ethics | 1 |
| DEH-25 | Medical/Dental Emergencies | 1 |
| DEH-26 | Dental Treatment of Geriatric and Medically Compromised | 2 |
| DEH-27 | Oral Pathology | 3 |
| DEH-28 | Basic and Applied Pharmacology | 2 |

Summer Session Courses:

| | | |
|---------|----------------------------|---|
| DEH-20B | Clinical Dental Hygiene #2 | 1 |
|---------|----------------------------|---|

Third Semester Courses:

| | | |
|---------|----------------------------|-----|
| DEH-30A | Clinical Dental Hygiene #3 | 3.5 |
|---------|----------------------------|-----|

| | | |
|--------|---|-----|
| DEH-31 | Clinical Seminar #2 | 1 |
| DEH-32 | Dental Materials | 2.5 |
| DEH-33 | Periodontology | 1 |
| DEH-34 | Community Dental Health Education #1 | 1 |
| DEH-35 | Community Dental Health Education Practicum #1 | 1 |
| DEH-36 | Research Methodology | 2 |
| DEH-37 | Nutrition in Dentistry | 1 |

Second Winter Intersession Courses:

| | | |
|---------|----------------------------|---|
| DEH-30B | Clinical Dental Hygiene #4 | 1 |
|---------|----------------------------|---|

Fourth Semester Courses:

| | | |
|--------|---|---|
| DEH-40 | Clinical Dental Hygiene #5 | 4 |
| DEH-41 | Clinical Seminar #3 | 1 |
| DEH-42 | Practice Management and Jurisprudence | 2 |
| DEH-43 | Advanced Periodontology | 1 |
| DEH-44 | Community Dental Health Education #2 | 1 |
| DEH-45 | Community Dental Health Education Practicum #2 | 1 |
| DEH-46 | Advanced Topics in Dental Hygiene | 1 |

Associate in Science Degree

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



DENTAL LABORATORY TECHNOLOGY

This program provides individuals, under the supervision of dentists, to design and construct dental prostheses such as caps, crowns, bridges, dentures, splints, and orthodontic appliances. This includes instruction in dental anatomy, dental materials, ceramics technology, impressions, complete dentures, partial dentures, orthodontics, crowns and bridges, sculpture, bonding and assembly techniques, and equipment operation.

**DENTAL LABORATORY TECHNOLOGY (M) MAS723/MCE723
Certificate Program**

| Required Courses (37 units) | | Units |
|-----------------------------|---|---------|
| DEN-70 | Introduction to Dental Technology | 2 |
| DEN-71 | Dental Morphology | 3 |
| DEN-72A | Dental Materials I | 1 |
| DEN-72B | Dental Materials II | 1 |
| DEN-74 | Dental Anatomy and Physiology | 1 |
| DEN-75A | Complete Denture Techniques I | 3 |
| DEN-75B | Complete Denture Techniques II | 3 |
| DEN-77A | Removable Partial Denture Techniques I | 3 |
| DEN-77B | Removable Partial Denture Techniques II | 3 |
| DEN-79A | Crown and Bridge Techniques I | 3 |
| DEN-79B | Crown and Bridge Techniques II | 3 |
| DEN-82 | Dental Laboratory Management | 1 |
| DEN-85 | Orthodontic/Pedodontic Techniques | 3 |
| DEN-89A | Dental Ceramics I | 3 |
| DEN-89B | Dental Ceramics II | 3 |
| DEN-200 | Work Experience | 1-2-3-4 |

Associate in Science Degree

The Associate in Science Degree in Dental Laboratory Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

DRAFTING TECHNOLOGY

This program prepares individuals to apply technical skills and advanced computer software and hardware to the creation of graphic representations and simulation in support of drafting and engineering design problems typical of industry. This includes instruction in engineering graphics, computer-aided drafting (CAD), two-dimensional and three-dimensional engineering design, solids modeling, rapid prototyping and engineering animation.

**DRAFTING TECHNOLOGY (N) NAS539/NCE539
Certificate Program**

Program Learning Outcomes

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

- An ability to apply and integrate computer technology in the design process, exhibiting skills necessary for entry-level employment, as a designer in the drafting industry.
- Knowledge of engineering drawing skills and practice in the solution of industry related design projects.

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

Electives (2-3 units)

| | | |
|------------|----------------------------|---|
| ARE-24 | Architectural Drafting | 3 |
| ENE-23 | Descriptive Geometry | 3 |
| ENE-26 | Civil Engineering Drafting | 3 |
| ELE/ENE-27 | Technical Communication | 3 |
| ENE-42 | SolidWorks I | 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 degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Learning Outcomes

In addition to achieving the program learning outcomes for the drafting technology certificate program, students who complete the Associate in Science Degree in Drafting Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.



EARLY CHILDHOOD EDUCATION

This program focuses on the theory and practice of learning and teaching children from birth to age eight; the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education.

EARLY CHILDHOOD EDUCATION (MNR) **MAS544/MCE544**
NAS544/NCE544
AS544/CE544

Certificate Program**Program Learning Outcomes**

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

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

| Required Courses (31 units) | | Units |
|-----------------------------|---|-------|
| EAR-19 | Observation and Assessment Methods in Early Childhood Education | 3 |
| EAR-20 | Child Development | 3 |
| EAR-22 | Early Childhood Programs and Career Opportunities | 3 |
| EAR-24 | Creative Activities through Curriculum | 3 |
| EAR-26 | Child Health | 3 |
| EAR-28 | Principles and Practices of Early Childhood Education Programs | 3 |
| EAR-30 | Internship in Early Childhood Education | 4 |
| EAR-42 | Child, Family and Community Dynamics | 3 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|--------|--|---|
| ART-3 | Art for Teachers | 3 |
| DAN-5 | Introduction to Movement Education for Preschool and Elementary Children | 3 |
| EAR-31 | Home Visiting | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-37 | School Age Child Care | 3 |
| EAR-38 | Adult Supervision in ECE/CD Classrooms | 3 |
| EAR-40 | Introduction to Infants and Children with Disabilities and Other Special Needs | 3 |
| EAR-41 | Internship in Early Intervention/Special Education | 4 |
| EAR-43 | Children with Challenging Behaviors | 3 |
| EAR-44 | Administration Of Early Childhood Programs I | 3 |
| EAR-45 | Administration Of Early Childhood Programs II | 3 |

| | | |
|--------|--|---|
| EAR-47 | Childhood Stress and Trauma | 3 |
| 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 |
| KIN-6 | Introduction to Physical Education for Preschool and Elementary Children | 3 |
| KIN-30 | First Aid and CPR | 3 |
| MUS-1 | Teaching Music to Young Children | 3 |
| SOC-45 | Childhood and Culture | 3 |

Child Development Permit

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

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see www.rcc.edu/cdpermit.

Associate in Science Degree

The Associate in Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EARLY CHILDHOOD INTERVENTION (MNR) **MAS601/MCE601**
ASSISTANT **NAS601/NCE601**

Certificate Program**AS601/CE601****Program Learning Outcomes**

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

- Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families. Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.

- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

| Required Courses (31 units) | | Units |
|-----------------------------|--|-------|
| EAR-20 | Child Development | 3 |
| EAR-24 | Creative Activities through Curriculum | 3 |
| EAR-28 | Principles and Practices of Early Childhood Education Programs | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-40 | Introduction to Infants and Children with Disabilities and Other Special Needs | 3 |
| EAR-41 | Internship in Early Intervention/Special Education | 4 |
| EAR-42 | Child, Family and Community Dynamics | 3 |
| EAR-43 | Children with Challenging Behaviors | 3 |
| Electives | (Choose from list below) | 6 |

| Electives (6 units) | | Units |
|---------------------|---|-------|
| EAR-19 | Observation and Assessment Methods in Early Childhood Education | 3 |
| EAR-26 | Child Health | 3 |
| EAR-31 | Home Visiting | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-38 | Adult Supervision in ECE/CD Classrooms | 3 |
| EAR-44 | Administration Of Early Childhood Programs I | 3 |
| EAR-47 | Childhood Stress and Trauma | 3 |

Associate in Science Degree

The Associate in Science Degree in Early Childhood Intervention Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

| | |
|--|---------------|
| EARLY CHILDHOOD EDUCATION (MNR) | MCE795 |
| ASSISTANT TEACHER | NCE795 |
| | CE795 |

Certificate Program

Program Learning Outcomes

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

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

| Required Courses (6 units) | | Units |
|---|--|-------|
| Complete two courses from the list below: | | |
| EAR-20 | Child Development | 3 |
| EAR-24 | Creative Activities through Curriculum | 3 |
| EAR-28 | Principles and Practices of Early Childhood Education Programs | 3 |
| EAR-42 | Child, Family and Community Dynamics | 3 |

| | |
|--|---------------|
| EARLY CHILDHOOD EDUCATION / (MNR) | MCE797 |
| TWELVE CORE UNITS | NCE797 |
| | CE797 |

Certificate Program

Program Learning Outcomes

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

| Required Courses (12 units) | | Units |
|-----------------------------|--|-------|
| EAR-20 | Child Development | 3 |
| EAR-24 | Creative Activities through Curriculum | 3 |
| EAR-28 | Principles and Practices of Early Childhood Education Programs | 3 |
| EAR-42 | Child, Family and Community Dynamics | 3 |

| | |
|--|----------------|
| INFANT AND TODDLER SPECIALIZATION (MNR) | MCE 681 |
| | NCE 681 |
| | CE 681 |

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

Certificate Program

Program Learning Outcomes

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

- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.
- Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| EAR-20 | Child Development | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-35 | Internship in Infant and Toddler Care | 3 |

EDUCATION PARAPROFESSIONAL

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

**EDUCATION PARAPROFESSIONAL (MR) MAS603/MCE603
AS603/CE603**

Certificate Program**Required Courses (28-30 units) Units**

| | | |
|-----------|--|------|
| EDU-1 | Teaching in the Multicultural Classroom | 3 |
| EDU-3 | Introduction to Literacy Instruction | 3 |
| EDU-4 | Introduction to Literacy/Service Learning | 1 |
| COM-1/1H | Public Speaking | 3 |
| or | | |
| COM-9/9H | Interpersonal Communication | 3 |
| EAR-20 | Child Development | 3 |
| ENG-1A | English Composition | 4 |
| or | | |
| ENG-50 | Basic English Composition | 4 |
| HIS-6/6H | Political and Social History of the United States | 3 |
| or | | |
| HIS-7/7H | Political and Social History of the United States | 3 |
| Electives | (May include, but not limited to those listed below) | 8-10 |

Recommended Electives (8-10 units)

| | | |
|--------|------------------------------|---|
| EAR-26 | Child Health | 3 |
| ENG-30 | Children's Literature | 3 |
| KIN-30 | First Aid and CPR | 3 |
| SPA-3N | Spanish for Spanish Speakers | 5 |

Associate in Science Degree

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

ELECTRONICS TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics, and communication engineers. Includes instruction in electrical circuitry, prototype development and testing; systems analysis and testing. Systems maintenance, instrument calibration, and report preparation.

ELECTRONICS COMPUTER SYSTEMS (N) NAS545/NCE545

Certificate Program**Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of electronics, specializing in computer systems, by completing a mixed-signals project containing hardware and software elements that combine analog signal processing, digital logic, data-conversion, computer calculations, bit manipulations, interfacing with input/output devices and hardware interrupt handling.

Required Courses (35-39 units) Units

| | | |
|------------|--------------------------------------|---|
| ELE-10 | Survey of Electronics | 4 |
| or both | | |
| ELE-21 | DC-AC Electronics | 4 |
| and | | |
| ELE-23 | Electronics Devices and Circuits | 4 |
| ELE-25 | Digital Techniques | 4 |
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| ELE/ENE-27 | Technical Communication | 3 |
| ELE-36 | Advanced Microprocessors | 4 |
| ELE-38 | Computer Systems Troubleshooting | 4 |
| ELE-39 | PCM and Digital Transmission | 3 |
| ELE-40 | Fiber Optic Basics | 3 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|-------------|---|---------|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| ELE-22 | Passive Circuit Analysis | 3 |
| ELE-24 | Active Circuit Analysis | 3 |
| ELE-200 | Electronics Work Experience | 1-2-3-4 |
| ENE-22 | Engineering Drawing | 3 |
| ENE-31 | Computer-Aided Drafting and Design | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| MAN-60 | Hydraulic and Pneumatic Systems | 3 |
| MAN-75A | Robotic Systems | 4 |

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the electronics computer systems certificate program, students who complete the Associate in Science Degree in Electronics Computer Systems will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

**ELECTRONICS TECHNOLOGY (N)****NAS546/NCE546****Certificate Program****Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of electronics technology by completing a design and construction project that utilizes analog power and signal processing circuitry, as well as digital hardware and software, to perform specific tasks according to a project framework. As part of this project, students will include wireless, bidirectional communications, proper selection and use of measurement equipment, good test procedures, circuit analysis, simulation tools and troubleshooting techniques.

| Required Courses (28 units) | | Units |
|-----------------------------|--------------------------------------|-------|
| ELE-21 | DC-AC Electronics | 4 |
| ELE-23 | Electronics Devices and Circuits | 4 |
| ELE-25 | Digital Techniques | 4 |
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| ELE/ENE-27 | Technical Communication | 3 |
| Electives | (Choose from list below) | 9 |

Electives (9 units)

| | | |
|-------------|---|-----|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| ELE-22 | Passive Circuit Analysis | 3 |
| ELE-24 | Active Circuit Analysis | 3 |
| ELE-36 | Advanced Microprocessors | 4 |
| ELE-38 | Computer Systems Troubleshooting | 4 |
| ELE-39 | PCM and Digital Transmissions | 3 |
| ELE-40 | Fiber Optic Basics | 3 |
| ELE-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-60 | Hydraulic and Pneumatic Systems | 3 |
| MAN-75A | Robotic Systems | 4 |

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the electronics technology certificate program, students who complete the Associate in Science Degree in Electronics Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

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

ANALOG AND DIGITAL MICROELECTRONICS (N) NCE831**Certificate Program**

| Required Courses (15 units) | | Units |
|-----------------------------|--------------------------------------|-------|
| ELE-23 | Electronics Devices and Circuits | 4 |
| ELE-24 | Active Circuit Analysis | 3 |
| ELE-25 | Digital Techniques | 4 |
| ELE-26 | Microprocessors and Microcontrollers | 4 |

ANALOG ELECTRONICS, ANALYSIS AND DOCUMENTATION (N)NCE834**Certificate Program**

| Required Courses (15 units) | | Units |
|-----------------------------|--|-------|
| ELE-22 | Passive Circuit Analysis | 3 |
| ELE-23 | Electronics Devices and Circuits | 4 |
| ELE-24 | Active Circuit Analysis | 3 |
| ELE/ENE-27 | Technical Communication | 3 |
| ELE-28 | Automated Electronics Design and Documentation Tools | 2 |

ANALOG ELECTRONICS TECHNOLOGY (N)**NCE835****Certificate Program**

| Required Courses (11 units) | | Units |
|-----------------------------|----------------------------------|-------|
| ELE-10 | Survey of Electronics | 4 |
| or | | |
| ELE-21 | DC-AC Electronics | 4 |
| ELE-23 | Electronics Devices and Circuits | 4 |
| ELE-24 | Active Circuit Analysis | 3 |

DIGITAL ELECTRONICS TECHNOLOGY (N)**NCE837****Certificate Program**

| Required Courses (11 units) | | 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 (N)**NCE839****Certificate Program**

| Required Courses (16 units) | | Units |
|-----------------------------|--|-------|
| ELE-10 | Survey of Electronics | 4 |
| or | | |
| ELE-21 | DC-AC Electronics | 4 |
| ELE-25 | Digital Techniques | 4 |
| ELE/ENE-27 | Technical Communication | 3 |
| ELE-28 | Automated Electronics Design and Documentation Tools | 2 |
| ELE-39 | PCM and Digital Transmission | 3 |

ELECTRONIC CIRCUIT ANALYSIS (N) NCE836
Certificate Program
 Required Courses (10 units) 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 |

WIRELESS AND FIBER-OPTIC COMMUNICATIONS (N) NCE846
Certificate Program
 Required Courses (13 units) 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 |

ELECTRONIC COMMUNICATIONS (N) NCE838
Certificate Program
 Required Courses (15 units) Units

| | | |
|------------|--|---|
| ELE-10 | Survey of Electronics | 4 |
| ELE/ENE-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 |

EMERGENCY MEDICAL SERVICES

This program prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise ambulance personnel. This includes instruction in basic, intermediate, and advanced EMS procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personal supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of disease and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

ELECTRONICS DOCUMENTATION (N) NCE844
Certificate Program
 Required Courses (9 units) Units

| | | |
|------------|--|---|
| ELE-10 | Survey of Electronics | 4 |
| or | | |
| ELE-21 | DC-AC Electronics | 4 |
| ELE/ENE-27 | Technical Communication | 3 |
| ELE-28 | Automated Electronics Design and Documentation Tools | 2 |

PARAMEDIC (M) MAS585/MCE585
Certificate Program

Required Courses (49.5 units) Units

| | | |
|--------|--|-----|
| EMS-60 | Patient Assessment and Airway Management | 4 |
| EMS-61 | Introduction to Medical Pathophysiology | 3 |
| EMS-62 | Emergency Pharmacology | 4 |
| EMS-63 | Cardiology | 4 |
| EMS-70 | Trauma Management | 4 |
| EMS-71 | Clinical Medical Specialty I | 2.5 |
| EMS-80 | Medical Emergencies | 4.5 |
| EMS-81 | Special Populations | 4.5 |
| EMS-82 | Special Topics | 2 |
| EMS-83 | Clinical Medical Specialty II | 2.5 |
| EMS-90 | Assessment Based Management | 4.5 |
| EMS-91 | Paramedic Field Internship | 10 |

GENERAL ELECTRONICS CORE (N) NCE847
Certificate Program
 Required Courses (16 units) 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 |

Associate in Science Degree

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

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

MICROCOMPUTER TECHNOLOGY (N) NCE848
Certificate Program
 Required Courses (12 units) Units

| | | |
|--------|--------------------------------------|---|
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| ELE-36 | Advanced Microprocessors | 4 |
| ELE-38 | Computer Systems Troubleshooting | 4 |

EMERGENCY MEDICAL TECHNICIAN (M) MCE801
Certificate Program

Required Courses (7 units) Units

| | | |
|--------|--|---|
| EMS-50 | Emergency Medical Services-Basic | 6 |
| EMS-51 | Emergency Medical Services-Basic Clinical /Field | 1 |

MICROPROCESSOR TECHNOLOGY (N) NCE845
Certificate Program
 Required Courses (12 units) Units

| | | |
|--------|--------------------------------------|---|
| ELE-25 | Digital Techniques | 4 |
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| ELE-36 | Advanced Microprocessors | 4 |

ENGINEERING TECHNOLOGY

This program generally prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in a wide variety of projects. This includes instruction in various engineering support functions for research, production, and operation, and application to specific engineering specialties. This discipline focuses on Engineering Technology, Mechanical Engineering and Civil Engineering (Engineering Technicians).

**ENGINEERING TECHNICIAN (N) NAS550/NCE550
Certificate Program****Program Learning Outcomes**

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

- An ability to apply and integrate computer technology, such as Computer-Aided Drafting (CAD) and total station, in the field of civil engineering to qualify for entry-level position as a land surveyor and/or CAD technician.
- An ability to apply the problem solving process to create and present design solution.

Required Courses (27 units) Units

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

Electives (3 units)

| | |
|---|---|
| ARE-24 Architectural Drafting | 3 |
| ENE-23 Descriptive Geometry | 3 |
| ENE-26 Civil Engineering Drafting | 3 |
| ENE-31 Computer-Aided Drafting and Design | 3 |

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the engineering technician certificate program, students who complete the Associate in Science Degree in Engineering Technician will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

ENGINEERING TECHNOLOGY (N) NAS551**Associate in Science Degree****Program Learning Outcomes**

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

- An ability to integrate computer technology in the field of Engineering Technology at a sufficient level for entry-level employment.
- Knowledge of engineering principles necessary for transfer to a

four-year engineering institution.

- An ability to apply the problem solving process to create and present design solutions.

Required Courses (32-34 units) Units

| | |
|--------------------------------------|-----|
| ENE-21 Drafting | 3 |
| ENE-22 Engineering Drawing | 3 |
| ENE/ELE-27 Technical Communication | 3 |
| ENE-30 Computer Aided Drafting (CAD) | 3 |
| ELE-21 DC-AC Electronics | 4 |
| MAT-11 College Algebra | 4 |
| MAT-36 Trigonometry | 4 |
| WEL -34 Metal Joining Processes | 2 |
| Electives (Choose from list below) | 6-8 |
| Electives (6-8 units) | |
| CHE-2A Introductory Chemistry I | 4 |
| ENE- 23 Descriptive Geometry | 3 |
| MAT-5 Calculus, A Short Course | 4 |
| MAT-12 Statistics | 3 |
| PHY-2A General Physics I | 4 |

Associate in Science Degree

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

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of engineering technology by completing a portfolio, which may include sketches, Computer Aided Drafting (CAD), 3-D models, and rapid prototyping.

Students who complete the Associate in Science Degree in Engineering Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

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

ENGINEERING GRAPHICS (N) NCE796**Certificate Program****Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of engineering by completing a portfolio, which may include sketches, Computer Aided Drafting (CAD), 3-D models, and rapid prototyping.

Required Courses (9 units) Units

| | |
|--------------------------------------|---|
| ENE-21 Drafting | 3 |
| ENE-22 Engineering Drawing | 3 |
| ENE-30 Computer-Aided Drafting (CAD) | 3 |

FILM, TELEVISION AND VIDEO

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

**FILM, TELEVISION AND VIDEO (R) AS641/CE641
PRODUCTION SPECIALIST****Certificate Program****Program Learning Outcomes**

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (29 units)

| Core Requirements (20 units) | Units |
|---|-------|
| FTV-38 Telecommunications Production Project | 3 |
| FTV-41 Introduction to Telecommunications | 3 |
| FTV-42 Writing for Broadcast Television and Radio | 3 |
| FTV-43 Television Studio and Equipment | 3 |
| FTV-44 Introduction to Television Production | 3.5 |
| FTV-45 Television News Production | 3.5 |
| FTV-51 Telecommunications Laboratory | 1 |

In addition, choose and complete courses from one emphasis below: 9

DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS

| Core Requirements | Units |
|--|---------|
| Select another 9 units from the following: | |
| FTV-52 Telecommunications Laboratory | 2 |
| FTV-60 Overview of Digital Media | 3 |
| FTV-64 Digital Editing Principles and Techniques | 3 |
| FTV-66 Advanced Digital Editing | 3 |
| FTV-73 Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 Production Planning and Management | 3 |
| FTV-200 Telecommunications Work Experience | 1-2-3-4 |
| ADM-68 3D Animation with Maya | 3 |

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

FILM PRODUCTION EMPHASIS

| Core Requirements | Units |
|--|---------|
| Select another 9 units from the following: | |
| FTV 12 History of Film | 3 |
| FTV-48 Short Film Production | 3 |
| FTV-52 Telecommunications Laboratory | 2 |
| FTV-64 Digital Editing Principles and Techniques | 3 |
| FTV-65 The Director's Art in Filmmaking | 3 |
| FTV-66 Advanced Digital Editing | 3 |
| FTV-68 Story Development Process in the Entertainment Industry | 3 |
| FTV-69 Script Supervising for Television and Film | 3 |
| FTV-70 Scriptwriting Software using Final Draft | 1 |
| FTV-72 Introduction to Lighting Design for Film and Television | 3 |
| FTV-73 Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 Production Planning and Management | 3 |
| FTV-200 Telecommunications Work Experience | 1-2-3-4 |
| ADM-68 3D Animation with Maya | 3 |
| ADM-69 Motion Graphics and Compositing with After Effects | 3 |
| ADM-71 Adobe Photoshop | 3 |
| ENG-38 Introduction to Screenwriting | 3 |
| PHO-8 Introduction to Photography | 3 |
| THE-5 Theatre Practicum | 3 |

SOUND ENGINEERING EMPHASIS

| Core Requirements | Units |
|--|---------|
| Select another 9 units from the following: | |
| FTV-11 Sound Recording and Reinforcement Techniques | 3 |
| FTV-52 Telecommunications Laboratory | 2 |
| FTV-63 Multimedia Sound Design Techniques | 3 |
| FTV-64 Digital Editing Principles and Techniques | 3 |
| FTV-65 The Director's Art in Filmmaking | 3 |
| FTV-66 Advanced Digital Editing | 3 |
| FTV-71 Sound Engineering for Audio in Media | 3 |
| FTV-73 Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 Production Planning and Management | 3 |
| FTV-200 Telecommunications Work Experience | 1-2-3-4 |
| MUS-8A Introduction to MIDI and Digital Audio | 3 |

TELEVISION PRODUCTION EMPHASIS

| | | |
|--|--|---------|
| Core Requirements | | 20 |
| Select another 9 units from the following: | | |
| FTV-52 | Telecommunications Laboratory | 2 |
| FTV-64 | Digital Editing Principles and Techniques | 3 |
| FTV-66 | Advanced Digital Editing | 3 |
| FTV-67 | Introduction to Video Production | 2 |
| FTV-69 | Script Supervising for Television and Film | 3 |
| FTV-70 | Scriptwriting Software using Final Draft | 1 |
| FTV-73 | Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 | Production Planning and Management | 3 |
| FTV-200 | Telecommunications Work Experience | 1-2-3-4 |
| ADM-68 | 3D Animation with Maya | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| JOU-1 | Introduction to Journalism | 3 |
| JOU-7 | Mass Communications | 3 |
| PHO-8 | Introduction to Photography | 3 |
| THE-5 | Theatre Practicum | 3 |

Associate in Science Degree

The Associate in Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

BASIC TELEVISION PRODUCTION (R) CE842

Certificate Program

Program Learning Outcomes

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

| | | |
|------------------------------------|--|--------------|
| Required Courses (17 units) | | Units |
| FTV-38 | Telecommunications Production Project | 3 |
| FTV-42 | Writing for Broadcast Television and Radio | 3 |
| FTV-43 | Television Studio and Equipment | 3 |
| FTV-44 | Television Production | 3.5 |
| FTV-45 | Television News Production | 3.5 |
| FTV-51 | Telecommunications Laboratory | 1 |

FIRE TECHNOLOGY

This program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulation.

CHIEF OFFICER (M) MAS826/MCE826

Certificate Program

| | | |
|--------------------------------------|---|--------------|
| Required Courses (19.5 units) | | Units |
| FIT-C2A | Command 2A, Command Tactics At Major Fires | 2 |
| FIT-C2B | Command 2B, Management of Major Hazardous Materials Incidents | 2 |
| FIT-C2C | Command 2C, High Rise Fire Tactics | 2 |
| FIT-C2D | Command 2D, Planning for Large Scale Disasters | 2 |
| FIT-C2E | Command 2E, Wild Land Firefighting Tactics | 1 |
| FIT-C40 | Advanced Incident Command System (I-400) | .5 |
| FIT-M2A | Organizational Development and Human Relations | 2 |
| FIT-M2B | Fire Management 2B, Fire Service Financial Management | 2 |
| FIT-M2C | Management 2C, Personnel and Labor Relations | 2 |
| FIT-M2D | Fire Management 2D, Master Planning in the Fire Science | 2 |
| FIT-M2E | Contemporary Issues and Concepts | 2 |

Associate in Science Degree

The Associate in Science Degree in Fire Technology, Chief Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FIRE OFFICER (M) MAS827/MCE827

Certificate Program

| | | |
|--------------------------------------|--|--------------|
| Required Courses (18.5 units) | | Units |
| FIT-A1A | Fire Investigation 1A | 2 |
| FIT-C1A | Command 1A, Command Principles for Command Officers | 2 |
| FIT-C1B | Command 1B, Hazardous Materials | 2 |
| FIT-C1C | Fire Command 1C, I-Zone Firefighting for Company Officers | 2 |
| FIT-C30 | Intermediate Incident Command System (I-300) | .5 |
| FIT-I1A | Instructor 1A, Instructional Techniques | 2 |
| FIT-I1B | Instructor 1B, Instructional Techniques | 2 |
| FIT-M1 | Fire Management 1, Management/Supervision for Company Officers | 2 |
| FIT-P1A | Prevention 1A, Fire Inspection Practices | 2 |
| FIT-P1B | Prevention 1B, Code Enforcement | 2 |

Associate in Science Degree

The Associate in Science Degree in Fire Technology, Fire Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FIRE TECHNOLOGY (M)

MAS555/MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

Certificate Program

Program Learning Outcomes

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

- Identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief’s interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout “Watch Out”; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

| Required Courses (23 units) | | Units |
|-----------------------------|--|-------|
| FIT-1 | Fire Protection Organization | 3 |
| FIT-2 | Fire Behavior and Combustion | 3 |
| FIT-3 | Fire Protection Equipment and Systems | 3 |
| FIT-4 | Building Construction for Fire Protection | 3 |
| FIT-5 | Fire Prevention | 3 |
| FIT-7 | Principles of Fire and Emergency Services Safety | 3 |
| Electives | (Choose from list below) | 5 |

Electives (5 units)

| | | |
|---------------|---|---|
| EMS-50 and 51 | Emergency Medical Services-Basic and Clinical/Field | 7 |
| FIT-8 | Strategies and Tactics | 3 |
| FIT-9 | Fire Ground Hydraulics | 3 |

| | | |
|-----------|--|----|
| FIT-14 | Wildland Fire Control | 3 |
| FIT-A1A | Fire Investigation 1A | 2 |
| FIT-C1A | Command 1A, Command Prin for Com Officers | 2 |
| FIT-C1B | Command 1B, Hazardous Materials | 2 |
| FIT-C1C | Fire Com 1C, I-Zone Firefighting for Com Off | 2 |
| FIT-C30 | Intermediate Incident Command System (I-300) | .5 |
| FIT-I1A | Instructor 1A, Instructional Techniques | 2 |
| FIT-I1B | Instructor 1B, Instructional Techniques | 2 |
| FIT-M1 | Fire Management 1, Management/Supervision for Company Officers | 2 |
| FIT-P1A | Prevention 1A, Fire Inspection Practices | 2 |
| FIT-P1B | Prevention 1B, Code Enforcement | 2 |
| CON-61 | Materials of Construction | 3 |
| GEG/PHS-5 | Weather and Climate | 3 |
| GIS-1 | Introduction to Geographic Information Systems | 3 |
| KIN-35 | Foundation for Fitness and Wellness | 3 |
| MAG-44 | Principles of Management | 3 |
| PHI-12 | Intro to Ethics: Contemporary Moral Issues | 3 |

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 degree requirements, including general education and other graduation requirements as described in the college catalog.

FIREFIGHTER ACADEMY (M)

MAS669/MCE669

Certificate Program

| Required Courses (19 units) | | Units |
|-----------------------------|---------------------------|-------|
| FIT-S3 | Basic Firefighter Academy | 19 |

Associate in Science Degree

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

GEOGRAPHIC INFORMATION SYSTEMS

This program prepares individuals for the systematic study of mapmaking and the application of mathematical, computer and other techniques to the science of mapping geographic information. This includes instruction in cartographic theory and map projections, computer-assisted cartography, map design and layout, photogrammetry, air photo interpretation, remote sensing, cartographic editing, and applications to specific industrial, commercial, research, and governmental mapping problems.

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

CORE CERTIFICATE IN GIS MAPPING (N) NCE794**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 |

GEOGRAPHIC INFORMATION SYSTEMS (N) NCE790**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 (3 units)

| | | |
|--------|--|---|
| 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

See Applied Digital Media and Printing

HUMAN SERVICES

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

HUMAN SERVICES (MR)**MAS663/MCE663****AS663/CE663****Certificate Program****Program Learning Outcomes**

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

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

| | |
|-----------------------------|-------|
| Required Courses (20 units) | Units |
|-----------------------------|-------|

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

Electives (6 units)

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

Associate in Science Degree

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

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

EMPLOYMENT SUPPORT SPECIALIZATION (MR) MCE802 CE802

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

Certificate Program

Program Learning Outcomes

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

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

| Required Courses (4 units) | | Units |
|----------------------------|--------------------------------|-------|
| HMS-13 | Employment Support Strategies | 3 |
| HMS-16 | Public Assistance and Benefits | 1 |

KINESIOLOGY

This program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

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

In addition, choose and complete courses from one emphasis below: 3-10

FITNESS PROFESSIONS EMPHASIS (R) AS595/CE595

Program Learning Outcomes

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

- Demonstrate an acceptable level of health-related fitness.
- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well being and lifelong learning.

(Total of 24-25 units) Units

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

ATHLETIC TRAINING EMPHASIS (R) AS597/CE597

Program Learning Outcomes

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

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

(Total of 29 units) Units

| | | |
|-----------------------------------|--|-----|
| Core Requirements | | 21 |
| KIN-21 | Athletic Training Applications (Must take two times) | 2-2 |
| and | | |
| Take <u>two</u> of the following: | | |
| KIN-17 | Athletic Training, Fall Sports, Lower Extremity | 2 |
| KIN-18 | Athletic Training, Spring Sports, Upper Extremity | 2 |
| KIN-19 | Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip | 2 |
| KIN-20 | Athletic Training, Spring Sports, General Medical | 2 |

COACHING EMPHASIS (R)**AS599/CE599****Program Learning Outcomes**

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

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.
- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

| <u>(Total of 30-31 units)</u> | <u>Units</u> |
|---------------------------------|--------------|
| Core Requirements | 21 |
| Elective from Group 1 Electives | 3 |
| Elective from Group 2 Electives | 3-4 |
| Elective from Group 3 Electives | 1 |
| Elective from Group 4 Electives | 1 |
| Elective from Group 5 Electives | 1 |

Group 1 Electives (3 units)

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

Group 2 Electives (3-4 units)

| | | |
|--------|---|---|
| KIN-26 | Foundations of Coaching | 3 |
| KIN-27 | Football Theory | 3 |
| KIN-28 | Basketball Theory | 3 |
| KIN-29 | Soccer Theory | 3 |
| KIN-33 | Baseball Theory | 3 |
| KIN-34 | Softball Theory | 3 |
| KIN-42 | Lifeguarding/Title 22 First Aid/ Water Safety Instructor | 4 |

Group 3 Electives - Individual Activity Courses (1 unit)

| | | |
|---------|---|---|
| KIN-A11 | Tennis, Beginning | 1 |
| KIN-A12 | Tennis, Intermediate | 1 |
| KIN-A13 | Tennis Advanced | 1 |
| KIN-A20 | Golf, Beginning | 1 |
| KIN-A21 | Golf, Intermediate | 1 |
| KIN-A28 | Swimming, Basic Skills and Aquatic Exercise | 1 |
| KIN-A29 | Swimming, Intermediate Skills | 1 |
| KIN-A30 | Swimming, Advanced Skills and Conditioning | 1 |
| KIN-A33 | Track and Field: Running Event Techniques | 1 |
| KIN-A34 | Track and Field: Field Event Techniques | 1 |

Group 4 Electives - Team Activity Courses (1 unit)

| | | |
|---------|------------------------------------|---|
| KIN-A50 | Baseball Fundamentals, Defensive | 1 |
| KIN-A51 | Baseball Fundamentals, Offensive | 1 |
| KIN-A52 | Fast Pitch Fundamentals, Offensive | 1 |
| KIN-A53 | Fast Pitch Fundamentals, Defensive | 1 |
| KIN-A54 | Fast Pitch Softball Fundamentals | 1 |
| KIN-A57 | Basketball | 1 |
| KIN-A60 | Football Fundamentals, Defensive | 1 |
| KIN-A61 | Football Fundamentals, Offensive | 1 |
| KIN-A62 | Flag Football | 1 |
| KIN-A64 | Soccer | 1 |
| KIN-A67 | Volleyball, Beginning | 1 |
| KIN-A68 | Volleyball, Intermediate | 1 |
| KIN-A69 | Volleyball, Advanced | 1 |

Group 5 Electives - Fitness Activity Courses (1 unit)

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

Associate in Science Degree

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

LOGISTICS MANAGEMENT

This program prepares individuals to manage business logistics functions, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, and delivery to the final customer. This includes instruction in the domestic and international aspects of logistics contracts and purchasing, computerized logistics systems, inventory control, warehousing, transportation, and freight claims. Emphasis is placed on the efficient and effective integration of all logistics activities.

LOGISTICS MANAGEMENT (N) NAS579/NCE579

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Certificate Program

Program Learning Outcomes

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

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

| Required Courses (18 units) | | Units |
|-----------------------------|---------------------------------------|-------|
| BUS-80 | Principles of Logistics | 3 |
| BUS-82 | Freight Claims | 1.5 |
| BUS-83 | Contracts | 1.5 |
| BUS-85 | Warehouse Management | 3 |
| BUS-86 | Transportation and Traffic Management | 3 |
| BUS-87 | Introduction to Purchasing | 3 |
| BUS-90 | International Logistics | 3 |

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcome for the logistics management certificate program, students who complete the Associate in Science Degree in Logistics Management will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

MANAGEMENT

See BUSINESS ADMINISTRATION

MANUFACTURING TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

AUTOMATED SYSTEMS (N) NAS732/NCE732

Certificate Program

| Required Courses (26 units) | | Units |
|-----------------------------|---|---------|
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| MAC/MAN-56 | CNC Machine Setup and Operation | 4 |
| MAC/ENE-61 | Computer Aided Design and Computer Aided Manufacturing | 2 |
| MAN-60 | Hydraulics and Pneumatic Systems | 3 |
| MAN-64 | Programmable Logic Controllers | 3 |
| MAN-75A | Robotic Systems | 4 |
| Electives | (Choose from list below) | 6 |
| Electives (6 units) | | |
| ELE-38 | Computer Systems Troubleshooting | 4 |
| ENE/ELE-27 | Technical Communication | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| ENE-200 | Work Experience | 1-2-3-4 |

Associate in Science Degree

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

AUTOMATED SYSTEMS TECHNICIAN (N) NAS737/NCE737

Certificate Program

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of automated systems by compiling a portfolio of their work, which may include sample parts accompanied by drawings and digital pictures.

| Required Courses (24 units) | | Units |
|-----------------------------|---|-------|
| ELE-10 | Survey of Electronics | 4 |
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| ELE/ENE-27 | Technical Communications | 3 |
| ENE-51 | Blueprint Reading | 2 |
| ENE-60 | Math for Engineering Technology | 3 |
| MAC/MAN-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 2 |
| MAN-60 | Hydraulics and Pneumatic Systems | 3 |
| MAN-64 | Programmable Logic Controllers | 3 |

Associate in Science Degree

The Associate in Science Degree in Manufacturing Technology, Automated Systems Technician will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Learning Outcomes

In addition to achieving the program learning outcomes for the automated systems technician certificate program, students who complete the Associate in Science Degree in manufacturing technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

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

COMPUTER-AIDED PRODUCTION TECHNOLOGY (N) NCE799

Certificate Program

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of computer-aided production technology by completing the following: a Steam or Stirling Engine that involves parts using both the mill and lathe; a portfolio which may include printouts of Mastercam part file drawings, numerical code files, operation sheets, and writing assignment on occupational safety in the general industry.

| Required Courses (14-15 units) | | Units |
|--------------------------------|---|-------|
| ENE-51 | Blueprint Reading | 2 |
| ENE-60 | Math for Engineering Technology | 3 |
| MAN/MAC-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 2 |
| MAN/MAC-56 | CNC Machine Set-up and Operation | 4 |
| Electives | (Choose from list below) | 3-4 |
| Electives (3-4 units) | | |
| MAN-52 | Computer-Aided Manufacturing-Mastercam | 4 |
| MAN/MAC-57 | CNC Program Writing | 3 |
| MAN-59 | Computer-Aided Manufacturing-GibbsCAM | 4 |

MARKETING

See BUSINESS ADMINISTRATION

MEDICAL ASSISTING

This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING (M) MAS718/MCE718

Certificate Program

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

Electives (6 units)

| | | |
|------------|---|---|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| CAT/CIS-3 | Computer Applications for Working Professionals | 3 |
| CAT-50 | Keyboarding and Document Processing | 3 |
| CAT/CIS-84 | WordPerfect for Windows | 3 |

Associate in Science Degree

The Associate in Science Degree in Administrative/ Clinical Medical Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

MEDICAL TRANSCRIPTION (M) MAS701/MCE701

The purpose of the course is to prepare the individual to be a medical language specialist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from various healthcare providers. The individual will interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise and clarify it without changing the meaning of the dictation. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be included.

Certificate Program

| Required Courses (26 units) | | Units |
|-----------------------------|--|-------|
| AMY-10 | Survey of Human Anatomy and Physiology | 3 |
| MDA-1A | Medical Terminology IA | 3 |
| MDA-1B | Medical Terminology IB | 3 |
| MDA-58A | Medical Transcription | 5 |
| CAT-30 | Business English | 3 |
| Electives | (Choose from list below) | 9 |

Electives (9 units)

| | | |
|------------|---|---|
| MDA-58B | Advanced Medical Transcription | 3 |
| MDA-60 | Survey of Human Diseases | 2 |
| MDA-61 | Pharmacology for Medical Office Personnel | 2 |
| CAT/CIS-3 | Computer Applications for Working Professionals | 3 |
| CAT-50 | Keyboarding and 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 degree requirements, including general education and other graduation requirements as described in the college catalog.

MUSIC

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

JAZZ PERFORMANCE (R) CE852

Certificate Program

Program Learning Outcomes

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

- Analyze, practice and interpret jazz and popular music chord symbols.
- Demonstrate the ability to analyze, learn, and perform standard jazz literature.
- Prepare a program, program notes or other materials related to the recital repertoire in cooperation with the instructor or recital coordinator.

Required Courses (17-17.5 units) Units

| | | |
|--|---|-----|
| MUS-25 | Jazz Appreciation | 3 |
| MUS-35 | Vocal Music Ensembles (2 semesters) | 2 |
| or | | |
| MUS-36 | Instrumental Chamber Ensembles (1 semester) | 1.5 |
| MUS-39 | Intermediate Applied Music (2 semesters) | 6 |
| MUS-43 | Jazz Improvisation and Theory (2 semesters) | 2 |
| MUS-52 | Recital Performance | .5 |
| Performing Ensemble (Choose from list below) | | 4 |

Performing Ensembles

| | | |
|--------|-----------------------------------|---|
| MUS-33 | Vocal Jazz Ensemble (2 semesters) | 4 |
| or | | |
| MUS-44 | Jazz Ensemble (2 semesters) | 4 |

MIDI (R) CE850

Certificate Program

Program Learning Outcomes

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

- Assemble, mix and master complete MIDI/Digital Audio compositions and film scores.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

Required Courses (13 units) Units

| | | |
|--------|--|---|
| MUS-3 | Fundamentals of Music | 4 |
| MUS-8A | Introduction to MIDI and Digital Audio | 3 |
| MUS-8B | Sequencing and Orchestration with Digital Audio and MIDI | 3 |
| MUS-9 | Music Composition and Film Scoring with Digital Audio | 3 |

MUSIC PERFORMANCE (R) CE851

Certificate Program

Program Learning Outcomes

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

- Prepare and coordinate a recital with piano accompaniment, and/or chamber ensemble. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

Required Courses (17.5 units) Units

| | | |
|--|--|----|
| MUS-39 | Intermediate Applied Music (3 semesters) | 9 |
| MUS-52 | Recital Performance (25 minute solo program) | .5 |
| Performing Ensemble (Choose from list below) | | 8 |

Performing Ensembles (8 units—4 semesters)

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

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

This program generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirm, or other individuals or groups. This includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.

Associate in Science Degree in Registered Nursing**Program Learning Outcomes**

- Demonstrate critical thinking competencies using the nursing process as a basis for clinical decision-making by incorporating established nursing interventions which assist clients with common recurring health-illness problems at the primary, secondary, and tertiary levels of care.
- Apply leadership principles and management skills using collaboration in planning, delegating, supervising, and evaluating nursing care as it relates to complex situations.
- Demonstrate flexibility and innovation in adapting delivery of care according to the healthcare setting and healthcare policy system.
- Manage and coordinate care for a group of clients by assessing the skills of licensed and unlicensed assistive personnel, and delegating tasks appropriately based on complexity of client problems and skills of team members.
- Assume accountability for the delegation of client care to best meet client outcomes by supervising, teaching, and evaluating licensed and unlicensed assistive personnel.
- Use appropriate channels of communication when collaborating with multidisciplinary healthcare members to achieve client outcomes.
- Advocate for client rights while ensuring client and organizational confidentiality at all times.
- Manage care for groups of clients in diverse settings by supporting the client when making healthcare and end-of-life decisions.
- Demonstrate effective problem-solving and fair conflict resolution to achieve positive client outcomes.
- Manage resources, balancing quality care with cost containment.
- Demonstrate competence with current technologies to support and communicate the planning and provision of client care.
- Practice within the ethical and legal framework of nursing, including the California Nurse Practice Act, and report unsafe or illegal practices using appropriate channels of communication.
- Uses the ANA" Standards of Practice and the Code of Ethics (ANA) for nurses to guide and evaluate nursing practice.
- Demonstrate professional behaviors, accountability for own nursing practice/competency and those duties delegated or assigned to others, including peer review.
- Demonstrate a foundation for cultural competence.
- Practice self-regulation assuming responsibility for updating knowledge base and clinical practice.
- Evaluate, reassess and adapt practice consistently and in response to constructive criticism or suggestions for improvement.
- Implement a plan for life-long learning, self-development, and self-care.
- Facilitate and apply evidence-based nursing practice.
- Contribute to the profession of nursing through mentoring, role

modeling, participating in quality improvement activities, professional and organizational committees, and political action affecting healthcare.

- Demonstrate caring behaviors toward clients, peers, self, and other members of the healthcare team that builds positive team relationships, promotes organizational goals, and contributes to a healthy work environment.
- Delineate and maintain appropriate professional boundaries in the nurse-client relationship.
- Demonstrate successful performance on NCLEX-RN.
- Obtain employment as a competent professional ADN entry-level registered nurse.

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

| Required Courses (72 units) | | Units |
|--|--|-------|
| AMY-2A | Anatomy and Physiology I | 4 |
| AMY-2B | Anatomy and Physiology II | 4 |
| MIC-1 | Microbiology | 4 |
| Nursing 17 is required within one year prior to enrollment for all advanced placement/transfer students. | | |
| PSY-9 | Developmental Psychology (<i>PSY-9 required prior to NRN-2</i>) | 3 |
| SOC-1 | Introduction to Sociology | 3 |
| or | | |
| ANT-2 | Cultural Anthropology | 3 |
| ENG-1A | English Composition | 4 |
| American Institutions | | 3 |
| Analytical Thinking | | 3 |
| COM-1 or COM-9 | | 3 |
| Elective Humanities | | 3 |
| NRN-1 | Introduction to Nursing Concepts and Practice | 8 |
| NRN-2 | Beginning Nursing Concepts of Health and Illness | 8.5 |
| NRN-3 | Intermediate Nursing Concepts of Health and Illness | 9 |
| NRN-4 | Advanced Nursing Concepts of Health and Illness | 9 |
| NRN-15 | Introduction to Nursing Roles and Relationships | 2 |
| NRN-16 | Dimensions of AD-Registered Nursing | 1.5 |

VOCATIONAL NURSING (R) AS588/CE588

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. This includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

Certificate Program**Program Learning Outcomes**

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

I. Provider of Care

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

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

participate in the development of the plan of care using established nursing diagnoses for clients with common, well defined health illness needs.

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

II. Member Within the Discipline of Nursing

Function as a member of the healthcare team by:

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

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

Associate in Science Degree

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

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

CRITICAL CARE NURSE (R)

CE581

Certificate Program

Program Learning Outcomes

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

- Identify environmental factors influencing the role of the critical care nurse.
- Develop constructive personal coping behaviors to be utilized when functioning as a critical care nurse.
- Identify ethical dilemmas and legal issues related to critical care nursing.
- Demonstrate the management of technical equipment commonly used.
- Identify methods for data collection utilized in patient assessment.
- Analyze pathophysiological behaviors of the major body systems.
- Incorporate assessment findings and patient responses into the delivery of patient care.
- Recognize signs and symptoms related to patient diagnosis frequently treated in critical care.
- Prioritize and organize care of the critically ill patient.
- Apply treatment protocols based on critical care policies, procedures, and professional standards.
- Implement interventions to meet the psychosocial needs of the critical care patient/family.
- Develop a collaborative and collegial working relationship with other healthcare team members.

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

| Required Courses (5 units) | | Units |
|----------------------------|-----------------------|-------|
| NXN-81 | Critical Care Nursing | 5 |

NURSING ASSISTANT (R) CE584

Program Description

This program prepares individuals to perform routine nursing related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

The certificate program noted below is incorporated into the VN programs. For a stand alone CNA course, please see HET-80 under Healthcare Technician or call 951-571-6135 for more information.

Certificate Program

Program Learning Outcomes

- Classify the basic human needs according to Maslow's hierarchy and apply the knowledge of these needs to the care of Level I patients (Middle, Older, and Very Old Adults).
- Describe the following eleven developmental psychosocial stages in the life cycle, according to Erikson/Newman and Newman.
- Assess the position of the patient from maximum health to death, according to the health-illness continuum.
- Demonstrate beginning critical thinking in using the nursing process with Level I patients' chronic health problems in various settings.
- Identify the three roles of the Associate Degree Nurse inherent within the outcome objectives of the nursing program.
- Demonstrate math/medication competency in calculations and drug dosages.
- Identify the competencies needed for a new graduate nurse in the current healthcare delivery system.
- Refer to the School of Nursing Associate Degree Nursing Program Level Objectives.

| Required Courses (8-9.5 units) | | Units |
|--------------------------------|--|-------|
| NRN-1 | Introduction to Nursing Concepts and Practice | 8 |
| or | | |
| NVN-52 | Introductory Concepts of Vocational Nursing-Nursing Fundamentals | 9.5 |

PARALEGAL STUDIES

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

PARALEGAL STUDIES (R) AS591

Associate in Science Degree

Program Learning Outcomes

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

- Produce written legal documents involved in litigation.
- Utilize electronic resources to research law and apply it to a given set of facts.
- Utilize appropriate judicial council pleading forms to produce documents required for pursuing and defending a lawsuit.
- Demonstrate a working knowledge of discovery tools and their functions as they relate to trial.
- Demonstrate ethical behavior of paralegals relevant to the attorney/client relationship.

| Required Courses (37.5 units) | | Units |
|-------------------------------|--|-------|
|-------------------------------|--|-------|

Level I Courses:

| | | |
|------------|---|---|
| BUS-18A | Business Law I | 3 |
| PAL-10 | Introduction to Paralegal Studies | 3 |
| PAL-64 | Legal Research and Computer Applications | 3 |
| PAL-68 | Civil Litigation and Procedures I | 3 |
| CAT/CIS-80 | Word Processing: Microsoft Word for Windows | 3 |
| or | | |
| CAT/CIS-84 | Word Processing: WordPerfect for Windows | 3 |

Level II Courses:

| | | |
|---------|--|-----|
| BUS-18B | Business Law II | 3 |
| PAL-14 | Legal Ethics | 3 |
| PAL-70 | Law Office Policies, Procedures and Ethics | 1.5 |
| PAL-72 | Legal Analysis and Writing | 3 |
| PAL-78 | Civil Litigation and Procedures II | 3 |

Specialty Courses (Select 9 units from the following)

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

Associate in Science Degree

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

PHOTOGRAPHY

This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.

PHOTOGRAPHY (R)**AS592/CE592****Certificate Program****Program Learning Outcomes**

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

- Demonstrate competency in manipulating aperture, shutter and focal length to create a proper exposure as well as control action and depth of field for use in specialized situations
- Identify, describe and demonstrate formal concepts of photographic composition
- Define and demonstrate elements of lighting for still life and portraiture
- Modify images through the use of digital manipulation of pixels using channels, color adjustments and layer blend modes
- Produce a portfolio of work demonstrating technical competencies and aesthetic merit

| Required Courses (24 units) | | Units |
|-----------------------------|-----------------------------------|-------|
| PHO-8 | Introduction to Photography | 3 |
| PHO-9 | Intermediate Photography | 3 |
| PHO-10 | Advanced Photography | 3 |
| PHO-12 | Photojournalism | 3 |
| PHO-13 | Advanced Darkroom Techniques | 3 |
| PHO-14 | Basic Studio Portraiture | 3 |
| PHO-17 | Introduction to Color Photography | 3 |
| PHO-20 | Digital Photography | 3 |

Associate in Science Degree

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

PHYSICAL EDUCATIONSee **KINESIOLOGY****PHYSICIAN ASSISTANT**

This program prepares individuals academically and clinically to provide health care services with direction and supervision of a physician. Physician Assistants provide a broad range of medical services to include history taking, physical assessment, surgery assist, and diagnostic, preventive and therapeutic interventions. This includes basic medical, clinical, behavioral and social sciences; introduction of patient assessment; supervised clinical practice in family medicine, pediatrics, women health, general surgery, psychiatry, and behavioral medicine; health policy and professional practice issues; and the delivery of health care services to home-bound patients, rural populations, underserved populations.

PHYSICIAN ASSISTANT (M)**MAS501/MCE501**

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**Program Learning Outcomes**

Upon completion of the physician assistant program students should be able to:

- analyze etiologies, risk factors, underlying pathologic process, and epidemiology for adult and pediatric medical conditions
- analyze and synthesize the history, physical findings, and diagnostic studies to formulate a differential diagnosis
- identify and evaluate signs and symptoms and select and analyze appropriate diagnostic studies to determine the most likely diagnosis of a medical condition
- manage general medical and surgical conditions integrating knowledge about the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- utilize appropriate screening methods of disease processes in asymptomatic individuals to and discuss concepts of health promotion and disease prevention
- differentiate between the normal and abnormal anatomic, physiological, and diagnostic data and the relevance of the findings
- provide competent health care to patients with acute and chronic conditions
- provide culturally sensitive and culturally responsive health care to a diverse patient population and demonstrate caring and respectful behaviors when interacting with patients and their families
- develop informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- counsel and educate patients and their families on health care
- perform competent medical and surgical procedures considered essential in the area of practice
- create and sustain a therapeutic and ethically sound relationships with patients utilizing effective listening, nonverbal, verbal and writing skills to elicit and provide information

- collaborate effectively with physicians, other disciplinary team members, and professional groups to provide patient centered patient care
- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- demonstrate competent documentation concerning the patient care process for medical, legal, quality assurance and financial purposes
- integrate the legal and regulatory guidelines into the professional role of the physician assistant and show sensitivity and responsiveness to
- demonstrate respect, compassion and integrity for the patient, society, and the PA profession
- demonstrate knowledge of ethical principles pertaining to provision or withholding of clinical care
- establish, appraise, and integrate evidence from scientific studies related to the patients' health problem
- apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- distinguish biases related to gender, culture, cognitive, emotional, and physical limitations in themselves and others
- utilize information technology and medical information to support patient care decisions and patient education and to provide efficient patient care.
- demonstrate cost-effective health care and resource allocation that does not compromise quality of care

RETAIL MANAGEMENT/WAFC

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

RETAIL MANAGEMENT/WAFC (NR) **NAS536/NCE536**
(WESTERN ASSOCIATION OF FOOD CHAINS) **AS536/CE536**

Certificate Program

Program Learning Outcomes

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

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

| Required Courses (91.5 units) | | Units |
|-------------------------------|------------------------------------|-------|
| PHT-1 | Applied Clinical Skills | 2 |
| PHT-2 | Medicine Science I | 6.5 |
| PHT-3 | History and Physical Assessment I | 4 |
| PHT-4 | Applied Clinical Skills II | 4 |
| PHT-5 | Medicine Science II | 6.5 |
| PHT-6 | History and Physical Assessment II | 4 |
| PHT-7 | Medical Pharmacology | 4 |
| PHT-8 | Applied Clinical Skills III | 3 |
| PHT-9 | Medicine Science III | 6.5 |
| PHT-10 | Clinical Nutrition | 3 |
| PHT-11 | Internal Medicine I | 6 |
| PHT-12 | Internal Medicine II | 6 |
| PHT-13 | General Surgery | 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 |

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

Associate in Science Degree

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

Associate in Science Degree

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

REAL ESTATE

See BUSINESS ADMINISTRATION

SIGN LANGUAGE INTERPRETING

This program prepares individuals to function as simultaneous and consecutive interpreters as well as transliterators of American Sign Language (ASL) and other signing systems employed to assist deaf and hard-of-hearing people, both voice-to-sign and sign-to-voice interpretation. This includes instruction in American Sign Language (ASL), alternative sign systems, fingerspelling, vocabulary and expressive nuances, oral and text translation skills, cross-cultural communications, slang and colloquialisms, and technical interpretation.

SIGN LANGUAGE INTERPRETING (R) AS505/CE505

Certificate Program

Program Learning Outcomes

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

- Produce documented completion of a total of 54 observation hours, 27 mentorship hours, and 92 practicum hours.
- Provide a completed portfolio, including, but not limited to, a resume, an introductory letter, business cards, intake form, invoice form, and Interpreter Kit.
- Demonstrate entry-level interpreting skills before an exiting panel at the end of the 4th interpreting skills class.

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

Associate in Science Degree

The Associate in Science Degree in Sign Language Interpreting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

TELECOMMUNICATIONS

See Film, Television, and Video Production

WELDING TECHNOLOGY

This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; Oxyacetylene and Plasma cutting of ferrous and non-ferrous materials. Including, welding metallurgy, structural welding safety, and applicable codes and standards.

WELDING TECHNOLOGY (R) AS606/CE606

Certificate Program

Program Learning Outcomes

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

- Ability to work safely within the welding industry.
- Obtain skills necessary to obtain an entry-level job within the welding/construction industry.
- Demonstrate knowledge of SMAW, FCAW, GMAW, and GTAW welding processes.
- Obtain skills necessary to properly set up equipment used in the various welding processes.

| Required Courses (36 units) | | Units |
|-----------------------------|--|---------|
| WEL-15 | Intro. to Basic Shielded Metal Arc Welding | 3 |
| WEL-16 | Advanced Shielded Metal Arc Welding | 3 |
| WEL-35 | Semi-Automatic Welding | 3 |
| WEL-55A | Gas Tungsten Arc Welding-Plate Material | 3 |
| WEL-55B | Gas Tungsten Arc Welding-Exotic Metals | 3 |
| WEL-60 | Advanced Pipe and Plate Laboratory | 2 |
| WEL-61 | Certification for Licensing of Welding | 3 |
| ENE-21 | Drafting | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| ENG-50 | Basic English Composition | 4 |
| Electives | (Choose from list below) | 6 |
| Electives (6 units) | | |
| ENE-51 | Blueprint Reading | 2 |
| WEL-25 | Introduction to Oxyacetylene Welding | 3 |
| WEL-34 | Metal Joining Processes | 2 |
| WEL-200 | Welding Work Experience | 1-2-3-4 |

Associate in Science Degree

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

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

STICK WELDING (SMAW) (R) CE824

This certificate provides students with the technical knowledge and skill in oxyacetylene cutting, and SMAW welding to be able to enter into the welding career of either the field or shop environment. With these new skills, students will be able to obtain entry level employment.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate knowledge and ability of SMAW process, safety, and oxyacetylene cutting.
- Demonstrate advanced knowledge and ability of SMAW, welding symbols, and safety.
- Differentiate between each of the welding process used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

| Required Courses (11 units) | Units |
|---|-------|
| WEL-15 Introduction to Basic Shielded Metal Arc Welding | 3 |
| WEL-16 Advanced Shielded Metal Arc Welding | 3 |
| WEL-34 Metal Joining Processes | 2 |
| WEL-61 Certification for Licensing of Welders | 3 |

| Required Courses (11 units) | Units |
|---|-------|
| WEL-15 Introduction to Basic Shielded Metal Arc Welding | 3 |
| WEL-35 Semi-Automatic Welding | 3 |
| WEL-34 Metal Joining Processes | 2 |
| WEL-61 Certification for Licensing of Welders | 3 |

TIG WELDING (GTAW) (R) CE819

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and GTAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able obtain entry level employment.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate knowledge and ability in oxyacetylene cutting, beginning SMAW welding process, and safety.
- Demonstrate knowledge and ability in the GTAW welding process, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

| Required courses (11 units) | Units |
|---|-------|
| WEL-15 Introduction to Basic Shielded Metal Arc Welding | 3 |
| WEL-55A Gas Tungsten Arc Welding-Plate Materials | 3 |
| WEL-34 Metal Joining Processes | 2 |
| WEL-61 Certification for Licensing of Welders | 3 |

WIRE WELDING (FCAW, GMAW) (R) CE818

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and FCAW/GMAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate knowledge and ability of beginning level of SMAW welding process, safety, and oxyacetylene cutting.
- Demonstrate knowledge and ability of the FCAW and GMAW welding processes, welding symbols, and safety.





Section VI
COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at www.curricUNET.com/RCCD.

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.

IGETC

Intersegmental general education transfer curriculum is a series of courses that RCCD 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 colleges. 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 District, including face-to-face classroom instruction and distance delivery methods such as hybrid classes and online classes (taught entirely online utilizing computer and Internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Computer Applications and Office Technology 99 ABCDE; English 60AB, 60A1, 60A2, 60A3, 60A4, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 52, 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 81, and Reading 81, 82, 83, 86, 87, 95;) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic

eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

NON-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, P or CR). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of C or better, P (Pass). C-, D, F, FW, NP (No Pass), or I are not acceptable.** Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a C grade, the student will be dropped from the succeeding class.

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

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

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

Verifying Prerequisites/Corequisites - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (951) 222-8808.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the district and college Curriculum Committees and the Board of Trustees.

ACCOUNTING

ACC-1A - Principles of Accounting, I 3 units UC, CSU

Prerequisite: None.

Advisory: BUS-20.

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

ACC-1B - Principles of Accounting, II 3 units UC, CSU

Prerequisite: ACC-1A.

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-38 - Managerial Accounting 3 units CSU

Prerequisite: ACC-1A.

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

ACC-55 - Applied Accounting/Bookkeeping 3 units (Same as CAT-55)

Prerequisite: None.

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.

ACC-61 - Cost Accounting 3 units CSU

Prerequisite: ACC-1B.

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

ACC-62 - Payroll Accounting 3 units

CSU

Prerequisite: ACC-1A.

Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.

ACC-63 - Income Tax Accounting 3 units

CSU

Prerequisite: None.

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

ACC-65 - Computerized Accounting 3 units

CSU

*Prerequisite: ACC-1A.**Advisory: CIS-1A.*

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

ACC-66 - Non-Profit and Governmental Accounting 3 units

CSU

*Prerequisite: ACC-1A.**Advisory: BUS-20.*

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

ACC-200 - Accounting Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

ADMINISTRATION OF JUSTICE**ADJ-1 - Introduction to the Administration of Justice 3 units**

UC, CSU

Prerequisite: None.

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

ADJ-2 - Principles and Procedures of the Justice System 3 units

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

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

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; follow up 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, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

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

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

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

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

ADJ-20 - Introduction to Corrections 3 units
CSU*Prerequisite: None.*

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-21 - Control and Supervision in Corrections 3 units
CSU*Prerequisite: None.*

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-22 - Legal Aspects of Corrections 3 units
CSU*Prerequisite: None.*

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-23 - Criminal Justice Report Writing 3 units
CSU*Prerequisite: None.*

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-25 - Introduction to Probation and Parole 3 units
CSU*Prerequisite: None.*

This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

ADJ-30 - Introduction to Family Support Law 3 units
CSU*Prerequisite: None.*

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

ADJ-200 - Administration of Justice 1-2-3-4 units
Work Experience

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

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-53 - Basic Electricity for Air Conditioning and Refrigeration 4 units*Prerequisite: None.*

Introduces basic electrical theory, beginning circuit design, and electrical parts identification on air conditioning and refrigeration equipment. Includes hands-on preventative maintenance, and minor repair on electrical circuits. 54 hours lecture and 54 hours laboratory.

AIR-60 - Electrical and Mechanical Diagnostic 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.**Advisory: Students should have paid or voluntary employment.*

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

AMERICAN SIGN LANGUAGE**AML-1 - American Sign Language 1 4 units****UC*, CSU***Prerequisite: None.*

This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on deaf culture and deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

AML-2 - American Sign Language 2 4 units**UC, CSU***Prerequisite: AML-1.*

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory.

AML-3 - American Sign Language 3 4 units**UC, CSU***Prerequisite: AML-2.*

Review of ASL grammar with special emphasis upon idiomatic constructions. Further development of conversational techniques focusing on expressive, as well as receptive skills, intermediate level vocabulary expansion, ASL structural and grammatical patterns necessary for comprehension of standard ASL at the intermediate level. This course includes an expanded discussion of deaf culture issues and daily life. 72 hours lecture and 18 hours laboratory.

AML-4 - American Sign Language 4 4 units**UC, CSU***Prerequisite: AML-3.*

Further development of intermediate skills toward advanced skills of ASL fluency. An expanded review of ASL vocabulary, syntactical structures and grammatical patterns necessary for comprehension of standard American Sign Language is emphasized. This course also emphasizes aspects of deaf culture and community through spontaneously generated conversations. There is also an emphasis on watching ASL narratives of varying length at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory.

AML-5 - Sign Language for Interpreters 4 units**CSU***Prerequisite: AML-4.*

This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Preparation Program or for professional interpreters currently working in the field who display advanced ASL communicative fluency at the ASL-4 level. Special attention is given to the linguistics of American Sign Language and a review of other sign systems and manual communications, such as SEE, Contact Language, Signed English, etc., for comparison purposes, and their place within the deaf community. 72 hours lecture and 18 hours laboratory.

AML-10 - Introduction to Sign Language 3 units**Interpreting****CSU***Prerequisite: None.*

This course is an introduction to ASL/English interpretation between deaf and hearing people. The focus is on theoretical models of interpretation, text analysis through intralingual translation exercises, and a historical overview of the profession of ASL/English interpretation. 54 hours lecture.

AML-11 - Interpreting I 4.5 units**CSU***Prerequisite: AML-4.**Corequisite: AML-5.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on expressive (English-to-ASL) interpreting skills. 72 hours lecture and 27 laboratory hours observation.

AML-12 - Interpreting II 4.5 units**CSU***Prerequisite: AML-11.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on receptive (ASL-to-English) interpreting skills. 72 hours lecture and 27 laboratory hours observation.

AML-13 - Interpreting III 4.5 units**CSU***Prerequisite: AML-12.*

Students will be introduced to simultaneous interpreting and provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. 72 hours lecture and 27 hours laboratory observation.

AML-14 - Interpreting IV/Practicum 2 units
CSU*Prerequisite: AML-13.*

Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. 108 hours laboratory.

AML-20 - Ethical and Professional Standards of Interpreting 3 units
CSU*Prerequisite: None.*

This course concentrates on the professional Code of Ethics pertaining to the professional standards of behavior and ethical conduct of professional ASL/English interpreters. This is a lecture course that explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the professional conduct governing this profession, on a macro, as well as micro, level. 54 hours of lecture.

AML-21 - Fingerspelling 3 units
CSU*Prerequisite: None.**Advisory: AML-1.*

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

AML-22 - American Deaf Culture 3 units
(Same as SOC-22)
CSU*Prerequisite: None.*

An introduction to culture and values of deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

AML-23 - Specialized Interpreting 3 units
CSU*Prerequisite: AML-5.*

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.

ANATOMY AND PHYSIOLOGY**AMY-2A - Anatomy and Physiology, I** 4 units
UC, CSU*Prerequisite: None.*

First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

AMY-2B - Anatomy and Physiology, II 4 units
UC, CSU*Prerequisite: AMY-2A.*

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive. 36 hours lecture and 108 hours laboratory.

AMY-10 - Survey of Human Anatomy and Physiology 3 units
CSU*Prerequisite: None.*

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.

ANTHROPOLOGY**ANT-1 - Physical Anthropology** 3 units
UC, CSU*Prerequisite: None.*

An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. 54 hours lecture.

ANT-2 - Cultural Anthropology 3 units
UC, CSU*Prerequisite: None.*

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

ANT-3 - Prehistoric Cultures 3 units
UC, CSU*Prerequisite: None.*

The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

ANT-4 - Native American Cultures **3 units**
UC, CSU*Prerequisite: None.*

A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture.

ANT-5 - Cultures of Ancient Mexico **3 units**
UC, CSU*Prerequisite: None.*

The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-hispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

ANT-6 - Introduction to Archaeology **3 units**
UC, CSU*Prerequisite: None.*

An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

ANT-7 - Anthropology of Religion **3 units**
UC, CSU*Prerequisite: None.*

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

ANT-8 - Language and Culture **3 units**
UC, CSU*Prerequisite: None.*

An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture.

ANT-10 - Forensic Anthropology **3 units**
CSU*Prerequisite: None.*

The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

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

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

APPLIED DIGITAL MEDIA AND PRINTING**ADM-1 - Introduction to Applied Digital Media** **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. 27 hours lecture and 81 hours laboratory.

ADM-30 - Contemporary Topics in Applied Digital Media **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. 18 hours lecture.

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

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

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

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

ADM-63 - Adobe InDesign **3 units**
CSU*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. 27 hours lecture and 81 hours laboratory.

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

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

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

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

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

Development of 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. 27 hours lecture and 81 hours laboratory.

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

A course in the production of 3D graphics and animation using the industry standard software, Maya. 27 hours lecture and 81 hours laboratory.

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

This course focuses on the planning and methodology to design graphics for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, optical flow, 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. 27 hours lecture and 81 hours laboratory.

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

A study of production techniques through actual work on a variety of live District projects. Class experience will include working with the Production Printing department and clients with emphasis on quality control and meeting deadlines. 27 hours lecture and 81 hours laboratory.

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

A comprehensive course in exploring the digital tools and techniques available for text handling, drawing and image editing. Includes instruction in: scanning, basic image manipulation, image importation and conceptual design as it applies to other media. 27 hours lecture and 81 hours laboratory.

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

Development of advanced fundamentals to provide a deeper, clearer and more technical understanding of digital imaging creation, manipulation and output using Adobe Photoshop. 27 hours lecture and 81 hours laboratory.

ADM-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. 27 hours lecture and 81 hours laboratory.

ADM-76 – QuarkXPress 3 units**CSU***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. 27 hours lecture and 81 hours of laboratory.

ADM-77A - Adobe Illustrator 3 units**CSU***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. 27 hours lecture and 81 hours laboratory.

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

Advanced instruction in Adobe Illustrator tips and techniques to create professional quality design projects. Focus is on designing more efficient and creative complex illustrations, multimedia presentations, and web design. 27 hours lecture and 81 hours laboratory.

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

Instruction in electronic prepress techniques and procedures. Additional instruction is provided in scanning, color separations, proofing, PDF workflow, digital output and computer-to-plate. 27 hours lecture and 81 hours laboratory.

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

Instruction in the setup and proper operation of offset duplicators. Students will work with both offset duplicators and digital imaging machines. Includes the use of folding machine, paper cutter and general bindery equipment. 27 hours lecture and 81 hours laboratory.

**ADM-86 - Advanced Offset Presswork and Bindery 3 units
CSU***Prerequisite: ADM-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. 27 hours lecture and 81 hours laboratory.

ADM-88 - 3D Creature Creations with Maya 3 units*Prerequisite: ADM-68.*

A course in the production of 3D creatures and animation using the industry standard software, Maya. 27 hours lecture and 81 hours laboratory.

ADM-89 – Applied Digital Portfolio 1 unit*Prerequisite: None.**Advisory: One of the following: ADM-63,67,68,71,74,77A.*

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, and a final digital or manual portfolio. 18 hours lecture and 18 hours of laboratory.

**ADM-200 - Applied Digital Media Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

ARABIC**ARA-1 - Arabic 1 5 units
UC*, CSU***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory.

**ARA-2 - Arabic 2 5 units
UC, CSU***Prerequisite: ARA-1.*

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

**ARA-3 - Arabic 3 5 units
UC, CSU***Prerequisite: ARA-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Modern Standard Arabic and classical Arabic at the intermediate level. This course includes an expanded discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory.

**ARA-8 - Intermediate Conversation 3 units
UC, CSU***Prerequisite: ARA-2.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Arabic culture, daily life, and topics of current interest. May be taken a total of four times. 54 hours lecture.

**ARA-11 - Culture and Civilization 3 units
UC, CSU***Prerequisite: None.*

Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

ART

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

**ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval 3 units
UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture.

**ART-2 - History of Western Art: Renaissance through Contemporary 3 units
UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-3 - Art for Teachers 3 units
CSU*Prerequisite: None.*

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

ART-5 - History of Non-Western Art 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and college level reading.*

An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6 - Art Appreciation 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introductory course for the non-art major. The creative process and the diversity of style, technique and media evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6H - Honors Art Appreciation 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-7 - Women Artists in History 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-8 - Mexican Art History 3 units
UC, CSU*Prerequisite: None.*

Survey of architecture, sculpture, painting, and minor arts of Mexico. From pre-Columbian and Colonial, through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-9 - African Art History 3 units
UC, CSU*Prerequisite: None.*

A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics and textiles, will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-10 - Modern and Contemporary Art History 3 units
UC, CSU*Prerequisite: None.*

A survey of the development and history of modern art with emphasis on its major movements, leading artists and contemporary trends. Painting, sculpture and architecture will be discussed in terms of their historical, social and political context. Beginning with mid 19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-11 - Gallery and Exhibition Design 3 units
CSU*Prerequisite: None.*

Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-12 - Asian Art History 3 units
UC, CSU*Prerequisite: None.*

A survey of the history of Asian art (China, Japan, Korea and India) from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting and minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-15 - Beginning Ceramics 3 units
UC*, CSU*Prerequisite: None.*

An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-16 - Intermediate Ceramics **3 units**
UC, CSU*Prerequisite: ART-15.*

An expansion and refinement of the skills learned and explored in Beginning Ceramics. Projects of greater scope, challenge and complexity will encourage personal artistic development and creativity. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-17 - Beginning Drawing **3 units**
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-18 - Intermediate Drawing **3 units**
UC, CSU*Prerequisite: ART-17 or 22.*

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-19 - Experimental Drawing **3 units**
UC, CSU*Prerequisite: ART-17.*

Continued study of many of the skills acquired in Beginning Drawing. Emphasis is on the use of experimental methods and materials. Less attention will be directed toward traditional and fundamental academic concerns and more focus will be placed on the cultural, interpretive, psychological, and conceptual possibilities that result from exploration and engaging alternatives. The art elements, color, composition, mark making, mixed media, expression, concept, and context will all be investigated. Students will be encouraged to explore and access less conventional solutions to a variety of projects. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-20 - Beginning Sculpture **3 units**
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-21 - Intermediate Sculpture **3 units**
UC, CSU*Prerequisite: ART-20.*

An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-22 - Basic Design **3 units**
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-23 - Design and Color **3 units**
UC, CSU*Prerequisite: ART-17 or 22.*

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

ART-24 - Three Dimensional Design **3 units**
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-25 - Watercolor Painting **3 units**
UC, CSU*Prerequisite: ART-17 or 22.*

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

ART-26 - Beginning Painting 3 units

UC, CSU

Prerequisite: ART-17 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. (Letter Grade, or Pass/No Pass option.)

ART-27 - Intermediate Painting 3 units

UC, CSU

Prerequisite: ART-23 or 26.

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. (Letter Grade, or Pass/No Pass option.)

ART-28 - Studio Painting 3 units

UC, CSU

Prerequisite: ART-26 or 27

Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. 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 two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-30 – Printmaking 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 and 22.*

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

ART-34 - Studio Three Dimensional Design 3 units

UC, CSU

Prerequisite: ART-24.

Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. 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 two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-35 - Illustration 3 units

CSU

*Prerequisite: None.**Advisory: ART-17 or 22 or 39.*

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

ART-36 - Computer Art 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 or 22, and computer experience.*

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

ART-38 - Studio Illustration 3 units

CSU

Prerequisite: ART-35.

Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. 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. (Letter Grade, or Pass/No Pass option.)

ART-39 - Design and Graphics 3 units

CSU

*Prerequisite: None.**Advisory: ART-17, 22 or 35-*

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

ART-40 - Figure Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 22.

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

ART-41 - Figure Painting 3 units

UC, CSU

Prerequisite: ART-17, 26 or 40.

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

ART-42 - Studio Figure Drawing 3 units

UC, CSU

Prerequisite: ART-40.

Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. 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 3 units

UC, CSU

Prerequisite: ART-41.

Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. 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 Principles 3 units

CSU

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

Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-45 - Studio Watercolor Painting 3 units

UC, CSU

Prerequisite: ART-25.

Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two 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 pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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 pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-48 - Studio Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 18.

Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-49 - Studio Printmaking 3 units

CSU

Prerequisite: ART-30.

Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-50 - Storyboarding 3 units

CSU

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

Study of animation principles with emphasis on storyboarding. Basic concepts of writing and directing for animation, dialogue and story development will be explored in animation filmmaking. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51 - Animation Production **3 units**
CSU*Prerequisite: ART 17.**Advisory: ART-22 and 40.*

Study of animation principles and filmmaking with emphasis on animation production. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-200 - Art Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

ASTRONOMY**AST-1A - Introduction to Astronomy** **3 units**
UC, CSU*Prerequisite: None.**Advisory: High school algebra and geometry.*

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

AST-1B - Introduction to the Stars **3 units**
UC, CSU*Prerequisite: AST-1A.*

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

AUTOMOTIVE BODY TECHNOLOGY**AUB-1 - Survey of Automotive Body Technology** **4 units**
CSU*Prerequisite: None.*

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

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

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

AUB-51 - Intermediate Automotive Body Technology **4 units***Prerequisite: None.**Corequisite: AUB-50 or 52.*

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

AUB-52 - Automotive Body Refinishing **4 units***Prerequisite: None.*

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

AUB-53 - Automotive Body Special Projects **4 units***Prerequisite: None.**Corequisite: Concurrent or previous enrollment in an automotive body class.*

A special projects class for students who need in-depth experiences in a particular discipline. No more than 8 units may be earned toward graduation through special projects activities. 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 be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory.

AUB-61 - Automotive Trim and Upholstery, II 4 units*Prerequisite: AUB-60.*

This course is designed to supplement the Automotive Body Technology program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. 36 hours lecture and 108 hours laboratory.

AUB-70 - Automotive Cooperative Training Entry 7 units*Prerequisite: None.*

Limitation on enrollment: Successful application to the ABCT program and sponsorship by an automotive body repair shop.

Designed as the first course in a series to prepare the student for employment as an auto body technician. Instruction in this course and others of the series is based on Inter Industry Conference on Automotive Collision Repair training curriculum. Students will learn safety procedures, tools, metal straightening and shrinking, parts replacement and alignment, body filler uses and the application of trim and hardware. 72 hours lecture and 162 hours laboratory.

AUB-71 - Automotive Cooperative Training 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 Refinishing 4 units*Prerequisite: AUB-71.*

Limitation on enrollment: Sponsorship by an automotive body repair shop.

This course presents the ADVANCE-TECH theories and practices of automotive refinishing. Emphasis is placed on paint preparation, tinting, application, blending, defects, safety and environmental practices. 36 hours lecture and 108 hours laboratory.

AUB-73 - Automotive Cooperative Training Advanced 7 units*Prerequisite: AUB-72.*

Limitation on enrollment: Sponsorship by an automotive body repair shop.

This advanced course presents the fundamentals and skills necessary for collision estimating and repair of heavily damaged vehicles. Special emphasis is placed on measuring, gauging and structural integrity of the vehicle. Frame straightening and body pulling is included. 72 hours lecture and 162 hours laboratory.

AUB-74 - Automotive Cooperative Training Mechanical 7 units*Prerequisite: AUB-73.*

Limitation on enrollment: Sponsorship by an automotive body repair shop.

This course presents the fundamentals and practices of repairing collision damaged automotive mechanical and electrical systems. Instruction covers steering, suspension, electrical, cooling, brake, restraint, fuel and exhaust systems. 72 hours lecture and 162 hours laboratory.

AUB-200 - Automotive Body Work Experience 1-2-3-4 units CSU**Prerequisite: None.*

Advisory: Students should have paid or voluntary employment.

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

AUTOMOTIVE TECHNOLOGY
AUT-30 - Ford Minor Services and Shop Practices 2 units*Prerequisite: None.*

An introduction to auto shop safety, auto shop practices, automotive dealership operation and minor service of Ford, Lincoln/Mercury and Mazda vehicles, including wind noise and water leaks. Also includes an overview of the various career ladders and divisions of Ford Motor Company and dealership operations. The course prepares students for entry-level employment at Ford, Lincoln/Mercury and Mazda automotive dealerships. 27 hours lecture and 27 hours laboratory.

AUT-40 - Ford Electrical Systems-MLR (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 two times. 54 hours lecture and 54 hours laboratory.

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

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury vehicles and to enable the students to diagnose and repair today's computer laden vehicles. 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 anti-lock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Ford's test methods and equipment. 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-45 - Ford MLR Automotive Chassis Systems 4 units*Prerequisite: AUT-40.*

This course presents the principles of operation, diagnosis, and repair of the brake system, the suspension and steering system, and the climate control system. The course content includes hydraulic, mechanical, and electronic operation and repair, as well as brake system overhaul and service operations. Additionally, it presents the fundamentals of suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Furthermore, the course will include climate control fundamentals. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns, and climate control concerns using Ford testing methods and equipment. 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-52B - Automotive Tune-up and Emission Controls 4 units

Prerequisite: AUT-52A and 54 or ASE passing tests in Automotive Electrical Systems and Engine Performance or one year full time paid professional experience in the automotive engine performance tune-up area.

Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. 45 hours lecture and 81 hours laboratory.

AUT-53A - Automotive Chassis and Alignment 4 units*Prerequisite: AUT-50 or AUB-50.*

Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

AUT-53B - Automotive Brakes 4 units*Prerequisite: AUT-50.*

Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

AUT-54 - Automotive Electrical Systems 4 units*Prerequisite: AUT-50 or concurrent enrollment.*

Theory and principles of automotive electrical and electronic systems. Course content will include multi-meter operation, component location, and reading wiring diagrams. Emphasis will be placed on diagnosis and repair of automotive electrical and electronic circuits. May be taken a total of two times. 45 hours lecture and 81 hours laboratory.

AUT-55A - Automotive Automatic Transmission/Transaxles 4 units*Prerequisite: AUT-50.*

Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and testing. 45 hours lecture and 81 hours laboratory.

AUT-55B - Automotive Manual Drivetrain Systems 4 units*Prerequisite: AUT-50.*

Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. 45 hours lecture and 81 hours laboratory.

AUT-56 - Automotive Computer Controls 3 units*Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.*

Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. 36 hours lecture and 54 hours laboratory.

AUT-57 - Automotive Heating and Air Conditioning 4 units*Prerequisite: AUT-50.*

Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. 45 hours lecture and 81 hours laboratory.

AUT-58 - Automotive Diesel Mechanics 4 units*Prerequisite: AUT-50.*

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

AUT-59ABCD - Automotive Service 1 unit*Prerequisite: None.**Corequisite: Concurrent enrollment in Automotive Technology program.*

Principles of service procedures relating to an automotive maintenance program with emphasis being placed upon a laboratory experience to include a minimum of 54 hours per semester and a maximum of 216 hours per semester.

AUT-61 - Introduction to Toyota Service 3 units*Prerequisite: None.**Limitation on enrollment: Admission into the program.*

Operational theory, principles and service procedures relating to an introduction to Toyota maintenance with emphasis being placed upon component identification, basic functions and service. Student will be trained in new model vehicle features and pre-delivery inspections. 36 hours lecture and 54 hours laboratory.

AUT-62 - Toyota Fuel Systems I 3 units*Prerequisite: AUT-61.*

The theory and principles of Toyota tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition and engine electrical systems. 36 hours lecture and 54 hours laboratory.

AUT-63 - Toyota Electrical Systems Mastery 3 units*Prerequisite AUT-61.*

Engine electrical, chassis electrical, electronics systems and accessory diagnosis. Use of wiring diagrams, service equipment and testing instruments. Diagnosis of solid state electronics will be included. Emphasis placed upon problem diagnosis, inspection and wiring repairs. 36 hours lecture and 54 hours laboratory.

AUT-64 - Toyota Brakes and Suspension 3 units*Prerequisite: AUT-61.*

Theory and principles of Toyota braking and suspension system components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Use of special equipment and repair of anti-lock brake systems is included. 36 hours lecture and 54 hours laboratory.

AUT-65A - Toyota Manual Transmissions and Transaxles 3 units*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 3 units*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 3 units*Prerequisite: AUT-61.*

Theory and principles of Toyota heating and air conditioning systems. Overview of system components, system operation and diagnosis of automatic temperature control systems. System disassembly, measurements and repair are emphasized. 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-71 - Ford Electrical and Electronics Systems**4 units***Prerequisite: None.*

This course presents the fundamentals of electrical and electronic systems found in Ford Motor Company vehicles. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using Ford-approved and recommended testing methods and equipment. Students will be able to apply the acquired information to the computer systems found on Ford, Lincoln/Mercury and Mazda vehicles, for the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

AUT-72 - Ford Applied Electronics**4 units***Prerequisite: AUT-71 or 40.**Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific body electronic systems, as well as the climate control system operation and repair, both base and electronic controls systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury and selected Mazda vehicles and to enable the students to diagnose and repair today's computer laden vehicles. Included in this course is the diagnosis of climate control system performance concerns using Ford-approved test equipment. 54 hours of lecture and 54 hours of laboratory.

AUT-73 - Ford Engine Performance**8 units***Prerequisite: AUT-71 or 40.**Limitation on enrollment: Sponsorship by a Ford, Lincoln/ Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the operation, diagnosis, and analysis of the ignition, exhaust, emission, fuel, air injection and the On-board computer management system, including the advanced drivability diagnosis of the electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. 108 hours lecture and 108 hours laboratory.

AUT-74 - Ford Brakes, Steering, and Suspension Systems**4 units***Prerequisite: None.*

This course presents the principles of the brake system, including hydraulic and mechanical operation and repair, as well as brake system overhaul and service operations. It also presents the fundamentals of the suspension and the steering systems operation and repair. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-75 - Ford Engine Repair**4 units***Prerequisite: None.*

This course introduces the operation and repair of gasoline engines including disassembly, inspection, measurement, and reassembly of gasoline engines. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication, and cooling system concerns using Ford test equipment and methods. 54 hours lecture and 54 hours laboratory.

AUT-76 - Ford Advanced Chassis Systems**4 units***Prerequisite: AUT-71 or 40.**Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the principles of Anti-lock brake, Ride Control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using Ford-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory

AUT-78 - Ford Manual Transmissions and Drive-Train Systems**4 units***Prerequisite: AUT-71 or 40.**Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the fundamentals of manual transmission, transaxle, transfer case, differential, and driveline operation, and repair. The course introduces the concepts of disassembly, inspection, measurement, and reassembly, as well as the diagnosis of concerns with transmissions, transaxles, transfer cases, clutches, all wheel drive systems, drivelines, and differentials. 54 hours lecture and 54 hours laboratory.

AUT-79 - Ford Automatic Transmissions and Transaxles**4 units***Prerequisite: AUT-71 or 40.**Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.*

This course presents the operating principles of automatic transmissions and transaxles. The disassembly, inspection, measurement, and reassembly of automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. 54 hours lecture and 54 hours of laboratory.

AUT-80 - General Motors Minor Services and Pre-Delivery 3 units*Prerequisite: None.**Limitation on enrollment: Enrollment limited to GM dealer-sponsored ASEP applicants.*

This course serves as an important introduction to the GM (ASEP) Automotive Service Educational Program. Students will learn about GM customer service, technical assistance network, General Motors dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, GM diagnostic and service information. Application to the ASEP program is required and sponsorship by a General Motors dealership or General Motors approved repair facility is required. 45 hours lecture and 27 hours laboratory.

AUT-81 - GM Electrical and Electronics Systems 4 units*Prerequisite: None.*

This course presents the fundamentals of GM's vehicles electrical and electronic systems. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and GM's advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using GM-approved and recommended testing methods and equipment service of GM automotive electrical and electronic systems. Students will be able to apply the acquired information to the computer systems found on GM vehicles in the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

AUT-82 - GM Applied Electronics 4 units*Prerequisite: AUT-81.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course is an in-depth study of advanced automotive computer controls as they relate to specific electronic systems on GM vehicles; also includes the theory, operation, diagnosis and repair of base and electronic control systems of GM automotive refrigeration and heating systems. Students will utilize laboratory oscilloscopes, digital meters, and GM's advanced diagnostic tools to diagnose and repair today's computer-laden vehicles using GM-approved procedures and standards. 54 hours of lecture and 54 hours laboratory.

AUT-83 - GM Engine Performance 8 units*Prerequisite: AUT-81.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the operation, diagnosis, and analysis of GM ignition, exhaust, emission, fuel, air injection and the On-board computer management system advanced drivability diagnosis of GM electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. Sponsorship by a GM dealership required. 108 hours lecture and 108 hours laboratory.

AUT-84 - GM Brakes, Steering and Suspension Systems 4 units*Prerequisite: None.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the operation, diagnosis and repair of GM automotive brake, steering and suspension systems to include mechanical and hydraulic brake service as well as suspension and steering system service and alignment. Course covers components and operation of each system and the functional relationships between the systems in GM Motor cars and light trucks. wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-85 - GM Gasoline Engine and Repair 4 units*Prerequisite: None.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the fundamentals of General Motor's gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motor's gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-86 - GM Advanced Chassis Systems 4 units*Prerequisite: None.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the principles of GM antilock brake, ride control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-87 - General Motors Heating and Air Conditioning (HVAC) Systems 4 units*Prerequisite: AUT-80.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-88 - General Motors Manual Transmissions and Drive Trains 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the fundamentals of GM manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, clutches all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission, transaxle and drivetrain systems are included. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-89 - General Motors Automatic Transmissions and Transaxles 4 units

Prerequisite: AUT-81.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the operating principles of current production GM automatic transmissions and transaxles. The disassembly, inspection, measurement and reassembly of selected GM automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours of laboratory.

AUT-91 - Introduction to Alternative Fuels 1 unit

Prerequisite: None.

Advisory: AUT-50.

This course serves as an introduction to the alternative fuels program. Students will learn about a variety of alternative fuels, the infrastructure supporting these fuels, pros and cons associated with alternative fuels, and safety when working with or around them. Example of fuels discussed include: compressed natural gas, electric, fuel ethanol, fuel methanol, hydrogen, liquefied natural gas, liquefied petroleum gas, and nuclear energy. May be taken a total of two times. 18 hours lecture.

AUT-92 - Compressed Natural Gas Fuel Systems 1.5 units

Prerequisite: AUT-91.

This course covers compressed natural gas as a vehicular fuel. Students will be taught the proper method to maintain, diagnose and repair dedicated and bi-fuel compressed natural gas vehicles. Safe work practices during maintenance, diagnosis and repair of compressed natural gas vehicles will also be covered. Students will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The inspection and certification process for compressed natural gas fuel tanks will be covered. 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. 120 hours of volunteer work or 150 hours of paid work over eight weeks.

AUT-200 - Automotive Technology Work Experience 1-2-3-4 units

CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

BANKING AND FINANCE**BAN-51 - Principles of Banking 3 units**

Prerequisite: None.

A study of the diversified services offered by the banking industry. This course explores and analyzes the banking industry and the functions of commercial banks, with particular attention to the deposit, payment, and credit functions as well as fund management and specialized products and services. 54 hours lecture.

BAN-52 - Consumer Lending 3 units

Prerequisite: None.

A study of the consumer lending process, its importance to banks and consumers, and the environment in which it functions. Students will explore closed-end loans, indirect loans, related credit products, and open-end credit products, and analyze the consumer lending process from loan application, credit investigation, lender decision-making, loan pricing and policy, collection and recovery. 54 hours lecture.

BIOLOGY**BIO-1 - General Biology 4 units**

UC*, CSU

Prerequisite: None.

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates **5 units**
UC, CSU*Prerequisite: None.**Advisory: A high school biological science course.*

A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, preveterinary, premedical, pre dental, 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.*

A study of higher animals emphasizing the classification, evolution, and comparative structure of vertebrates, human histology and systems and embryology and genetics. Designed for the biology major, premedical, pre dental, preveterinarian, prepharmacy, physical therapy, dental hygienist 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-5 - General Botany **4 units**
UC, CSU*Prerequisite: None.*

Introduction to the plant sciences with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. 54 hours lecture and 54 hours laboratory.

BIO-6 - Introduction to Zoology **4 units**
UC, CSU*Prerequisite: None.*

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

BIO-7 - Marine Biology **4 units**
UC, CSU*Prerequisite: None.*

An ecological study of the marine environment. Additional emphasis will be placed on the local marine plants and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory.

BIO-8 - Principles of Ecology **4 units**
UC*, CSU*Prerequisite: None.*

Ecology is the study of the interactions between organisms and their environment. Basic principles include evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and the major biomes found on Earth. Discussion on human impacts on the environment will also be included. This course requires field trips. 54 hours lecture and 54 hours laboratory.

BIO-9 - Introduction to the Natural History of So. Cal. **3 units**
UC, CSU*Prerequisite: None.*

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

BIO-10 - Principles of Life Science **3 units**
UC*, CSU*Prerequisite: None.*

For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1. 54 hours lecture.

BIO-11 - Introduction to Molecular and Cellular Biology (Majors) **5 units**
UC*, CSU*Prerequisite: CHE-1A or 1AH.**Prerequisite: CHE-1A or 1AH.*

An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes 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) **5 units**
UC*, CSU*Prerequisite: BIO-11.**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-14 - Soil Science and Management 3 units
UC, CSU*Prerequisite: None.*

An introduction to physical properties and classification of soils, physical and chemical properties of soil that governs soil reactions and interactions, nutrient regeneration, and management principles in relation to air, water, nutrients and organic matter. 54 hours lecture.

BIO-15 - Soil Science and Management Laboratory 2 units
CSU*Prerequisite: None.*

A supplementary laboratory course to BIO-14 (Soil Science and Management), focusing on the basics of soil science, physical and biogeochemical properties, and interpretation for use and management. This course will give students hands-on perspectives of soil science, ranging from agricultural, wild lands, watershed, and environmental impacts. 108 hours laboratory.

BIO-17 - Human Biology 4 units
UC, CSU*Prerequisite: None.*

A non-major introductory course in biology, which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course is intended to fulfill a transferable general science requirement. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIO-30 - Human Reproduction and Sexual Behavior 3 units
UC, CSU*Prerequisite: None.*

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

BIO-31A - Regional Field Biology Studies 1 unit
CSU*Prerequisite: None.*

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

BIO-31B - Regional Field Biology Studies 2 units
CSU*Prerequisite: None.*

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

BIO-34 - Human Genetics 3 units
UC, CSU*Prerequisite: None.*

Advisory: High school biology or any college life science course with laboratory.

A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

BIO-36 - Environmental Science 3 units
UC*, CSU*Prerequisite: None.*

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

BLACK STUDIES

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

Among these courses are:

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

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*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 relating 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.*

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-30 - Entrepreneurship and Small Business Management **3 units**
CSU*Prerequisite: None.*

An examination of 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 **3 units**
CSU*Prerequisite: None.*

A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, and the operation of multi-national corporations. 54 hours lecture.

BUS-43 - International Business-Marketing **3 units**
CSU*Prerequisite: None.**Advisory: BUS-10 or MKT-20.*

Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. 54 hours lecture.

BUS-46 - International Business-Introduction to Importing/Exporting **3 units**
CSU*Prerequisite: None.*

An introduction to the current U.S. position in the global trade arena with an emphasis on the import/export concerns of the small U.S. firm. Includes import/export assessment, methods of import/export, resources of import/export advice, international market research methods, aspects of overseas buying/selling practices, and import/export documentation and shipping. 54 hours lecture.

BUS-47 - Applied Business and Management Ethics **3 units**
(Same as MAG-47)

CSU

Prerequisite: None.

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

BUS-48 - International Management **3 units**
CSU*Prerequisite: None.**Advisory: BUS-10 or MAG-44.*

A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. 54 hours lecture.

BUS-51 - Principles of E-Commerce **3 units***Prerequisite: None.**Advisory: BUS-10, and CIS-1A.*

An introduction to electronic commerce focusing on business, technological and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture.

BUS-53 - Introduction to Personal Finance **3 units***Prerequisite: None.*

An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

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

Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture.

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

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

BUS-62 - Personal Insurance Principles 3 units*Prerequisite: None.*

Basic introduction to insurance products and coverage including automobile insurance; homeowners insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance. 54 hours lecture.

BUS-63 - Principles of Property and Liability Insurance 3 units*Prerequisite: None.*

Introduction to Property and Liability Insurance including types of property and liability insurers, how it is regulated, measurement of financial performance, marketing, underwriting, claims loss exposure, and risk management. 54 hours lecture.

BUS-64 - Commercial Insurance Principles 3 units*Prerequisite: None.*

Basic introduction to Commercial Insurance including commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owner's policies and farm insurance, worker's compensation and employer's liability insurance. 54 hours lecture.

BUS-65 - Insurance Code and Ethics 1 unit*Prerequisite: None.*

Ethical considerations one must support in order to succeed in the insurance industry. The course presents ethical issues with which employees working in insurance offices will be involved. 18 hours lecture.

BUS-66 - Insurance Internship 1 unit*Prerequisite: None.*

This one-unit internship will be carried out in a local insurance company and will follow the guidelines of the college. Students enrolled in this occupational internship course must be employed in the insurance industry. Students will earn the one credit for this course by completing 75 hours of paid work or 60 hours of volunteer work. No more than 20 hours per week may be applied toward the work requirement.

**BUS-70 - Introduction to Organization Development 3 units
(Same as MAG-70)***Prerequisite: None.**Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

**BUS-71 - Introduction to Productivity Management 3 units
(Same as MAG-71)***Prerequisite: None.**Advisory: MAG-44 and 70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

**BUS-72 - Introduction to Quantitative Methods 3 units
for Business****(Same as MAG-72)***Prerequisite: None.**Advisory: BUS-20 and MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

**BUS-80 - Principles of Logistics 3 units
CSU***Prerequisite: None.*

An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. (Letter Grade, or Pass/No Pass option.)

**BUS-200 - Business Administration 1-2-3-4 units
Work Experience****CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

CHEMISTRY**CHE-1A - General Chemistry, I** **5 units****UC*, CSU***Prerequisite: CHE-2A or 3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1AH - Honors General Chemistry, I **5 units****UC*, CSU***Prerequisite: CHE-2A or 3, and MAT-35.**Limitation on enrollment: Enrollment in the Honors program.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1B - General Chemistry, II **5 units****UC*, CSU***Prerequisite: CHE-1A or 1AH.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-1BH - Honors General Chemistry, II **5 units****UC*, CSU***Prerequisite: CHE-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I **4 units****UC*, CSU***Prerequisite: MAT-52.*

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory.

CHE-2B - Introductory Chemistry, II **4 units****UC*, CSU***Prerequisite: CHE-2A.*

Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory.

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 or 1BH.*

A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory.

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.*

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 District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

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

CHINESE**CHI-1 - Mandarin Chinese 1** **5 units**
UC*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for native spoken and written Mandarin Chinese at the beginning level. This course includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.

CHI-2 - Chinese 2 **5 units**
UC, CSU*Prerequisite: CHI-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Mandarin Chinese at the beginning level. This course includes an expanded discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.

CHI-11 - Culture and Civilization **3 units**
UC, CSU*Prerequisite: None.*

Introductory survey of Chinese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

COMMUNICATION STUDIES
(Formerly **SPEECH COMMUNICATIONS**)

COM-1 - Public Speaking **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-1H - Honors Public Speaking **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and or qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-2 - Persuasion in Rhetorical Perspective **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-3 - Argumentation and Debate **3 units**
UC*, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-5 – Parliamentary Procedure **1 unit**
CSU

Prerequisite: None.

Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-6 - Dynamics of Small Group Communication **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-7 - Oral Interpretation of Literature **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9 - Interpersonal Communication **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9H - Honors Interpersonal Communication 3 units
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. This honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-11 - Storytelling 3 units
CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-12 - Intercultural Communication 3 units
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno-linguistic identities. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-13 - Gender and Communication 3 units
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-19 - Reader's Theater 3 units
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-51 – Enhancing Communication Skills 1 unit

Prerequisite: None.

Advisory: ESL-55 or qualification for ENG-50.

Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

COMMUNITY INTERPRETATION**CMI-61 - Introduction to Spanish English Translation 3 units**

Prerequisite: None.

Advisory: This course is intended for students with near native writing skills in Spanish and English.

This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

CMI-71 - Bilingual Interpretation for the Medical Professions 6 units

Prerequisites: None.

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field observation component. 90 hours lecture and 54 hours laboratory.

CMI-72 - Intermediate Medical Interpreting 4 units*Prerequisite: CMI-71.*

This course builds upon skills and knowledge obtained and practiced in CMI-71. Although the course will continue to highlight medical terminology specific to the provision of all aspects and levels of patient healthcare services, emphasis is on medical specialties and subspecialties, including specialized procedures, uncommon diagnoses, and workers' compensation. Students continue to practice modes of interpretation, with emphasis placed on speed, accuracy, and interpretation of non-standard language/speech patterns. Public speaking, vocabulary building, and test-taking strategies will also be covered. Students will be required to observe the work of professional interpreters in the healthcare setting. 72 hours lecture.

CMI-81 - Bilingual Interpretation for the Legal Professions 6 units*Prerequisite: None.*

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory.

CMI-82 - Intermediate Legal Interpreting 4 units*Prerequisite: CMI-81.*

This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

CMI-91 - Introduction to Translation and Interpretation for Business 3 units*Prerequisite: None.*

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

CMI-200 - Community Interpretation 1-2-3-4 units**Work Experience****CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY
CAT-1A - Business Etiquette 1 unit*Prerequisite: None.*

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. 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.*

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 and 18 hours laboratory.

CAT-3A - Linux Computer Applications for Working Professionals 3 units**(Same as CIS-3A)****CSU***Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter the office, business, 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, Internet utilization, word processing, spreadsheets, database management, presentation graphics, and scheduling/time management. 54 hours lecture and 18 hours laboratory.

CAT-30 - Business English 3 units*Prerequisite: None.**Advisory: Typing skills and familiarity with Microsoft Word.*

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 and familiarity with Microsoft Word.*

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. CAT-30B is equivalent to the second third of CAT-30. 18 hours lecture.

CAT-30C - Business English 30C 1 unit*Prerequisite: None.**Advisory: Typing skills and familiarity with Microsoft Word.*

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
CSU***Prerequisite: None.**Advisory: CAT-30, or concurrent enrollment.*

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 and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CAT-36A - Legal Office Procedures I 3 units
CSU***Prerequisite: None.**Advisory: Typing skills and familiarity with Microsoft Word or Corel WordPerfect.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CAT-36B - Legal Office Procedures II R 3 units
CSU***Prerequisite: None.**Advisory: CAT-36A and Microsoft Word or Corel WordPerfect.*

A continuation and in-depth study of California legal procedure for the law office professional. Emphasis will be placed on the principles and practices of California legal procedure in various areas of law including family law, criminal, real estate, probate, and corporate. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CAT-37 - Legal Terminology 3 units
CSU***Prerequisite: None.**Advisory: Basic documentation creation and formatting skills in Microsoft Word or Corel WordPerfect, and keyboarding speed of 40 wpm.*

A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal documents and procedure. Digital correspondence and legal documents will be developed, evaluated, and edited. 54 hours lecture and 18 hours laboratory.

**CAT-38 - Legal Word Processing and Forms Production 3 units
CSU***Prerequisite: None.**Advisory: CAT-36A and Microsoft Word or Corel WordPerfect.*

Preparing legal documents and Judicial Council forms using a computer. Emphasis will be placed on the standards used in California legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory.

CAT-39 - Legal Solutions Software 1.5 units*Prerequisite: None.*

Prepare, manage and edit computerized Judicial Council forms using computer. 27 hours lecture and 9 hours laboratory.

**CAT-40 - Administrative Office Management 3 units
CSU***Prerequisite: None.**Advisory: CAT-30 and 61.*

A study of management philosophies and principles related to the office manager or administrative professional. 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. (Letter Grade, or Pass/No Pass option.)

**CAT-50 - Keyboarding and Document Processing 3 units
CSU***Prerequisite: None.*

Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory.

**CAT-51 - Intermediate Typewriting/
Document Formatting** **3 units**

CSU

*Prerequisite: None.**Advisory: Beginning typing skills.*

Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory.

CAT-53 - Keyboarding/Typing Fundamentals **1 unit***Prerequisite: None.*

Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 20 gross words a minute. 18 hours lecture and 18 hours laboratory.

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; CAT-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory.

CAT-55 - Applied Accounting/Bookkeeping **3 units**
(Same as ACC-55)*Prerequisite: None.*

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-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..*

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 and 18 hours laboratory.

CAT-57 - Creating and Managing the Virtual Office **3 units***Prerequisite: None.**Advisory: CAT-95A.*

The increased use of the Web and hardware and software technologies has allowed individuals to work outside their corporate/business office or to become self-employed entrepreneurs. The course explores topics related to creating a virtual office including time management, customizing the workplace, evaluating and buying software and hardware, and communicating with technology. The course is a requirement of the Computer Applications and Office Technology Discipline's Virtual Assistant Certificate Program. May be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture.

CAT-59 - Introduction to Adobe Acrobat **1.5 units***Prerequisite: None.*

Creation, optimization and use of Portable Document Format (PDF) software to publish, share and distribute electronic documents. 27 hours lecture and 18 hours laboratory.

CAT-60 - Introduction to Microsoft Access **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 and 18 hours laboratory.

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.*

Examines the basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CAT-63 - Electronic Records Management 3 units*Prerequisite: None.**Advisory: CAT-60.*

Provides an introduction to electronic records management. The content includes exploration of the increased use of electronic devices to create and store documents as well as the impact within the field of records management. 54 hours lecture and 18 hours laboratory.

CAT-64 - RIM Advanced Applications 3 units*Prerequisite: None.**Advisory: CAT-62 and 63.*

Involves students in hands-on Records Information Management (RIM) advanced applications essential for creating a records management program. Projects include creating an industry specific file plan, vital records protection plan, disaster recovery program and the automation of records systems. 54 hours lecture and 18 hours laboratory.

CAT-65 - Introduction to Microsoft PowerPoint (Same as CIS-65) 1.5 units*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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-76A - Introduction to Microsoft Expression Web (Same as CIS-76A) 3 units*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders; CAT-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CAT-76B - Introduction to Dreamweaver (Same as CIS-76B) 3 units*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet; CAT-95A.*

This course provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CAT-78A - Introduction to Adobe Photoshop (Same as CIS-78A) 3 units**Prerequisite: None.**

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory.

CAT-78B - Advanced Adobe Photoshop (Same as CIS-78B) 3 units**CSU***Prerequisite: CAT-78A.*

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory.

CAT-79 - Introduction to Adobe Illustrator (Same as CIS-79) 3 units*Prerequisite: None.*

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory.

CAT-80 - Word Processing: Microsoft Word for Windows (Same as CIS-80) 3 units*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CAT-81 - Introduction to Desktop Publishing using Adobe InDesign (Same as CIS-81) 3 units*Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory.

CAT-84 - Word Processing: WordPerfect for Windows 3 units
(Same as CIS-84)*Prerequisite: None.**Advisory: typing knowledge/skills with at least 40 WPM.*

This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory.

CAT-88 - Internships in Computer Applications and Office Technology 3 units*Prerequisite: None.**Advisory: CAT-3 and 51.**Limitation on enrollment: Computer Applications and Office Technology majors and certificate students.*

In cooperation with private or public sector employers, the internship is supervised employment of students that extends classroom learning to the job site and relates to the students' educational or occupational goal. The internship class is for students who have declared a Computer Applications and Office Technology major, have taken classes in the major, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field. Placement is arranged through the instructor and with student assistance. Internship participation requirements may vary with the job setting. May be taken up to four times for a maximum of twelve units of credit. 27 hours lecture and a minimum of 90 hours internship.

CAT-90 - Microsoft Outlook 3 units
(Same as CIS-90)*Prerequisite: None.**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 and on the Internet. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CAT-91 - Microsoft Project 3 units
(Same as CIS-91)*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory.

CAT-93 - Computers for Beginners 3 units
(Same as CIS-93)*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory.

CAT-95A - Introduction to Internet 1.5 units
(Same as CIS-95A)**CSU***Prerequisite: None.*

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CAT-98A - Introduction to Excel 1.5 units
(Same as CIS-98A)*Prerequisite: None.*

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CAT-98B - Advanced Excel 1.5 units
(Same as CIS-98B)*Prerequisite: CAT-98A.*

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CAT-99A - Keyboarding for Beginners .25 unit*Prerequisite: None.*

This course is meant as a 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 credit course. Pass/No Pass only.)

CAT-99B - Windows for Beginners .25 unit*Prerequisite: None.*

Develops a basic understanding of computer components by developing skill in the concepts of Microsoft Windows on microcomputer-based systems. 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. Pass/No Pass only.)

CAT-99C - Word for Beginners .25 unit*Prerequisite: None.*

This course provides skill development in the use of Microsoft Word for Windows for non-Computer Applications and Office Technology 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. Pass/No Pass only.)

CAT-99D - Excel for Beginners .25 unit*Prerequisite: None.*

This course provides skill development in the use of Microsoft Excel for Windows for non-Computer Applications and Office Technology 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. Pass/No Pass only.)

CAT-99E - PowerPoint for Beginners .25 unit*Prerequisite: None.*

This course provides skill development in the use of Microsoft PowerPoint for Windows for non-Computer Applications and Office Technology 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. Pass/No Pass only.)

CAT-200 - Computer Applications and Office Technology Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

COMPUTER INFORMATION SYSTEMS
CIS-1A - Introduction to Computer Information Systems 3 units

UC, CSU

Prerequisite: None.

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory.

CIS-1B - Advanced Concepts in Computer Information Systems 3 units

CSU

Prerequisite: CIS- 1A.

Advanced computer concepts, theory and computer applications. Advanced skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. Concepts covered include communications and networks, E-Commerce, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers and certification. 54 hours lecture and 18 hours laboratory.

CIS-2 - Fundamentals of Systems Analysis 3 units
(Same as CSC-2)

CSU

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-3 - Computer Applications for Working Professionals 3 units

(Same as CAT-3)

CSU

Prerequisite: None.

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 and 18 hours laboratory.

CIS-3A - Linux Computer Applications for Working Professionals 3 units

(Same as CAT-3A)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter the office, business, 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, Internet utilization, word processing, spreadsheets, database management, presentation graphics, and scheduling/time management. 54 hours lecture and 18 hours laboratory.

CIS-5 - Fundamentals of Programming Logic using C++ 3 units
(Same as CSC-5)

UC, CSU

*Prerequisite: None.**Advisory: CIS-1A.*

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 and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-11 - Computer Programming using ASSEMBLER 3 units
(Same as CSC-11)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

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 and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-12 - PHP Dynamic Web Site Programming 3 units
(Same as CSC-12)

CSU

*Prerequisite: None.**Advisory: Programming fundamentals such as in CIS/CSC-5 or 14A, and familiarity with HTML such as in CIS-14A or 72A.*

Dynamic Web site programming using PHP. Fundamentals of server-side Web programming. Introduction to database-driven Web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-14A - Web Programming: JavaScript 3 units
(Same as CSC-14A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTM. CIS/CSC-5 and CIS-72A.*

Fundamentals of JavaScript programming for the World Wide Web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-14B - Web Programming: Active Server Pages 3 units
CSU*Prerequisite: None.**Advisory: CIS/CSC-5, 15A and CIS-72A.*

Fundamentals of server-side Web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture. (Letter grade, or Pass/No Pass option.)

CIS-17A - C++ Programming: Objects 3 units
(Same as CSC-17A)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing function arrays on PC platforms as well as CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-17B - C++ Programming: Advanced Objects 3 units
(Same as CSC-17B)

UC, CSU

*Prerequisite: None.**Advisory: Previous C++ programming experience such as CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-17C - C++ Programming: Data Structures 3 units
(Same as CSC-17C)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience in C++ and object-oriented programming as well as CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18A - Java Programming: Objects 3 units
(Same as CSC-18A)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions on PC platforms as well as CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18B - Java Programming: Advanced Objects 3 units
(Same as CSC-18B)

UC, CSU

*Prerequisite: None.**Advisory: Previous JAVA programming experience such as CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18C - Java Programming: Data Structures 3 units
(Same as CSC-18C)

UC, CSU

*Prerequisite: None.**Advisory: Previous Java programming experience as well as CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18D Data Structures and Algorithms 3 units
(Same as CSC-18D)*Prerequisite: CIS/CSC-18A*

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory.

CIS-20 - Systems Analysis and Design 3 units
(Same as CSC-20)

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development, file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-21 - Introduction to Operating Systems 3 units
(Same as CSC-20)

CSU

Prerequisite: CIS-1A.

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 is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-23 - Software End User Support 3 units
CSU*Prerequisite: None.**Advisory: CIS-1A and 1B.*

Study of computer software installation, configuration, maintenance, troubleshooting and optimization, operating system commands and utilities and network software. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-25 - Introduction to Data Communications 3 units
(Same as CSC-25)

CSU

Prerequisite: CIS-1A.

Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-26A - Cisco Networking Academy 1A 4 units
CSU*Prerequisite: None.**Advisory: CIS-1A, 21 and 23.*

This course is designed to provide students with classroom and laboratory experience in current and emerging 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-26B - Cisco Networking Academy 1B 4 units
CSU*Prerequisite: CIS-26A.*

This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator's role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26C - Cisco Networking Academy 1C 4 units
CSU*Prerequisite: CIS-26B.*

This course introduces students to configure IPX access lists, LAN segmentation using bridges, using routers, using switches, half-duplex Ethernet operations, network segmentation, dynamic routing, and the network administrator's role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26D - 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 Frame Relay operations and configurations for specific WAN routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 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 100 to more than 500 nodes with protocols and technologies such as TCP/IP, OSPF, EIGRP, BGP, ISDN, and Frame Relay. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

CIS-26F - Cisco Networking Security 4 units
CSU*Prerequisite: None.**Advisory: CIS-26B , 26C and CIS/CSC-27.*

Provides students with in-depth network security education and a comprehensive understanding of network security concepts. Instruction includes, but is not limited to, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data, skills needed to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate potential security threats. This course is designed to prepare students for CCNA Security Certification (IINS 640-553 exam). 72 hours lecture.

CIS-27 - Information and Network Security 3 units
(Same as CSC-27)
CSU*Prerequisite: None.**Advisory: CIS-23.*

The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the CIS Discipline's Networking Certificate program. May be taken a total of two times. 54 hours lecture.

CIS-28A - MS Access Programming 3 units
(Same as CSC-28A)
CSU*Prerequisite: None.**Advisory: CIS/CSC-5.*

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory.

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.

**CIS-29C - Oracle Database and Server Administration 3 units
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)
CSU**

Prerequisite: None.

Skill development in the use of Microsoft Word for Windows for Word Processing. For non-Office Administration majors. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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; CIS-95A.

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours of laboratory.

CIS-54B Flash Scripting 3 units

Prerequisite: None.

Advisory: CAT/CIS -54A.

Learn how to design, write, and debug scripts (programs) using the Flash scripting language. Incorporate scripts into Flash projects to control sophisticated animation, import video and sound files, integrate buttons, and create compelling interactivity using powerful features such as the Motion Editor, inverse kinematics, and support for 3D. 54 hours lecture and 18 hours laboratory.

**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.

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 and 18 hours laboratory.

**CIS-60 - Introduction to Microsoft Access 1.5 units
(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 and 18 hours laboratory.

**CIS-61 - Introduction to Database Theory 3 units
(Same as CSC-61)**

Prerequisite: None.

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using “Entity-Relationship” models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

**CIS-62 - Microsoft Access DBMS: Comprehensive 3 units
(Same as CSC-62)**

Prerequisite: None.

Advisory: Previous computer experience.

This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

**CIS-63 - Introduction to Structured Query Language (SQL) 3 units
(Same as CSC-63)**

CSU

Prerequisite: None.

This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) JOINS, UNIONS, DIFFERENCES and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture and 18 hours laboratory.

**CIS-65 - Introduction to Microsoft PowerPoint 1.5 units
(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 and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-72A - Introduction to Web Page Creation 1.5 units*Prerequisite: None.**Advisory: Competency in the use of a computer, familiarity with the Internet; CIS-95A.*

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory.

CIS-72B - Intermediate Web Page Creation using Cascading Style Sheets (CSS) 1.5 units*Prerequisite: None.**Advisory: Knowledge of HTML and the Internet; CIS-72A and 95A.*

Intermediate webpage creation using cascading style sheets (CSS) to format and lay out webpage content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-72C - Introduction to XML 1.5 units*Prerequisite: None.**Advisory: Knowledge of HTML and CSS.*

Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-73A - Introduction to Multimedia Authoring 3 units*Prerequisite: None.*

Introduction to the fundamentals of interactive multimedia authoring. There is an emphasis on producing applications incorporating text, audio, graphics, animation and digitized video which effectively communicate to the user. 54 hours lecture.

CIS-76A - Introduction to Microsoft Expression Web (Same as CAT-76A) 3 units*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders; CIS-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CIS-76B - Introduction to Dreamweaver (Same as CAT-76B) 3 units*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet; CIS-95A.*

This course provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CIS-78A - Introduction to Adobe Photoshop (Same as CAT-78A) 3 units*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory.

CIS-78B - Advanced Adobe Photoshop (Same as CAT-78B) 3 units**CSU***Prerequisite: CIS-78A.*

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory.

CIS-79 - Introduction to Adobe Illustrator (Same as CAT-79) 3 units*Prerequisite: None.*

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory.

CIS-80 - Word Processing: Microsoft Word for Windows (Same as CAT-80) 3 units*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CIS-81 - Introduction to Desktop Publishing using Adobe InDesign (Same as CAT-81) 3 units*Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory.

CIS-84 - Word Processing: WordPerfect for Windows 3 units
(Same as CAT-84)*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 WPM.*

This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory.

CIS-90 - Microsoft Outlook 3 units
(Same as CAT-90)*Prerequisite: None.**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 and on the Internet. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-91 - Microsoft Project 3 units
(Same as CAT-91)*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory.

CIS-93 - Computers for Beginners 3 units
(Same as CAT-93)*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory.

CIS-95A - Introduction to the Internet 1.5 units
(Same as CAT-95A)

CSU

Prerequisite: None.

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CIS-98A - Introduction to Excel 1.5 units
(Same as CAT-98A)*Prerequisite: None.*

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CIS-98B - Advanced Excel 1.5 units
(Same as CAT-98B)*Prerequisite: CIS-98A.*

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CIS-200 - Computer Information Systems 1-2-3-4 units
Work Experience

CSU*

*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

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

COMPUTER SCIENCE**CSC-2 - Fundamentals of Systems Analysis 3 units**

CSU

(Same as CIS- 2)*Prerequisite: None.*

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-5 - Fundamentals of Programming Logic using C++ 3 units
(Same as CIS- 5)

CSU

*Prerequisite: None.**Advisory: CIS-1A.*

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 and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-6 - Discrete Mathematics for Computer Science 3 units
(Same as MAT-6)

CSU

*Prerequisite: MAT-10.**Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CSC-11- Computer Programming using Assembler 3 units
CSU*Prerequisite: None.**Advisory: CIS/CSC-5.*

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 and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-12 - PHP Dynamic Web Site Programming 3 units
(Same as CIS-12)

CSU

*Prerequisite: None.**Advisory: Programming fundamentals such as in CIS/CSC-5 or 14A, and familiarity with HTML such as in CIS-14A or 72A.*

Dynamic Web site programming using PHP. Fundamentals of server-side Web programming. Introduction to database-driven Web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-14A - Web Programming: JavaScript 3 units
(Same as CIS-14A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML CIS/CSC-5 and CIS-72.*

Fundamentals of JavaScript programming for the World Wide Web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-17A - C++ Programming: Objects 3 units
(Same as CIS-17A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions arrays on PC platforms as well as CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-17B - C++ Programming: Advanced Objects 3 units
(Same as CIS-17B)

CSU

*Prerequisite: None.**Advisory: Previous C++ programming experience such as CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-17C - C++ Programming: Data Structures 3 units
(Same as CIS-17C)

CSU

*Prerequisite: None.**Advisory: Previous programming experience in C++ and object-oriented programming as well as CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18A - Java Programming: Objects 3 units
(Same as CIS-18A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions on PC platforms as well as CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18B - Java Programming: Advanced Objects 3 units
(Same as CIS-18B)

CSU

*Prerequisite: None.**Advisory: Previous JAVA programming experience such as CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18C - Java Programming: Data Structures 3 units
(Same as CIS-18C)

CSU

*Prerequisite: None.**Advisory: Previous Java programming experience as well as CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18D Data Structures and Algorithms 3 units
(Same as CIS-18D)*Prerequisite: CIS/CSC-18A*

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory.

CSC-20 - Systems Analysis and Design 3 units
(Same as CIS-20)

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-21 - Introduction to Operating Systems 3 units
(Same as CIS-21)

CSU

Prerequisite: CIS-1A.

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as DOS, OS/2, UNIX, NT or Windows is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-25 - Introduction to Data Communications 3 units
(Same as CIS-25)

CSU

Prerequisite: CIS-1A.

Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CSC-27 - Information and Network Security 3 units
(Same as CIS-27)

CSU

*Prerequisite: None.**Advisory: CIS-23.*

The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the Computer Information Systems Discipline's Networking Certificate Program. May be taken a total of two times. 54 hours lecture.

CSC-28A - MS Access Programming 3 units
(Same as CIS-28A)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option)

CSC-61 - Intro to Database Theory 3 units
(Same as CIS-61)*Prerequisite: None.*

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CSC-62 - MS Access DBMS: Comprehensive 3 units
(Same as CIS-62)*Prerequisite:None.*

Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing, and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

CSC-63 - Introduction to Structured Query Language (SQL) 3 units
(Same as CIS-63)

CSU

Prerequisite:None.

This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries(DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture, and 18 hours laboratory.

COSMETOLOGY

The cosmetology curriculum consists of a minimum of, but not limited to, 1600 hours of instruction and requires a 2.0 average or higher in each of the five sequential courses to earn 47.5 units of college credit and a Certificate of Completion in Cosmetology. It prepares the student to qualify for the California State Board of Barbering and Cosmetology examination and the workforce. Upon passing the state examination, the student will be issued a cosmetologist license by the California State Board of Barbering and Cosmetology. Consult the Schedule of Classes for admittance and registration periods.

Requirements for Enrollment

1. Submit RCC online admissions application
2. Submit separate online application with Cosmetology Department during submission dates.
3. Send one copy of high school transcript to Admissions and Records Office. (If tenth grade has not been completed, make application for equivalency test.)
4. Approximate cost to student:
(Prices for the kit and textbooks are subject to change, which is beyond our control.) Please call the Cosmetology Department for exact prices (951) 222-8185.
 - a) Cosmetology Principles and Practices - approximately \$2,000-\$2,300 for the total program.
 - b) Manicuring and Pedicuring - approximately \$300-400 for the total program.
 - c) Esthetician - approximately \$1,000 for the total program.

For more information go to www.academic.rcc.edu/cosmetology**COS-60A - Beginning Cosmetology Concepts 11 units***Prerequisite: None.*

An introduction to cosmetology level-I basics in professional ethics, hygiene, professional image and personality growth and development. California State Board of Cosmetology rules and regulations are introduced at this level. Theory subjects include: bacteriology, sanitation and disinfection, trichology, and safety with hazardous chemicals. Instruction in basic techniques and manipulative skills include: hair cutting, permanent waving, hair color, press and curl, and manicure. 144 hours lecture and 186 hours laboratory.

COS-60B - Level II Cosmetology Concepts 10.5 units*Prerequisite: COS-60A.*

Designed to prepare the student for a career in Cosmetology. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology exam. This level contains anatomy and physiology nail disorders and diseases, skin disorders and diseases, level II hair coloring, and bleaching theory. Intermediate instructions in manipulative skills and in basic techniques of artificial eyelash application, facial masks and packs, corrective make-up, level II hair cutting, acid permanent waving, soft permanent waving, bleaching and toning, hair coloring special effects, acrylic nails manicuring. 126 hours technical instruction and 204 hours laboratory.

COS-60C - Level III Cosmetology Concepts 10 units*Prerequisite: COS-60B.*

A study of hair color problem solving, electricity, electrical facial, product knowledge, telephone techniques, appointment booking and lab procedures. Instruction in manipulative skills and application to patron services of chemical formulating and dispensing, electrical facials, including high frequency, faradic, sinusoidal, and galvanic currents, dermal lights, creative makeup techniques, nails tips, nail wraps and repair and waxing. 108 hours technical instruction and 222 hours laboratory.

COS-60D - Level IV Cosmetology Concepts 8 units*Prerequisite: COS-60C.*

State Board preparation; all related cosmetology theory subjects of the State Board examination will be studied in depth, as preparation for the State Board examination and laboratory application of each operation as it will be performed at State Board. Course may be taken a total of two times. 54 hours technical instruction and 276 hours laboratory.

COS-60E - Level V Cosmetology Concepts 8 units*Prerequisite: COS-60D.*

A study of the principles of salon design and employment skills will be explored. Current salon concepts and operations mandated by the Board of Cosmetology will be practiced. Course may be taken a total of two times. 54 hours technical instruction and 276 hours laboratory.

COS-60E1 - Level V Cosmetology Concepts 4 units*Prerequisite: COS-60A.*

A study of safety and related hazardous chemicals, principles of salon management, employment skills and opportunities, retailing and salesmanship, and current fashion concepts of hair styling. Advanced level instruction and practice of salon clinic principles, chemical hair relaxing, and manicuring, facials, pedicuring, and current fashion concepts of hair styling. 27 hours lecture and 138 hours laboratory.

COS-60E2 - Level V Cosmetology Concepts 4 units*Prerequisite: COS-60E-1.*

An in-depth study relating principles of retailing, advertising and marketing. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. 27 hours lecture and 138 hours laboratory.

COS-61A - Level I Cosmetology Instructor Concepts 7.5 units*Prerequisite: None.*

Limitation on enrollment: Cosmetology license issued by the State of California.

This course is offered for experienced cosmetologists to become qualified instructors. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering and Cosmetology examination. Subsequent enrollment in COS-61B will provide the student an opportunity for additional skill and competency within the subject matter. 54 hours of lecture/technical instruction and 246 hours laboratory.

COS-61B - Level I Cosmetology Instructor Concepts 7.5 units*Prerequisite: COS-61A.*

This course is offered for the experienced cosmetologists to become a qualified instructor. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering and Cosmetology examination. 54 hours of lecture/technical instruction and 246 hours laboratory.

COS-62A - Level I Esthetician Concepts 8.5 units*Prerequisite: None.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the first semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology Esthetics exam. The course contains the State Board rules and regulations, Cosmetology Act, related chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, ergonomics, beginning hazardous chemicals, client protection and safety, level I anatomy, level I physiology, histology of the skin, manual facials daytime make-up, eyebrow arching and hair removal (wax, tweezers and depilatories), application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.

COS-62B - Level II Esthetician Concepts 8.5 units*Prerequisite: COS-62A.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the second semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology esthetics exam. The course contains the State Board rules and regulations, Cosmetology Act, level II chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, level II hazardous chemicals, client protection and safety, level II anatomy, level II physiology, histology of the skin, level II electrical facials (including all modalities) eyebrow arching and hair removal (wax, tweezers and depilatories) corrective make-up, application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.

COS-64A - Manicuring and Pedicuring 5 units*Prerequisite: None for 64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology rules and regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in COS-64B will provide the student with an opportunity for additional skill and competency development within the subject matter. 202 hours lecture - demonstration/laboratory.

COS-64B - Manicuring and Pedicuring 5 units*Prerequisite: COS-64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to complete preparation of the student for a career in manicuring and pedicuring. It is an advanced in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Enrollment in COS-64B will provide the student an opportunity for additional skill and competency development within the subject matter and the hours required by state regulation. 202 hours lecture - demonstration/laboratory.

COS-67ABCD - New Trends and Techniques in Hairdressing 2 units

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

Designed for practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in COS-67 B, C, and/or D will provide the student with an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-68A - Principles and Practices of Competition Hairstyling 2 units

Prerequisite: None.

Limitation on enrollment: Currently enrolled cosmetology students.

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

COS-68B - Special Artistic Effects Used in Competition Hairstyling 2 units

Prerequisite: None.

Limitation on enrollment: Currently enrolled cosmetology students.

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

COS-69ABCD - Men's Hair Design 2 units

Prerequisite: Completion of 1500 hours of barber training. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS-69 B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-200 - Cosmetology Work Experience CSU* 1-2-3-4 units

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

CULINARY ARTS

Students must submit an online RCC admissions application and a separate culinary online application during submission dates. For more information go to www.academic.rcc.edu/culinary

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-24 - Techniques of Garde Manger 2 units

Prerequisite: None.

This class teaches techniques used to present cold foods that are artistically beautiful and delicious. Students will learn garnishing techniques using fruits and vegetables as well as carving techniques using salt dough, tallow, weaver's dough and ice. Special emphasis will be placed on making foods as delicious as they are beautiful. Course topics will include garnishes, salads, sandwiches, crudités, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.

CUL-36 - Introduction to Culinary Arts 8 units*Prerequisite: None.**Advisory: REA-95.**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements. 45 hours lecture and 307 hours laboratory.

CUL-37 - Intermediate Culinary Arts 8 units*Prerequisite: CUL-36.**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert, and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied. 45 hours of lecture and 307 hours laboratory.

CUL-38 - Advanced Culinary Arts 8 units*Prerequisite: CUL-37.**Limitation on enrollment: Negative TB test/chest x-ray within the last three years.*

This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation. 45 hours of lecture and 307 hours laboratory.

CUL-40 - Professional Waitstaff Training .5 unit*Prerequisite: None.*

This course introduces the skills, techniques and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette. 9 hours lecture and 9 hours laboratory.

CUL-41 - Wine and Food Pairing 2 units*Prerequisite: None.**Limitation on enrollment: Students must be at least 21 years old to sample wines.*

This course introduces characteristics of different wine families, the varietals within each family and the characteristics of each varietal that can be used to select the best wine to compliment a dish. Students will learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Students will learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Students will learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served. Wines will be sampled during class. 36 hours lecture.

CUL-42 - International Cuisine 2 units*Prerequisite: None.*

This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own. 18 hours lecture and 54 hours laboratory.

CUL-45 - Cognizant Cuisine: 1 unit**Delicious Decisions for Better Living***Prerequisite: None.*

A modern philosophy of food responsibility addressing issues of health, economics, community, environment and ethics through consumption of high quality and delicious foods. Course focus is on philosophies and skills that can be utilized by individuals to procure, prepare, and ingest food in the most enjoyable and responsible ways possible. 18 hours lecture and 12 hours laboratory.

**CUL-200 - Culinary Arts Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

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.*

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.

ACTIVITY COURSES**DAN-D9 - Concert Dance Ensemble .5 unit
UC, CSU***Prerequisite: None.**Advisory: High competence in performance area.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is designed to provide students with an opportunity for intensive preparation, performance and appraisal of choreography for public performance. 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**
UC, CSU

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 basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Introduce the study of historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. 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 D23.

Introduction and development of the technical aspects of pointe work in the ballet curriculum. Beginning skills will be the foundation for more demanding vocabulary at the barre, in center work, pirouette technique and turns across the floor. May be taken a total of four times. 54 hours laboratory.

DAN-D25 - Floor Barre 1 unit

UC, CSU

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-D30 - Social Dance Styles 1 unit

UC, CSU

Prerequisite: None.

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

DAN-D31 - Hip-Hop Dance 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. May be taken a total of four times. 54 hours laboratory.

DAN-D32 - Jazz, Beginning 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. 54 hours laboratory.

DAN-D33 - Jazz, Intermediate 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. Retention based on successful audition.*

Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. May be taken a total of four times. 54 hours laboratory.

DAN-D34 - Jazz, Advanced 1 unit

UC, CSU

Prerequisite: DAN-D33.

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-D37 - Modern Dance, Beginning 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory.

DAN-D38 - Modern Dance, Intermediate 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. 54 hours laboratory.

DAN-D39 - Modern Dance, Advanced 1 unit

UC, CSU

Prerequisite: DAN-D38.

Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D43 - Tap Beginning 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. May be taken a total of four times. 54 hours laboratory.

DAN-D44 - Tap, Intermediate 1 unit

UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. May be taken a total of four times. 54 hours laboratory.

DAN-D45 - Tap, Advanced 1 unit

UC, CSU

Prerequisite: DAN-D44.

Learn, practice and apply intermediate tap dance skills learned in intermediate tap toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of tap dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D46 - Body Control Mat Work .5 unit

UC, CSU

Prerequisite: None.

This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises emphasize stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. May be taken a total of four times. 27 hours laboratory.

DAN-D47 - Pilates Beginning 1 unit

UC, CSU

Prerequisite: None.

This beginning level course in alignment and correctives work is based on exercises and concepts developed by Joseph Pilates. The course will include mat work and apparatus work on the universal reformer and will emphasize alignment and balance of muscle groups through strengthening, stretching, breathing and concentration. May be taken a total of four times. 54 hours laboratory.

DAN-D48 - Universal Reformer Technique 1 unit

UC, CSU

Prerequisite: DAN-D47.

Intensive mat work and repertoire on the universal reformer developed by Joseph Pilates will emphasize alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration. May be taken a total of four times. 54 hours laboratory.

DAN-D49 - Pilates, Intermediate 1 unit

UC, CSU

Prerequisite: DAN-D47.

This intermediate level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive strengthening and stretching exercises based on Pilates' principles. May be taken a total of four times. 54 hours laboratory.

DAN-D50 - Pilates for Dancers 1 unit

UC, CSU

Prerequisite: None.

Conditioning and specialized training for dancers using the Pilates Method for the development of dance technique. Includes mat work and apparatus work emphasizing the specialized needs of dancers. May be taken a total of four times. 54 hours laboratory.

DAN-D51 - Pilates, Advanced 1 unit

UC, CSU

Prerequisite: DAN-D49.

This advanced level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include advanced mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive advanced level strengthening and stretching exercises based on Pilates' principles. May be taken a total of four times. 54 hours laboratory.

DAN-D60 - Dance Techniques for Musical Theater .5 unit

UC, CSU

Prerequisite: None.

Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. May be taken a total of four times. 27 hours laboratory.

DAN-D61 - Summer Ballet Intensive .5 unit

UC, CSU

Prerequisite: None.

Concentrated focus on a particular ballet technique or style from a visiting guest artist or dance faculty. Techniques or styles to be studied might include turns, jumps, or a comparison of the various schools of ballet such as Balanchine, Cecchetti, Royal Academy of Dance, and Vaganova. May be taken a total of four times. 27 hours laboratory.

DAN-D62 - Summer Jazz Intensive .5 unit

UC, CSU

Prerequisite: None.

Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include hip-hop, Commercial Jazz, Luigi technique, Giordano technique, Broadway Jazz, or Fosse-based dance. May be taken a total of four times. 27 hours laboratory.

**DAN-D63 - Summer Modern Dance Intensive .5 unit
UC, CSU***Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular modern dance style from a visiting guest artist or dance faculty. Styles to be studied might include Cunningham technique, Limon technique, Dunham technique, or Graham technique. May be taken a total of four times. 27 hours laboratory.

**DAN-D64 - Summer Tap Dance Intensive .5 unit
UC, CSU***Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular tap dance style from a visiting guest artist or dance faculty. Styles to be studied might include rhythm tap, Broadway tap, soft shoe, and tap improvisation. May be taken a total of four times. 27 hours laboratory.

**DAN-D65 - Summer World Dance Intensive .5 unit
UC, CSU***Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular world dance style from a visiting guest artist or dance faculty. Styles to be studied might include Balinese dance, Flamenco, Bharat Natyam, Folklorico or Irish step dance. May be taken a total of four times. 27 hours laboratory.

**DAN-D66 - Summer Social Dance Intensive .5 unit
UC, CSU***Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular social dance style from a visiting guest artist or dance faculty. Styles to be studied might include tango, lindy hop, paso doble, salsa or nightclub two-step. May be taken a total of four times. 27 hours laboratory.

**DAN-D67 - Summer Musical Theatre Dance Intensive .5 unit
UC, CSU***Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular musical by a visiting guest artist or dance faculty. Musicals to be studied might include "42nd Street," "Chicago," "On Your Toes," "Oklahoma!" or "West Side Story." May be taken a total of four times. 27 hours laboratory.

EARLY CHILDHOOD EDUCATION**EAR-19 - Observation and Assessment Methods in
Early Childhood Education 3 units
CSU***Prerequisite: EAR-20.*

An overview of observation and assessment approaches to understand the development of children from infancy to age eight, which involves the recording of observations of physical, emotional, social, language, and cognitive behaviors, and how to interpret and use the information to plan curriculum that is responsive to and supportive of children's typical and atypical learning and developmental needs. 54 hours lecture.

**EAR-20 - Child Development 3 units
UC, CSU***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 - Early Childhood Programs and Career
Opportunities 3 units
CSU***Prerequisite: None.*

The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

**EAR-23 - Family Home Child Care Program 3 units
CSU***Prerequisite: None.*

This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

**EAR-24 - Creative Activities Through Curriculum 3 units
CSU***Prerequisite: None.*

Introduction to creativity in education as it relates to both typically developing young students and those with disabilities and other special needs. Integration of creative activity into various aspects of the early childhood and school age curriculum. 54 hours lecture.

EAR-26 - Child Health **3 units**
CSU*Prerequisite: EAR-20.*

This course introduces basic concepts of health, safety, and nutrition for the developing child (birth–age 8). Topics include identification and prevention of communicable diseases; assessment of general physical and mental health; developmental delays; nutrition; assessment of environmental safety, general first aid procedures; as well as health, safety, and nutrition education for children provided by the school and the local resources. 54 hours lecture.

EAR-28 - Principles and Practices of Early Childhood Education **3 units**
CSU*Prerequisite: None.*

An overview of the field of early childhood education that includes: the history that has shaped the principles and practices (educational philosophies) used to educate both young and school-age children of today; practices that enhance and impede the healthy development of children's cognitive, emotional, social, creative, and physical selves (the five selves); the teaching practices that are used to shape the role of the teacher as a facilitator of learning or transmitter of information; effective practices to be used when working with and communicating with parents; full inclusion practices for working with children with disabilities and special needs; implementing developmentally and culturally appropriate curriculum and displaying culturally diverse materials throughout the classroom; and current influences and trends in educating young children/students including some licensing and child development permit issues. 54 hours lecture.

EAR-30 - Internship in Early Childhood Education **4 units**
CSU*Prerequisite: EAR-19 and 28.*

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. Lab hours will be completed under the direction of a Master Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.

EAR-31 - Home Visiting **3 units**
CSU*Prerequisite: EAR-20.*

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

EAR-33 - Caring for Infants and Toddlers in Group Settings **3 units**
CSU*Prerequisite: None.**Advisory: EAR-20.*

This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child's developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

EAR-34 - Curriculum Activities for Infants and Toddlers **3 units**
CSU*Prerequisite: None.**Advisory: EAR-33.*

An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

EAR-35 - Internship in Infant and Toddler Care **3 units**
CSU*Prerequisite: EAR-20.**Advisory: EAR-33 and 34.*

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care **3 units**
CSU*Prerequisite: EAR-20.*

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

EAR-38 - Adult Supervision in ECE/CD Classrooms 3 units
CSU*Prerequisite: EAR-44.*

This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

EAR-39 - Mentor Seminar .5 unit*Prerequisite: None.*

Limitation on enrollment: Selection as an Early Childhood Mentor Teacher or Director.

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.

EAR-40 - Introduction to Infants and Children with Disabilities and Other Special Needs 3 units
CSU*Prerequisite: None.*

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education 4 units
CSU*Prerequisite: EAR-20.*

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory.

EAR-42 - Child, Family and Community Dynamics 3 units
CSU*Prerequisite: None.*

Theoretical perspectives are used to focus on inter-and intra-relationships of home, school, and community, and their impact on both teachers and the developing child in the learning environment. The course promotes knowledge about diversity and how differences affect the learning environment and individual child progress. Strategies that enhance communication systems that are needed to elicit family and community support for educational programs are presented. Child behaviors are explored to learn developmentally appropriate discipline and classroom management techniques. 54 hours lecture.

EAR-43 - Children with Challenging Behaviors 3 units
CSU*Prerequisite: EAR-20.**Corequisite: EAR-19.*

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44 - Administration of Early Childhood Programs I 3 units
CSU*Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

EAR-45 - Administration of Early Childhood Programs II 3 units
CSU*Prerequisite: EAR-44.*

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

EAR-47 - Childhood Stress and Trauma **3 units**
CSU*Prerequisite: None.*

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

EAR-52 - Parenting: Parents as Teachers **1 unit***Prerequisite: None.*

Explores the parents' role in a child's process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child's intellectual, social, emotional and physical skills. 18 hours lecture.

EAR-53 - Parenting: Guiding Young Children - Approaches to Discipline **2 unit***Prerequisite: None.*

An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 36 hours lecture.

EAR-54 - Parenting: Contemporary Parenting Issues and Problems **1 unit***Prerequisite: None.*

This course is designed to explore how the concept of childhood in society and children's position has changed, to examine historical antecedents of change in relation to the new position of women in society and the marriages of today. It will also attempt to relate how changes in society and forces impacting on this change influence child-rearing. Issues addressed will include divorce, the sexual acceleration of childhood, and television. 18 hours lecture.

EAR-55 - Parenting: Common Problems in Infancy and Childhood **1 unit***Prerequisite: None.*

A course designed to study and examine some of the difficult behaviors that even normal and well adjusted children exhibit. It will present common problems like disruptive children, shyness, fearfulness, aggressiveness, thumb sucking and others. 18 hours lecture.

EAR-200 - Early Childhood Studies **1-2-3-4 units**
Work Experience
CSU**Prerequisite: None.**Advisory: Student should have paid or voluntary employment.*

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

ECONOMICS**ECO-4 - Introduction to Economics** **3 units**
UC, CSU*Prerequisite: None.*

An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

ECO-5 - Economics of the Environment **3 units**
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

ECO-6 - Introduction to Political Economy **3 units**
(Same as POL-6)
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

ECO-7 - Principles of Macroeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-7H - Honors Principles of Macroeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.**Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

EDUCATION**EDU-1 - 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 class components 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 EDU-4 the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.

**EDU-4 - Introduction to Literacy Instruction/
Service Learning** 1 unit
CSU*Prerequisite: None.*

This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection, and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to an individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

EDU-5 - AmeriCorps Community Service-Learning 3 units
CSU*Prerequisite: None.*

This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. 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.

Advisory: Students should have paid or voluntary employment.

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

| | |
|--------------------|-----------|
| PHY-4A, 4B, 4C | 12 |
| ENE-10 | 1 |
| ENE-17 | 4 |
| ENE-22 or 23 or 30 | 3 |
| ENE-35 | 3 |
| ENG-1A | 4 |
| ELECTIVES | 4 or more |
| TOTAL | 48 |

Electives

Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

| | |
|---------|---|
| ENE-1A | 3 |
| ENE-20 | 3 |
| MAT-12 | 3 |
| CHE-2A | 4 |
| 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**

Prerequisite: None.

Advisory: MAT-36.

Fundamental surveying methods and procedures as applied to land measurement, building trades and route location. Taping, leveling and angle measurements are studied, as are the analysis and adjustment of the measurements. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-1B - Plane Surveying, II 3 units
CSU**

Prerequisite: ENE-1A.

Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field laboratory. (Letter Grade, or Pass/No Pass option.)

ELECTRONICS

**ELE-61 - Introduction to Robotics 3 units
(Same as MAN-61)
CSU**

Prerequisite: None.

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

**ELE-200 - Electronics Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District's courses which are equivalent to the Engineering Core requirements are listed as follows:

| Core Requirements | Units |
|--------------------------|--------------|
| MAT-1A, 1B | 8 |
| CHE-1A, 1B | 10 |
| CIS-17A | 3 |

ENE-4 - Introduction to Engineering Design **3.5 units**
CSU*Prerequisite: None.*

Students will develop an understanding of engineering design including the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving in order to produce a product. 54 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-5A - Engineering Principles I **3 units**
CSU*Prerequisite: None.**Advisory: MAT-36.*

First in a two-part series of project-based courses that demonstrates mastered skills in all fields of engineering. Course embraces the tenets of project-based learning, where students develop specific projects in mechanics, electrical and control systems. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-5B - Engineering Principles II **3 units**
CSU*Prerequisite: ENE-5A.**Advisory: PHY-2A.*

Second in a two-part series of project-based courses that demonstrate skill mastery in all fields of engineering. These projects include design and execution of engineering systems such as thermodynamics, statics, strength of materials, engineering reliability and, as a capstone project, the design and implementation of an electrical/electronic marble sorter. 36 hours lecture and 54 hours laboratory.

ENE-10 - Introduction to Engineering **1 unit**
UC, CSU*Prerequisite: None.*

An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering technology. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-21 - Drafting **3 units**
UC, CSU*Prerequisite: None.*

Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

Materials fee does not include substantial cost of equipment and text(s) required to be purchased by the student.

ENE-35 - Statics (Engineering Mechanics) **3 units**
UC, CSU*Prerequisite: PHY-4A.*

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture.

ENE-51 - Blueprint Reading **2 units***Prerequisite: None.*

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-60 - Math for Engineering Technology **3 units***Prerequisite: None.*

A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENGLISH

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

ENG-1A - English Composition **4 units**
UC, CSU*Prerequisite: ENG-50 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory.

ENG-1AH - Honors English Composition **4 units**
UC, CSU*Prerequisite: ENG-50 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-1B - Critical Thinking and Writing 4 units
UC, CSU*Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with Writing and Reading Center activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory.

ENG-1BH - Honors Critical Thinking and Writing 4 units
UC, CSU*Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

This course develops critical thinking, reading, and writing skills through the formal study of argument and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-4 - Writing Tutor Training 2 units
CSU*Prerequisite: ENG-1A or 1AH.*

Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid "appropriating the text" (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. May be taken a total of two times. 27 hours lecture and 27 hours laboratory.

ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-7 - British Literature II: Romanticism through Postmodernism 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-8 - Introduction to Mythology 3 units
(Same as HUM-8)
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of 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.

ENG-9 - Introduction to Shakespeare 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture.

ENG-10 - Special Studies in Literature 3 units
CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-11 - Creative Writing 3 units
UC, CSU*Prerequisite: ENG-1A or 1AH.*

Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. Subsequent enrollment in an additional semester affords students opportunity for further development of fiction and poetry projects, as well as further development of creative writing and analysis skills and techniques. This course may be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-12 - Special Studies in Creative Writing 3 units
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Studies in the principles and practice of specialized areas of creative writing, such as genre writing, blogging, travel writing, the personal essay, long form writing. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class writing assignments provide practice in writing techniques as well as peer- and self-analysis. Topics are selected according to student and instructor needs and interest. Subsequent enrollment in an additional semester affords students the opportunity for further development of specialized creative writing projects, as well as further development of creative writing and analysis skills and techniques. This course may be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-13 - Introduction to Playwriting 3 units
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Explores the fundamentals of writing for the theatre through the experience of playwriting, play analysis, and study of the theatrical apparatus. Lectures and discussion emphasize historical and contemporary theories of world drama, dramatic structure, characterization, dialogue and monologue, and the role of the playwright within the collaborative art form of live performance. Subsequent enrollment in an additional semester will afford students opportunity for further preparation of materials, including monologues, scenes, ten-minute and one-act plays for the stage, as well as further development of playwriting and play analysis skills. May be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-14 - American Literature I: Pre-Contact through Civil War 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-15 - American Literature II: 1860 to the Present 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-16 - Introduction to Language 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-17 - Literary Magazine Production 2 units
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Emphasis is on both theory and practice in producing the college literary magazine. Qualified students may serve in various capacities, though all will be involved in editorial work. 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 four times. 18 hours lecture and 54 hours laboratory.

ENG-18 - Survey of Native American Literature 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-20 - Survey of African American Literature 3 units
CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-23 - The Bible as Literature 3 units
(Same as HUM-23)
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-25 - Latino Literature of the United States 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 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 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Mysticism, meditation, and madness examined in a literary context. Emphasis is placed on theme, imagery and character development in a variety of "journey tales." Supplementary readings in psychology, religion, and/or philosophy will be used. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-30 - Children's Literature 3 units
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. 54 hours lecture.

ENG-35 - Images of Women in Literature 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political and economic bases for historical and contemporary literary images of women. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-38 - Introduction to Screenwriting 3 units
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to and overview of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture.

ENG-39 - Screenwriting II 3 units
CSU*Prerequisite: None.**Advisory: ENG-38, FTV-70, and qualification for ENG-1A.*

Intermediate level exploration of the elements of structure, theme, plot, character, and dialogue in writing for film and television. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplays, focusing primarily on refinement of previous material and additional act development. Students will also read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-40 - World Literature I: From Ancient Literatures to the Seventeenth Century 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to the Seventeenth Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-41 - World Literature II: Seventeenth Century Through the Present 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-44 - Poetry from the Twentieth Century to the Present 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture.

ENG-45 - Modern Drama 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of drama's function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-47 - Inlandia: Regional Writing about the Inland Empire 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Studies in creative writing (fiction, poetry, creative nonfiction, and/or playwriting) focusing on regional writing about the Inland Empire. Includes study in techniques of creative writing as well as discussion and practice of various aspects of writing from, and about, specific locations, cultures, and environments. Lectures and discussions involve analysis of professional examples and techniques of regional writing. In-class workshops along with in-class and out-of-class writing assignments provide writing practice and application of writing techniques through peer-analysis and self-analysis. Subsequent enrollment in an additional semester affords students opportunity for further development in the skill of regional writing. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-48 - Short Story and Novel from the Twentieth Century to the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture.

ENG-49 - Introduction to the One-Hour Teleplay 3 units

CSU

*Prerequisite: None.**Advisory: FTV-68 and 70 and qualification for ENG-1A.*

An introduction to the formal elements of the one-hour teleplay. Students will critically analyze professional scripts, view model examples of one-hour format television, and write their own one-hour teleplay/spec scripts. Students will have the opportunity to read and critique each others' teleplays in a workshop setting. May be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-50 - Basic English Composition 4 units*Prerequisite: ENG-60B, ESL-55 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-57 - Basic Literature and Composition 4 units*Prerequisite: None.*

This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-60A - English Fundamentals: Sentence to Paragraph 4 units*Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-60A1 - English Fundamentals: Sentence Structure 1 unit*Prerequisite: None.*

Develops students' sentence structure skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-60A2 - English Fundamentals: Grammar and Usage 1 unit*Prerequisite: None.*

Develops students' grammar and usage skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-60A3 - English Fundamentals: Mechanics and Spelling 1 unit*Prerequisite: None.*

Develops students' mechanics and spelling skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-60A4 - English Fundamentals: Paragraph Construction 1 unit*Prerequisite: None.*

Develops students' paragraph writing skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-60B - English Fundamentals: Paragraph to Essay 4 units*Prerequisite: ENG-60A or qualifying placement level.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-85 - Writing Clinic .5 unit*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory.

ENG-90B - Special Topics in English: 1 unit**The Research Paper Process***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Guides students through the entire research process, which includes choosing the topic; conducting and evaluating research; organizing the research material; pre-writing and multiple drafts; academic formats; and preparation of the final product. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ENGLISH AS A SECOND LANGUAGE
ESL-51 - Basic Writing and Grammar 4 units*Prerequisite: None.*

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-52 - Low-intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-51.*

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-53 - Intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL- 52.*

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-54 - High-intermediate Writing and Grammar 5 units UC, CSU*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-53.*

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-55 - Advanced Writing and Grammar 5 units UC, CSU*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.*

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-65 - American Classroom Culture 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53.*

Assists international students with the transition from the social/educational systems in their own cultures to the social/educational systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-71 - Basic Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-51 or 52 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the basic level. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-72 - Intermediate Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-53 or 54.*

Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 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 two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-73 - High-intermediate Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-53, 54, 55 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. Subsequent enrollment in an additional semester will provide the student 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, or Pass/No Pass option.)

ESL-90A - Special Topics in ESL: Improving Note Taking Skills 1 unit*Prerequisite: None.**Advisory: Qualification for enrollment in ESL-53 or higher.*

Provides students with basic instruction and extensive practice in listening and organizing notes for college classes. Preparatory listening exercises designed to sharpen listening discrimination skills are followed by short lectures on a variety of subjects. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90C - Special Topics in ESL: Preposition Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with basic instruction and practice in the use of prepositions and phrasal verbs. Attention will focus on specialized usage and problem areas. Topics include two- and three-part verbal idioms, two-part adjectives, adjectival and adverbial idioms, and prepositions used in normal discourse. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90D - Special Topics in ESL: Verb Tense Review 2 units*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-54 or higher.*

Provides students with intensive review, practice, and use of all the basic English verb tenses. May be taken a total of four times. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90E - Special Topics in ESL: Academic Vocabulary 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in a wide variety of communicative activities that expand their language skills by understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word level, the sentence level, and the context level. Strives to increase students' active vocabulary by learning not only the meaning of words but also their use in original expressions. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with extensive review of and practice using definite and indefinite articles in English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in using phrases and clauses to write well-structured sentences. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90I - Special Topics in ESL: Punctuation Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Students will analyze and apply the rules of punctuation. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90J - Special Topics in ESL: Spelling Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Improves students' spelling skills. Students will analyze and apply the rules and principles of spelling in American English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90K - Special Topics in ESL: Introduction to Using the Internet 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-54 or higher.*

Familiarizes students with basic terminology for working online, using the Internet to do academic research, web research using URLs and search engines, and providing practice with e-mail, bulletin boards, posting messages, writing web site reviews, and posting paragraphs and short essays online. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-91 - Oral Skills I: Beginning Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-51 or 52.*

This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-53 or 54.*

This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-93 - Oral Skills III: Advanced Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50.*

This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-95 - Pronunciation and Accent Reduction 3 units*Prerequisite: None.**Advisory: Qualification for ESL-52 or higher.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

FILM STUDIES
FST-1 - Introduction to Film Studies 3 units UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the general principles and techniques of film studies, with focused attention on film's formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures. Provides instruction on discussing and writing about film as a complex form of creative expression rooted within history, society, and culture. Attends to narrative, experimental, and documentary examples. Discussion is supported by a survey of American and International film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-2 - Introduction to Television Studies 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the general principles and techniques of television studies, including its stylistic conventions; primary genres; evolving modes of production, distribution, and exhibition; and important critical methodologies. Provides instruction for writing about television as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by a survey of American and International television. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-3 - Introduction to International Cinema 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to International cinema. Includes a survey of the various “new waves” that swept European cinema in the wake of World War II to the turn-of-the-century (Italian neo-realism, French New Wave, New German cinema, British “kitchen sink” and New Black cinema, New Spanish cinema). Attention is also paid to select examples of contemporary cinema, such as Indian, Iranian, Mexican, and Chinese. Focus is upon key films, filmmakers, manifestos, and national cinemas. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-4 - Introduction to Film Genres 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to classic film genres and their continuing resonance within contemporary American and International film. Investigates their origins, evolutions, and transformations, recognizes their role within creative and social expression, and covers their technical and thematic conventions. Includes a survey of representative film genres, movements and styles, such as the crime film, the musical, the Western, the Women’s picture, film noir, horror, screwball comedy, science fiction, and war. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-5 - Fiction and Film: Adaptation 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introductory study of the interplay between twentieth and twenty-first century literature and film from the point of view of the writer and organized around selected case studies of novels, short stories, plays and graphic novels adapted for the screen. Examples of literature, the screenplay, and film are used to explore adaptation as a creative process; particular attention is paid to such writerly concerns as act structure, plot, narration, theme, diction, point of view, and characterization. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-6 - Screenplay Analysis: The Craft of the Screenplay 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to screenplay analysis. Compares examples of screenwriting to other forms of dramatic writing, examines screenwriting techniques and theories, compares films and television episodes to their scripts. Considers the role of the writer in film and television. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-7 - History of World Film I: From the Beginning through the 1950’s 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Critical and analytical history of world cinema from its beginnings in the nineteenth century to through the 1950s, attention paid to multiple forms of historical explanation and representative films. Study of film’s pre-history in light and motion toys; invention and development of national silent film industries; the conversion from asynchronous to synchronous sound; rise and fall of the Hollywood studio system and its opposition (the art film and the avant garde); the onset of various new waves through the 1950s. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-8 - History of World Film II: The 1960’s to the Present 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of world film history after 1960 examining the crisis in Hollywood filmmaking following the break-up of the major studios and the expansion of broadcast television, the development of political cinema, documentary, and experimental in the United States and abroad during the 1960s and 1970s, the emergence of post-World War II auteurs, emerging film industries in Latin America, the Middle East, and Africa since the 1970s, the development of the global “entertainment economy” during the 1980s, effects of NAFTA on Latin American film industries; the evolution of new postmodern production, distribution, and exhibition strategies following the opening of the World Wide Web in the 1990s, and rise of the film festival in the United States and abroad. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FILM, TELEVISION AND VIDEO**FTV-11 - Sound Recording and Reinforcement 3 units****Techniques****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.

FTV-12 - History of American Film UC, CSU 3 units*Prerequisite: None.*

This course examines the historical development of film from the perspective of technology, and the arts and sciences of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, threaded and open-ended discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

FTV-38 - Film, Television and Video Production Project CSU 3 units*Prerequisite: FTV-42, 43, 44, 45, 48, 64, 66 or 71.**Advisory: Prior completion of or concurrent enrollment in FTV-74.*

Supervised production of an approved project in television production, film production, audio or graphics in media. All aspects of pre-production planning, production, and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. Subsequent enrollment will enable students to address the challenges of completing a project in either of the four program emphases. May be taken a total of four times. 18 hours lecture and 108 hours laboratory.

FTV-41 - Introduction to Telecommunications UC*, CSU 3 units*Prerequisite: None.*

A survey of electronic media including the history and development of mass media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological and economic implications on society. 54 hours lecture.

FTV-42 - Writing for Broadcast Television and Radio CSU 3 units*Prerequisite: None.*

The theory and practice of short-form writing for broadcast television and radio. Introduces techniques of narrative and documentary copy writing, characteristics of media writing, elements of style, tone and content, forms of scripts for news, commercials and public service announcements. May be taken a total of three times. 45 hours lecture and 27 hours laboratory.

FTV-43 - Television Studio and Equipment CSU 3 units*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.

FTV-44 - Television Production CSU 3.5 units*Prerequisite: None.*

Basic principles of television production including operation of equipment, program development and live-to-tape production. Students will produce, direct, and crew a variety of projects, including interviews, commercials, entertainment and instructional programs. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

FTV-45 - Television News Production CSU 3.5 units*Prerequisite: None.**Corequisite: FTV-51.**Advisory: JOU-1 or ENG-1A or IAH.*

An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will enhance student's skills and proficiency through supervised practice in the participatory activity of television news production. Students will also take on progressively more demanding and responsible duties in the production of the "Inland Valley News." May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

FTV-46 - Editing for Television CSU 3 units*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.

FTV-48 - Short Film Production 3 units
CSU*Prerequisite: None.**Advisory: Prior completion of or concurrent enrollment in FTV-74.*

Introduction to the filmmaking process; includes practical experience in production planning, filming and post-production. Emphasis on the techniques of motion picture photography and the operation of 16mm film cameras, the use of lenses and filters, film exposure, composition and the film processing and film-to-digital tape transfer. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

FTV-51 - Telecommunications Laboratory 1 unit
CSU*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in FTV-11, 42, 43, 44 or 45.*

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 54 hours laboratory.

FTV-52 - Telecommunications Laboratory 2 units
CSU*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in FTV-11, 42, 43, 44 or 45.*

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 108 hours laboratory.

FTV-53 - Telecommunications Laboratory 3 units
CSU*Prerequisite: FTV-11, 42, 43, 44, 45, or 64.*

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. May be taken a total of four times. 162 hours laboratory.

FTV-60 - Overview of Digital Media 3 units
CSU*Prerequisite: None.*

Introduction to the digital media/multimedia industry including history, professions and application of interactive multimedia in business, education and entertainment. Students will benefit from extensive demonstration of effective interactive design products in a variety of digital formats including, but not limited to, CD-ROM, Web pages, computer based training and interactive games. Emphasis on the development of critical analysis of design elements and practical application of design principles. 54 hours lecture.

FTV-63 - Multimedia Sound Design Techniques 3 units
CSU*Prerequisite: None.*

An introduction to the techniques and equipment used to record sound tracks for multimedia applications. Students will use virtual workstations to select the appropriate method for engineering and recording a broad range of sound, including music and special effects. Emphasis on small group lecture and demonstration with hands-on practice and experience. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

FTV-64 - Digital Editing Principles and Techniques 3 units
CSU*Prerequisite: None.*

A course in post-production video editing concepts and techniques in a non-linear computer-based editing environment. Course is designed to teach the aesthetics as well as techniques of the edit utilizing industry-recognized software. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

FTV-65 - The Director's Art in Filmmaking 3 units
UC, CSU*Prerequisite: None.*

Analysis and exploration of the principles of film aesthetics with emphasis on the director's role in influencing and creating a film. The course covers the basic steps of film directing and explores the classic opposition between expressionist and realistic film styles. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic films and the styles of five great directors: Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. May be taken a total of three times. 54 hours lecture.

FTV-66 - Advanced Digital Editing Concepts 3 units
CSU*Prerequisite: FTV-64.*

Advanced concepts in digital video editing using Final Cut Pro and various multimedia production software programs. Emphasis will be placed on importing multimedia files, special effects, titling, graphics and chroma key. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

FTV-67 - Introduction to Video Production 2 units
CSU*Prerequisite: None.*

An introduction to video production procedures, practices and production equipment. Students will learn the basic components, proper care and use of a video camera and editing equipment, the three stages of the production process and electronic storytelling. Intended for career exploration and for non-majors. May be taken a total of two times. 27 hours lecture and 27 hours laboratory.

FTV-68 - Story Development Process in the Entertainment Industry 3 units

CSU

Prerequisite: None.

An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration. Includes an introduction to key individuals involved in the process, from agents to producers to creative executives, and the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture.

FTV-69 - Script Supervising for Film and Television 3 units

CSU

Prerequisite: None.

Introduction to the theory and practice of script supervising for film and television production. Includes techniques of continuity, timing, script breakdown, edit logs and editing notes for feature films, television shows, commercials, shorts, infomercials and documentaries. May be taken a total of three times. 45 hours lecture and 27 hours laboratory.

FTV-70 - Scriptwriting Software Using Final Draft 1 unit

CSU

Prerequisite: None.

Skill development in the use of scriptwriting software, Final Draft and Final Draft AV for television, film, audiovisual, and stage production. Includes introduction to the structure and key elements of script formats used in television, film, stage, documentary and audiovisual production. May be taken a total of two times. 18 hours lecture.

FTV-71 - Sound Engineering for Audio in Media 3 units

CSU

Prerequisite: None.

Introduction to sound engineering techniques used to record and reinforce audio in television, radio, theatre, multimedia and music; emphasis on small-group lecture and demonstration with hands-on practice and experience in the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Students work with others in theater, television, digital media and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

FTV-72 - Introduction to Lighting Design for Film and Television 3 units

CSU

*Prerequisite: None.**Advisory: FTV-44 or 45 or 48.*

Introduction to the practice of interpreting and implementing effective lighting designs for film, television, video and multimedia applications. Students will learn to use a variety of lighting techniques and instruments, both professional and improvised, to achieve specific artistic objectives. Course includes characteristics of light, quantity and quality of light, interpreting lighting requirements, and mood enhancement through the use of light. Subsequent enrollment will enable students to develop additional skills and proficiency in the practice of lighting design. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

FTV-73 - Introduction to Pro Tools Digital Audio Recording 3 units

CSU

Prerequisite: None.

Basic principles of digital studio recording and audio editing using industry-standard software, Pro Tools; emphasis on applications in sound engineering and design. Includes the fundamental use of the Pro Tools LE system to build sessions that include multi-track recordings of live instruments, MIDI sequences, software synthesizers and samplers. Also includes an introduction to basic elements of sound and digital audio workstations. After successful completion of this course, students are eligible to take the Digidesign Pro Tools 101 exam. 36 hours lecture and 54 hours laboratory.

FTV-74 - Production Planning and Management 3 units

CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in or prior completion of FTV-38 or 48.*

Practical and technical elements of developing the shooting script required to move the story from the page to the screen. The course introduces techniques for developing the script breakdown with camera placement and movement, location and production scheduling, budgeting, and lining the script. Particular emphasis is placed on balancing the art of the story with the practicalities of filmmaking. Students will develop the shooting script for an original short film screenplay idea or adaptation. 54 hours lecture.

FTV-200 - Telecommunications 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

FRENCH**FRE-1 - French 1 5 units****UC, CSU***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-2 - French 2 5 units**UC, CSU***Prerequisite: FRE-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-3 - French 3 5 units**UC, CSU***Prerequisite: FRE-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-4 - French 4 5 units**UC, CSU***Prerequisite: FRE-3.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-8 - Intermediate Conversation 3 units**UC, CSU***Prerequisite: FRE-2 or 3.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. 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.

GEOGRAPHY**GEG-1 - Physical Geography 3 units****UC, CSU***Prerequisite: None.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1H - Honors Physical Geography 3 units**UC, CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1L - Physical Geography Laboratory 1 unit**UC, CSU***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1.*

Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.

GEG-2 - Human Geography 3 units**UC, CSU***Prerequisite: None.*

The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

GEG-3 - World Regional Geography 3 units
UC, CSU*Prerequisite: None.*

A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

GEG-4 - Geography of California 3 units
UC, CSU*Prerequisite: None.*

An introduction to California's physical and cultural diversity as well as the issues facing individual regions and the state. The course emphasizes ethnic diversity, human alteration of the landscape, and contemporary social, economic, and environmental issues using maps and other geographic tools. Topics include regions, demographic trends, politics, climate, landforms, natural vegetation, water resources, the cultural landscape, our Native American past, urbanization, agriculture, and the challenges of the future. 54 hours lecture.

GEG-5 - Weather and Climate 3 units
(Same as PHS-5)
UC, CSU*Prerequisite: None.*

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

GEG-6 - Geography of the United States and Canada 3 units
UC, CSU*Prerequisite: None.*

An overview of the regions of the United States and Canada. Topics include including regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

GEOLOGY**GEO-1 - Physical Geology** 3 units
UC, CSU*Prerequisite: None.*

Examines the composition and structure of the Earth, and the processes that shape its surface such as earthquakes, volcanoes, running water, glaciers and plate tectonics. The course also examines some of the social consequences of geological processes and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (GEO-1L) and an optional field course (GEO-30.) 54 hours lecture.

GEO-1B - Historical Geology 4 units
UC, CSU*Prerequisite: None.*

Geologic history of the earth and the fossil record, emphasizing principles and methods of interpretation. Special topics discussed are: continental drift, the San Andreas fault, evolution, extinction, and mountain building. Laboratory includes study of fossils, geologic maps, and methods of interpreting ancient environments. Field trips to local areas of geologic interest. 54 hours lecture and 54 hours laboratory.

GEO-1L - Physical Geology Laboratory 1 unit
UC, CSU*Prerequisite: Concurrent or previous enrollment in GEO-1 or 1A.*

This course is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1.) Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of minerals, and the study of rocks. 54 hours laboratory.

GEO-2 - Geology of the National Parks and Monuments 3 units
UC, CSU*Prerequisite: None.*

A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis will be on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, films, slides, and maps. 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
CSU**

Prerequisite: None.

Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.

A field course with trips to regional points of geologic interest. This class includes two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.

**GEO-31 - Regional Field Studies in Geology 1 unit
CSU**

Prerequisite: None.

Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3.

A field course with trips to regional points of geologic interest. This class can be taught as a series of field excursions or as one, week-long geology trip to a site of interest. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode Country, Mount Lassen, San Luis Obispo and Baja California. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. May be taken a total of four times. 54 hours laboratory to be arranged per semester.

**GEO-32 - Regional Field Studies in Geology 2 units
CSU**

Prerequisite: None.

Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3.

A two-week field course with trips to regional points of geologic interest. Sites include, but are not limited to, Hawaii, Mount St. Helens, Crater Lake, Rocky Mountains, Sierra Madre, Appalachians, British Columbia, Newfoundland, Nova Scotia and Alaska. Designed to increase the understanding and interest of the important geologic sites. This course is also designed to supplement other courses in geology. May be taken a total of four times. 108 hours laboratory to be arranged per summer session or during the winter intersession.

Also see OCEANOGRAPHY

GERMAN**GER-1 - German 1 5 units
UC, CSU**

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written German at the beginning level. This course includes discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

**GER-2 - German 2 5 units
UC, CSU**

Prerequisite: GER-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the beginning level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

**GER-3 - German 3 5 units
UC, CSU**

Prerequisite: GER-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

**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.

**GRAPHICS TECHNOLOGY
See APPLIED DIGITAL MEDIA AND PRINTING**

GREEK**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
UC, CSU**

Prerequisite: GRK-1.

This course concentrates on developing advanced skills in reading, writing, listening to, and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, advanced morphology and syntax, translation techniques and practice, and exploration of cultural and historical topics. 90 hours of lecture and 18 hours of laboratory.

GUIDANCE
GUI-45 - Introduction to College CSU 1 unit

Prerequisite: None.

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture.

GUI-46 - Introduction to the Transfer Process CSU 1 unit

Prerequisite: None.

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture.

GUI-47 - Career Exploration and Life Planning UC, CSU 3 units

Prerequisite: None.

In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW. 54 hours lecture.

GUI-48 - College Success Strategies CSU 2 units

Prerequisite: None.

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

GUI-48A - College Success Strategies- Study Skills 1 unit CSU

Prerequisite: None.

This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.

GUI-48B - College Success Strategies- Life Skills 1 unit CSU

Prerequisite: None.

This course is designed to increase the student's success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.

HEALTH SCIENCE
HES-1 - Health Science UC, CSU 3 units

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-79 - Introduction to Healthcare Careers 2 units

Prerequisite: None.

Provides an overview of healthcare industry, describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

HET-80 - Certified Nurse Assistant Theory and Practices 6 units

Prerequisite: None.

Limitation on enrollment: Requires fingerprinting and submission of application for state certification examination, current CPR certification and titers, medical clearance from healthcare provider, uniform and MVC HET I.D. badge.

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory.

HET-82 - Phlebotomy Technician 5 units

Prerequisite: None.

Advisory: The California Department of Health Services requires that applicants for certification as a phlebotomist have a high school diploma or equivalent and the ability to obtain and process official documents in English.

Limitation on enrollment: Prior to beginning of clinical laboratory component, requires evidence of current CPR certification and titers, and medical clearance from healthcare provider to be on file in the department office; clinical laboratory experience requires wearing a green scrubs uniform and MVC/RCC HET I.D. badge.

Provides theoretical and laboratory preparation for entry level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency. 54 hours lecture and 108 hours laboratory.

HET-86 - Acute Care Nurse Assistant 1 unit

Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)

Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.

Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.

HET-87 - Restorative Nurse Assistant 2 units

Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)

Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.

Prepares Certified Nurse Assistants (CNAs) for career advancement as Restorative Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

HISTORY**HIS-1 - History of World Civilizations I 3 units
UC, CSU**

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

**HIS-2 - History of World Civilizations II 3 units
UC, CSU**

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

**HIS-4 - History of Western Civilization 3 units
UC, CSU**

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of Western society's major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through the European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

**HIS-5 - History of Western Civilization 3 units
UC, CSU**

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

**HIS-6 - Political and Social History of the United States 3 units
UC, CSU**

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

**HIS-6H - Honors Political and Social History of the United States 3 units
UC, CSU**

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-7 - Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-8 - History of the Americas **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A history of the Western Hemisphere including a study of the pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, and the achievement of independence by the United States and Latin America. Latin America, Canada, and the United States are studied as an integrated whole. Included is a consideration of the Constitution of the United States. 54 hours lecture.

HIS-9 - History of the Americas **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, inter-American relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

HIS-11 - Military History of the United States to 1900 **3 units****(Same as MIL-1)**

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-12 - Military History of the United States Since 1900 **3 units****(Same as MIL-2)**

UC, CSU

Prerequisite: None.

An examination of the evolution of military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-14 - African American History I **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-15 - African American History II **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 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 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The basic social and political development of Russia since 1801, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization. 54 hours lecture.

HIS-21 - History of Ancient Greece 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of Greek history from Monan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. 54 hours lecture.

HIS-22 - History of Ancient Rome 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. 54 hours lecture.

HIS-23 - History of the Middle East 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The basic religious, social and political development of the Middle East since A.D. 622, with emphasis on the vital issues: European interests in the area, cultural and political impact of the West, Arab nationalism, Zionism, social structures, ethnic and religious minorities, and cultural and intellectual trends. 54 hours lecture.

HIS-25 - History of Mexico 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. 54 hours lecture.

HIS-26 - History of California 3 units
UC, CSU*Prerequisite: None.*

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-28 - Native American History: Early Contact Period 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. 54 hours lecture.

HIS-29 - Native American History: Contemporary Society 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. 54 hours lecture.

HIS-30 - Introduction to Chicano Studies 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950s. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

HIS-31 - Introduction to Chicano Studies 3 units
UC, CSU*Prerequisite: None.*

A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. 54 hours lecture.

HIS-34 - History of Women in America 3 units
UC, CSU*Prerequisite: None.*

A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

HIS-35 - History of England 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. 54 hours lecture.

HIS-40 - Oral History 3 units
CSU*Prerequisite: None.*

Oral history is the process through which tape recorded interviews are used to document and preserve significant personal events in history. Students will learn to research documents, interview, transcribe, and edit individual human experiences. Students will be required to complete a minimum of 18 hours conducting interviews. 54 hours lecture.

HIS-53 - History of Modern American Society 3 units*Prerequisite: None.*

Limitation on enrollment: Not open to students with credit for, or current enrollment in HIS-6, 7, 8, or 9.

A general introduction to modern American history. Examples of topics which may be covered include: state and national institutions, economic developments, feminism, literature, social structure, race relations, technological change, nationalism, foreign policy, urban/rural affairs. 54 hours lecture.

HUMAN SERVICES**HMS-4 - Introduction to Human Services** 3 units
CSU*Prerequisite: None.*

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

HMS-5 - Introduction to Evaluation and Counseling 3 units
CSU*Prerequisite: None.*

This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

HMS-6 - Introduction to Case Management 3 units
CSU*Prerequisite: None.*

This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture.

HMS-7 - Introduction to Psychosocial Rehabilitation 3 units
CSU*Prerequisite: None.*

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

HMS-8 - Introduction to Group Process 3 units
CSU*Prerequisite: None.*

An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

HMS-13 - Employment Support Strategies 3 units
CSU*Prerequisite: None.*

An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

HMS-14 - Job Development 3 units
CSU*Prerequisite: None.*

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

HMS-16 - Public Assistance and Benefits 1 unit
CSU*Prerequisite: None.*

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

HMS-17 - Introduction to Public Mental Health 3 units
(Same as SOC- 17)

CSU

Prerequisite: None.

An introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

HMS-18 - Introduction to Social Work 3 units
CSU*Prerequisite:* None.*Advisory:* ENG-1A or 1AH.

Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

HMS-19 - Generalist Practices of Social Work 3 units
CSU*Prerequisite:* None.*Advisory:* ENG-1A or 1AH.

The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

HMS-200 - Human Services Work Experience 1-2-3-4 units
CSU**Prerequisite:* None.*Advisory:* Students should have paid or voluntary employment.

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

HUMANITIES**HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period** 3 units

UC, CSU

Prerequisite: None.*Advisory:* Qualification for ENG-1A.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period 3 units

UC, CSU

Prerequisite: None.*Advisory:* Qualification for ENG-1A.*Limitation on enrollment:* Enrollment in the Honors program.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through the Modern Era 3 units

UC, CSU

Prerequisite: None.*Advisory:* Qualification for ENG-1A.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era 3 units

UC, CSU

Prerequisite: None.*Advisory:* Qualification for ENG-1A.*Limitation on enrollment:* Enrollment in the Honors program.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 - Introduction to Mythology 3 units
(Same as ENG-8)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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.

HUM-9 - American Voices 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture.

HUM-10 - World Religions 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H - Honors World Religions 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-11 - Religion in America 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A; HUM-10.*

Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

HUM-16 - Arts and Ideas: American Culture 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through work and literature, art and philosophy. 54 hours lecture.

HUM-20A - Arts and Ideas: Special Studies 1 unit
in Humanities
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 18 hours lecture.

HUM-20B - Arts and Ideas: Special Studies 2 units
in Humanities
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 36 hours lecture.

HUM-20C - Arts and Ideas: Special Studies in Humanities **3 units**
CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 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-1B or 1BH.

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-35 - Philosophy of Religion **3 units**
(Same as PHI-35)
UC, CSU

Prerequisite: None.

Advisory: PHI-10 or 10H or 11.

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

ART 1, 2 - History and Appreciation of Art

ENG-6, 7 - English Literature

ENG-14, 15 - American Literature

ENG-40, 41 - Masterpieces of World Literature

MUS 19, 20, 21 - Music History and Literature

Any Philosophy course

See also Humanities A.A. Degree requirements

INTERDISCIPLINARY STUDIES

ILA-1 - Introduction to Tutor Training I **1 unit**

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ILA-5 - Service Learning and Community Involvement **1-2-3-4 units**

Prerequisite: None.

Examines and addresses community need through service learning. Permits exploration of discipline and/or career specific interests and options through direct interface with community entities. Enriches personal and career development through the understanding of civic and social issues. Students may earn up to 4 units each semester for a maximum of 16 units. No more than 15 hours per week of volunteer work may be applied toward the service learning requirement; 60 hours of volunteer work in the semester is required for each unit. 9 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ITALIAN

ITA-1 - Italian I **5 units**
UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. This course includes discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-2 - Italian 2 **5 units**
UC, CSU

Prerequisite: ITA-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the beginning level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-3 - Italian 3 **5 units**
UC, CSU

Prerequisite: ITA-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

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

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

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

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 5 units

UC, CSU

Prerequisite: JPN-3.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-11 - Culture and Civilization 3 units

UC, CSU

Prerequisite: None.

Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

JOURNALISM**JOU-1 - Introduction to Journalism 3 units**

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

JOU-2 - News Writing 3 units

CSU

Prerequisite: JOU-1.

Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

JOU-7 - Mass Communications 3 units

UC, CSU

Prerequisite: None.

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

JOU-12 - Photojournalism 3 units**(Same as PHO-12)**

CSU

*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 3 units

CSU

*Prerequisite: None.**Advisory: JOU-1, PHO-8 or ENG-1A or 1AH.*

Emphasis is on both theory and practice in producing the college newspaper. 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-52 - Newspaper Editing 3 units
CSU*Prerequisite: None.**Advisory: JOU-1, PHO-8 or ENG-1A or 1AH.*

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.**Advisory: Students should have paid or voluntary employment.*

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

Also see PHOTOGRAPHY**KINESIOLOGY**

It is recommended that students enroll in kinesiology activity courses or academic kinesiology courses (that satisfy the Self Development requirement of the Associate in Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate in Arts Degree requirements in this catalog.

UNIFORMS

Students are requested to wear attire appropriate to the activity as requested by the instructor.

LOCKERS

A lock and locker for which the student is responsible will be issued to each student. A \$5.00 charge will be assessed for a lost lock.

ACADEMIC COURSES**KIN-4 - Nutrition** 3 units
UC, CSU*Prerequisite: None.*

The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

KIN-6 - Introduction to Physical Education for Pre-School and Elementary Children 3 units
CSU*Prerequisite: None.*

This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 2-11 years including children with special needs and abilities. Emphasis is on the application of principles of physical growth and development to the teaching and acquisition of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. 45 hours lecture and 27 hours laboratory.

KIN-8 - Triathlon Techniques 2 units
UC, CSU*Prerequisite: None.*

Provides instruction for the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling and running skills and learn how to develop an individual program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. 18 hours lecture and 54 hours laboratory.

KIN-10 - Introduction to Kinesiology 3 units
UC, CSU*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.

KIN-12 - Sport Psychology 3 units
CSU*Prerequisite: None.*

This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

KIN-14 - Athletic and Fitness Organization and Administration 3 units
CSU*Prerequisite: None.*

This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions such as facilities planning, finances, risk management, public relations and marketing for high school, college and professional sport programs and health, recreation and fitness programs.. 54 hours lecture.

KIN-16 - Introduction to Athletic Training 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.

KIN-17 - Athletic Training, Fall Sports, Lower Extremity 2 units
UC*, CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the lower extremity. 18 hours lecture and 54 hours laboratory.

KIN-18 - Athletic Training, Spring Sports, Upper Extremity 2 units
UC*, CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the upper extremity. 18 hours lecture and 54 hours laboratory.

KIN-19 - Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip 2 units
UC*, CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the head, neck, spine, torso and hip. 18 hours lecture and 54 hours laboratory.

KIN-20 - Athletic Training, Spring Sports, General Medical 2 units
UC*, CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.*

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience practice situations including pre and post practice in the Athletic Training Room. Study will cover various topics related to athletic training including heat illness, unconscious athlete, terminology, tissue response to injury, dietary supplements, pharmaceuticals, nutrition and rehabilitation. 18 hours lecture and 54 hours laboratory.

KIN-21 - Athletic Training Applications 2 units
CSU*Prerequisite: None.**Corequisite: Completion of or concurrent enrollment in KIN-17 or 18 or 19 or 20.*

The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services to be provided to an assigned Riverside Community College athletic team. Students will be responsible for all pre- and post-practice and competition athletic training situations. The field experience hours earned in the course may fulfill the prerequisites and requirements needed to apply to an accredited Athletic Training Education Program at a four year institution. May be taken a total of four times. 108 hours laboratory.

KIN-24 - Sports Officiating-Fall Sports 3 units
UC*, CSU*Prerequisite: None.*

The mechanics, techniques, and rules of officiating football, basketball, and volleyball are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture plus required field work.

KIN-25 - Sports Officiating-Spring Sports 3 units

UC*, CSU

Prerequisite: None.

The mechanics, techniques, and rules of officiating baseball, softball and track and field are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture.

KIN-26 - Foundations of Coaching 3 units

CSU

Prerequisite: None.

This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture.

KIN-27 - Football Theory 3 units

UC*, CSU

Prerequisite: None.

The course includes the study of various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, individual skills and offensive and defensive play. 54 hours lecture.

KIN-28 - Basketball Theory 3 units

UC, CSU

Prerequisite: None.

This course includes the study of various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills and offensive and defensive play. 54 hours lecture.

KIN-29 - Soccer Theory 3 units

UC*, CSU

Prerequisite: None.

This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

KIN-30 - First Aid and CPR 3 units

UC, CSU

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.

KIN-33 - Baseball Theory 3 units

UC*, CSU

Prerequisite: None.

The course covers various aspects of coaching baseball which include theory, philosophy, organization and structure of a program, individual skills, and offensive and defensive team play. 54 hours lecture.

KIN-34 - Softball Theory 3 units

UC, CSU

Prerequisite: None.

Covers various aspects of coaching softball which include theory, philosophy, organization and structure of a program, individual skills, offensive and defensive team play and digital video analysis. 54 hours lecture.

KIN-35 - Foundation for Fitness and Wellness 3 units

CSU

Prerequisite: None.

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory.

KIN-36 - Wellness: Lifestyle Choices 3 units

CSU

Prerequisite: None.

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

KIN-38 - Stress Management 3 units

CSU

Prerequisite: None.

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

KIN-42 - Lifeguarding/Title 22 First Aid/ Water Safety 4 units**Instructor****UC, CSU***Prerequisite: None.*

Limitation on enrollment: Retention based on the ability to complete a 300 yard swim utilizing the front crawl and breast stroke and surface dive to retrieve a weight from a 10 foot depth of the pool, demonstrate competence in a 25 yard swim of the elementary backstroke, sidestroke, and butterfly.

This course is designed to drill the competent swimmer in life saving and water safety techniques, professional first aid and CPR care to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional Rescuer, Title 22 First Aid, Lifeguarding and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. Fees for required certificates will be charged to the student and are not covered by BOGW.

**KIN-43 - Personal Training 3 units
CSU***Prerequisite: None.*

This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.). 36 hours lecture and 54 hours laboratory.

**KIN-44 - Yoga Instructor Training 3 units
CSU***Prerequisite: None.**Advisory: Two units of KIN-A47.*

This course covers yoga philosophy and practice. Topics include teaching postures in a safe manner, breathing techniques and how to observe and assist students. This course may be used as partial fulfillment of the requirements to be a Registered Yoga Teacher through the Yoga Alliance. 36 hours lecture and 54 hours laboratory.

**KIN-45 - Group Fitness Instructor 3 units
CSU***Prerequisite: None.*

This course covers fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. This course provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory.

**KIN-47 - Hiking and Backpacking 2 units
UC*, CSU***Prerequisite: None.*

The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. 18 hours lecture and 54 hours laboratory.

KIN-59 - Athletic Advisement 1 unit*Prerequisite: None.**Limitation on enrollment: Recommended for first year RCCD athletes.*

The course assists student-athletes to transfer successfully to four-year institutions. Emphasis is on CCCAA, NCAA and NAIA rules and regulations; covers financial aid options, recruiting and eligibility rules for athletes; and the development of responsibilities and time management skills unique to student-athletes. 18 hours lecture.

**KIN-200 - Physical Education Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate in Science Degree.

**KIN-A03 - Adaptive Physical Fitness 1 unit
UC*, CSU***Prerequisite: None.**Limitation on enrollment: Medical approval and verification of a physical disability.*

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. 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. (Letter Grade, or Pass/No Pass option.)

**KIN-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 flotation 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. (Letter Grade, or Pass/No Pass option.)

KIN-A05 - Songleading and Cheerleading 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention on successful tryout.*

This course is designed to promote the advancement of skills in conditioning, jumping, dance and cheer/song techniques demonstrated at college activities and athletic competitions. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A07 - Badminton 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to introduce the basic footwork and racquet skills of badminton. Emphasis is placed on learning the rules, techniques and fundamental strategies for the singles and doubles game of badminton. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-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. (Letter Grade, or Pass/No Pass option.)

KIN-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.

KIN-A12 - Tennis, Intermediate 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-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.

KIN-A13 - Tennis, Advanced 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-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.

KIN-A15 - Bowling, Beginning 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to develop the basic techniques of bowling and an understanding of rules, etiquette, and score-keeping. Practice drills focus on the development of an appropriate grip, the approach and ball delivery. Students have an opportunity to practice skills and develop an understanding of the rules, etiquette, and score-keeping by participating in a class league which utilizes the handicap scoring system. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A15, KIN-A16, and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A16 - Bowling, Intermediate 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-A15.*

This course is designed to assist students in the continued improvement of basic bowling techniques and the development of knowledge and expertise specific to intermediate bowling skills. Emphasis will be placed upon the development of a hook, the ability to self-correct as related to common errors, and the introduction and practice of various systems of spare conversion. Students will also be introduced to the recommended adjustments associated with varying lane conditions. Opportunities for knowledge and skill development will be provided through prescribed drills, practice sessions, and participation in a class league which utilizes the handicap scoring system. Subsequent enrollment will provide the student an opportunity for further skill development and competency. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A17 - Bowling, Advanced **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A16.

This course is designed to assist students in both mastery and consistency of the bowling approach, delivery, development of the hook, and systems of spare conversion. Special emphasis is placed on students gaining a thorough understanding of the point of origin, point of aim, and mechanical adjustments necessary for consistent execution of spare conversion. Students will also be introduced to the concept of sport psychology as a means of strengthening their performance during competition. Additional semesters will provide the student an opportunity for improved skill and competency development. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-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.

KIN-A21 - Golf, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-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.

KIN-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. Students may take KIN-A28, KIN-A29 and KIN-A30 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A29 - Swimming, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A28.

This course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new intermediate level skills and techniques. Endurance swimming is encouraged and the swimmer is allowed time to practice distance swims. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A28, KIN-A29 and KIN-A30 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A30 - Swimming, Advanced Skills and Conditioning **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A29.

Advanced swimming is designed to develop strength, endurance and skill in all swimming strokes. Emphasis is placed on a swimmer acquiring the knowledge, skill and strength to use swimming for physical conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A28, KIN-A29 and KIN-A30 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A31 - Water Aerobics and Deep Water Exercise **1 unit**
UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, movement memory, balance, coordination, and cardiovascular fitness within a shallow water aerobic format. The student will then graduate to an interval aerobic workout in a combination of shallow and deep water with the use of a flotation belt. This course is designed to introduce basic fitness concepts as well as basic movement and exercise. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A33 - 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. May be taken a total of four times. 54 hours laboratory.

KIN-A34 - 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A36 - Cross Country Skiing **1 unit**

UC*, CSU

Prerequisite: None.

This course is designed to allow the student to develop skills and proficiency 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A40 - Karate, Beginning **1 unit**

UC*, CSU

Prerequisite: None.

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A41 - Karate, Intermediate **1 unit**

UC*, CSU

Prerequisite: None.

Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed KIN-A40.

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A43 - T'ai-chi Ch'uan, Beginning **1 unit**

UC*, CSU

Prerequisite: None.

Teaches the student the first Yang Style T'ai-chi ch'uan (taijiquan) routine, section one. The first t'ai-chi form is a 28 movement symmetrical choreographed routine. The students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, coordination and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A43 and KIN-A44 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A44 - T'ai-chi Ch'uan, Intermediate **1 unit**

UC*, CSU

Prerequisite: KIN-A43.

A continuation of Yang Style T'ai-chi Ch'uan. It will teach the student more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) Long Form. Students will also learn the partner T'ai-chi San Shou application form, advanced pushing hands training methods and supplemental exercises. This class will prepare the student to test for the NWTCCA T'ai-chi Ch'uan certification. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A43 and KIN-A44 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A46 - Hatha Yoga, Beginning **1 unit**

UC*, CSU

Prerequisite: None.

This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A47 - Hatha Yoga, Intermediate **1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A46.*

This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A50 - 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 defensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive baseball fundamentals activity area. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A51 - 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 inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive baseball fundamentals activity area. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A52 - Fastpitch 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 fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive fastpitch fundamentals activity area. 54 hours laboratory.

KIN-A53 - Fastpitch 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 defensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive fastpitch fundamentals activity area. 54 hours laboratory.

KIN-A54 - Fastpitch Softball Fundamentals **1 unit**
UC*, CSU*Prerequisite: None.*

This course emphasizes core softball skills and techniques as the basis for advanced level competitive play. The student will be provided the opportunity to develop individual skills, defensive and offensive capabilities, and knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. 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.

KIN-A55 - Slow Pitch Softball **1 unit**
UC*, CSU*Prerequisite: None.*

Designed to give students the basic skills, rules and strategies for team play in the sport of slow pitch softball. 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. (Letter Grade, or Pass/No Pass option.)

KIN-A57 - Basketball **1 unit**
UC*, CSU*Prerequisite: None.*

The basketball course is designed to introduce the basic skill and leisure time potential of basketball. Emphasis is placed on learning the techniques and strategy of the game of basketball. Improvement in fundamentals, and two and three man situations, as well as five man situations, are stressed. 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. (Letter Grade, or Pass/No Pass option.)

KIN-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. (Letter Grade, or Pass/No Pass option.)

KIN-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. (Letter Grade, or Pass/No Pass option.)

KIN-A62 - Flag Football 1 unit
UC*, CSU*Prerequisite: None.*

The activities in this course provide for instruction in the skills, techniques, strategy, and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. This course is designed to contribute to the physical well being of all participating students. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A62 and KIN-A62A a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A62A - Flag Football .5 unit
UC*, CSU*Prerequisite: None.*

The activities in this course provide for the introductory instruction in the skills, techniques, strategy and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A62 and KIN-A62A a combined total of four times. 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A63 - Ultimate Frisbee 1 unit
UC*, CSU*Prerequisite: None.*

Provides instruction in the skills, techniques, strategy, and rules of Ultimate Frisbee. The class emphasizes throwing techniques, skill improvement, and strategic team play. Students will also be exposed to a variety of Ultimate Frisbee techniques, other freestyle techniques, and distance throwing techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A64 - Soccer 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A67 - Volleyball, Beginning 1 unit
UC*, CSU*Prerequisite: None.*

This volleyball course is designed to introduce the skills and lifetime potentials of volleyball. Emphasis is placed on learning the techniques, rules, and strategies of volleyball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A67 and KIN-A68 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A68 - Volleyball, Intermediate 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-A67.*

Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. Students may take KIN-A67 and KIN-A68 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A69 - Volleyball, Advanced 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-A68.*

This course is designed to introduce advanced techniques of volleyball skills. Individual skill work, along with various team offensive systems and team defensive patterns, will be taught and analyzed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. Students may take KIN-A67 and KIN-A68 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A70 - Water Polo Techniques 1 unit
UC*, CSU*Prerequisite: None.**Advisory: 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. Drills and various practice techniques will be used to develop all aspects of the game. The student will participate in an extensive physical conditioning program, which will include stretching, swimming, strength building and kicking exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A74 - Hiking and Backpacking Activities 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-47.*

This course will provide additional experience for students to study hiking and backpacking in a safe and pleasurable environment. Proper permit procedures, respect for the wilderness environment, and enjoyment of the sport will be emphasized. Participation in weekend field trips will be required. Subsequent enrollment in additional semesters will provide the student as opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A75 - Walking for Fitness 1 unit
UC*, CSU*Prerequisite: None.*

This course will assist students in improving physical health and general well being. It is designed for men and women of all ages, with an emphasis on cardiovascular health, fitness, and maintenance of healthy weight. Walking programs will be established to improve cardio-respiratory endurance and encourage optimal body composition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A77 - Jogging for Fitness 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to introduce basic fitness concepts to improve each individual's physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through stretching, muscle strengthening and jogging for conditioning. 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. (Letter Grade, or Pass/No Pass option.)

KIN-A78 - Long Distance Running 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-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. (Letter Grade, or Pass/No Pass option.)

KIN-A80 - Triathlon Techniques 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-8.*

Provides additional participation in the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling, and running skills and develop an individual training program. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of three times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A81 - Physical Fitness 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A82 - Speed, Agility, and Quickness Training 1 unit
UC*, CSU*Prerequisite: None.*

This course brings together traditional resistance training and speed-specific movements. Students will participate in drills and activities that will improve muscular power in all movements, fundamentals of athleticism, running technique and body control, and first step explosiveness and balance. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A83 - Kickboxing Aerobics 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Subsequent enrollment in additional semesters will provide the student with further development in skill competency. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A86 - Step Aerobics **1 unit**

UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A87 - Step Aerobics, Intermediate **1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A86 or proficient skills in step aerobics.*

This course will broaden students' aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A88 - Step Aerobics, Advanced **1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A87 or proficient skills in step aerobics.*

For students who have already taken Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the step aerobics activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A89 - Body Sculpting **1 unit**

UC*, CSU

Prerequisite: None.

Students will develop muscular strength and endurance, aerobic endurance, core strength, and flexibility using a variety of hand weights, body bars, elastic bands, and exercise balls. Emphasis will be placed on safety and proper technique while training major and minor muscle groups. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. The course may be taken four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A90 - Weight Training **1 unit**

UC*, CSU

Prerequisite: None.

The weight training course is designed to teach the student the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A90 and KIN-A92 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A92 - Weight Training, Advanced **1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A90.*

This weight training course is designed for those students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A90 and KIN-A92 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

VARSITY SPORTS

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

KIN-V01 - Cross Country, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V02 - Football, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in football. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V04 - Basketball, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V05 - Baseball, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to assist advanced baseball players in improving their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V06 - Track and Field, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development within the sport. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V07 - Golf, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course will provide an opportunity for experienced golfers to improve skills, knowledge, and strategy of the game of golf. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in golf. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V08 - Tennis, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.*

This course is designed to serve as an opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V09 - Swimming and Diving, Varsity Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V10 - Soccer, Varsity Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V11 - Pep Squad, Varsity, Men and Women 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed as an opportunity for students to advance in the skills of tumbling, jumping, dance, partner stunts and pyramids. It will consist of highly organized lectures, individual and team practice sessions, physical conditioning programs and video/DVD/film evaluation to prepare students for college activities and athletic competitions in pep squad. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

KIN-V12 - Cross Country, Varsity, Women 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V14 - Track and Field, Varsity, Women 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V18 - Tennis, Varsity, Women 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

This course is designed to serve as an opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V19 - Swimming and Diving, Varsity, Women 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

KIN-V20 - Basketball, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V21 - Volleyball, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in volleyball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V22 - Fastpitch, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based upon successful tryout.*

This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game of fastpitch softball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in fastpitch. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V23 - Water Polo, Varsity, Men **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

KIN-V24 - Water Polo, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

KIN-V25 - Soccer, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athlete to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

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. (Letter Grade, or Pass/No Pass option.)

MANAGEMENT**MAG-44 - Principles of Management** **3 units**
CSU*Prerequisite: None.*

For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

MAG-46 - Contemporary Quality Systems Management **3 units**
CSU*Prerequisite: None.*

An introduction to Quality Management principles and to their application in business, industry, and public service organizations including Deming's 14 points, process management, ISO 9000 certification, Six Sigma efforts, Baldrige criteria and introductory statistical process control. 54 hours lecture.

MAG-47 - Applied Business and Management Ethics **3 units**
(Same as BUS- 47)
CSU*Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

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-52 - Employee Training and Development **3 units**
Prerequisite: None.

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

MAG-53 - Human Relations **3 units**
Prerequisite: None.

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture.

MAG-54 - Employee Labor Relations **3 units**
Prerequisite: None.

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture.

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-70 - Introduction to Organization Development 3 units**(Same as BUS-70)***Prerequisite: None.**Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

MAG-71 - Introduction to Productivity Management 3 units**(Same as BUS-71)***Prerequisite: None.**Advisory: MAG-44 and 70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

MAG-72 - Introduction to Quantitative Methods for Business 3 units**(Same as BUS-72)***Prerequisite: None.**Advisory: BUS-20 and MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

**MAG-200 - Management Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

MARKETING**MKT-20 - Principles of Marketing 3 units
CSU***Prerequisite: None.**Advisory: BUS-10.*

Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.

**MKT-30 - Fashion Merchandising 3 units
CSU***Prerequisite: None.*

An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising. Retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. 54 hours lecture.

**MKT-40 - Advertising 3 units
CSU***Prerequisite: None.*

Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture.

**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-50 - Marketing Research 3 units*Prerequisite: None.*

An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture.

MKT-200 - Marketing Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

MATHEMATICS**MAT-1A - Calculus I** 4 units
UC*, CSU*Prerequisite: MAT-10 or qualifying placement level.*

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II 4 units
UC, CSU*Prerequisite: MAT-1A.*

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III 4 units
UC, CSU*Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminate forms, and elementary applications to the physical sciences. 72 hours lecture.

MAT-2 - Differential Equations 4 units
UC, CSU*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*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*Prerequisite: MAT-35 or qualifying placement level.*

Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration exponential and logarithmic functions. 72 hours lecture.

MAT-6 - Discrete Mathematics for Computer Science 3 units
(Same as CSC-6)
CSU*Prerequisite: MAT-10.**Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture.

MAT-7 - Mathematica 2 units
CSU*Prerequisite: MAT-1A or qualifying placement level.*

Introduction to the computer software package Mathematica for math, science and engineering majors. Mathematica will be used in solving selected problems in algebra, trigonometry, calculus, vector and matrix analysis, data manipulation and presentation, complex analysis, etc., with emphasis on Mathematica's superior 2- and 3-dimensional graphical capability. 18 hours lecture and 54 hours computer laboratory.

MAT-10 - Precalculus 4 units
UC*, CSU*Prerequisite: MAT-36 or qualifying placement level.*

An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

MAT-11 - College Algebra 4 units
UC*, CSU*Prerequisite: MAT-35 or qualifying placement level.*

Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

MAT-12 - Statistics 3 units

UC, CSU

Prerequisite: MAT-35 or qualifying placement level.

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-12H - Honors Statistics 3 units

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-25 - A Survey of Mathematics 3 units

UC, CSU

Prerequisite: MAT-35 or qualifying placement level.

This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours of lecture.

MAT-32 - Introduction to Symbolic Logic 3 units**(Same as PHI-32)**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

MAT-35 - Intermediate Algebra 5 units*Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

MAT-36 - Trigonometry**4 units**

CSU

Prerequisite: MAT-35 and 53 or qualifying placement level.

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

MAT-52 - Elementary Algebra**4 units***Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.*

Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

MAT-53 - College Geometry**3 units***Prerequisite: MAT-52 or qualifying placement level.*

A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids: formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

MAT-63 - Arithmetic**3 units***Prerequisite: None.*

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course.)

MAT-64 - Pre-Algebra**3 units***Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.*

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course.)

MAT-65 - Arithmetic and Pre-Algebra**5 units***Prerequisite: None.*

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course.)

MAT-90A - Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions **1 unit***Prerequisite: None.*

A course covering the four basic mathematical operations as they apply to whole numbers with an introduction to fractions. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

MAT-90B - Special Topics in Arithmetic: Fractions and Introduction to Decimals **1 unit***Prerequisite: MAT-90A.*

A course covering the four basic mathematical operations as they apply to fractions with an introduction to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

MAT-90C - Special Topics in Arithmetic: Decimals **1 unit***Prerequisite: MAT-90B.*

A course covering the four basic mathematical operations as they apply to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

MAT-90D - Special Topics in Pre-Algebra: Integers and an Introduction to Variables **1 unit***Prerequisite: MAT-63, 90C or qualifying placement level.*

A course covering the four basic mathematical operations as they apply to integers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra **1 unit***Prerequisite: MAT-90D.*

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations **1 unit***Prerequisite: MAT-90E.*

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

MAT-98 - Academic Excellence Seminar **.5 unit***Prerequisite: None.**Corequisite: Concurrent enrollment in First-Year Experience program.*

Interactive seminar designed to enhance students' learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

MEDICAL ASSISTING

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate in Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements.

MDA-1A - Medical Terminology 1A **3 units**
CSU*Prerequisite: None.*

Examines the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculo-skeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. 54 hours lecture.

MDA-1B - Medical Terminology 1B **3 units**
CSU*Prerequisite: MDA-1A.*

Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.

MDA-54 - Clinical Medical Assisting and Pharmacology **5 units***Prerequisite: MDA-1A.**Corequisite: MDA-1B.*

Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

MDA-58A - Medical Transcription **5 units***Prerequisite: MDA-1A and one of the following: CIS-1A or CIS/CAT-3, 50 or 84.**Corequisite: MDA-1B.**Advisory: A minimum typing speed of 60 WPM.*

Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory.

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, CIS/CAT-3, CAT-50 or CIS/CAT-84.**Corequisite: MDA-1A.*

Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory.

MDA-60 - Survey of Human Disease Processes 2 units*Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

MDA-61 - Pharmacology for Medical Office Personnel 2 units*Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 36 hours lecture.

MDA-62 - CPT/Coding 3 units*Prerequisite: MDA-1A.**Advisory: Completion of or concurrent enrollment in MDA-1B.*

Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician's Current Procedural Terminology. Included coding for the physician's services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator's Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

MDA-63 - ICD-9 Coding/Ambulatory 3 units*Prerequisite: MDA-1A.**Advisory: MDA-1B, 59 and AMY-10.*

Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.

MDA-64 - ICD-9 Coding/Hospital 3 units*Prerequisite: MDA-1A and 1B, or completion of MDA-1A and concurrent enrollment in 1B.**Advisory: Completion of MDA-59 and AMY-10.*

Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. 54 hours lecture.

MDA-200 - Medical Assisting Work Experience 1-2-3-4 units CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

MICROBIOLOGY**MIC-1 - Microbiology 4 units UC, CSU***Prerequisite: CHE-2A and one of the following: AMY-2A, 2B, 10, BIO-1, 2A, 2B, 5, 8, 11, 12 or 34.*

General characteristics of microorganisms with emphasis on morphology, growth, reproduction and chemical activities; their control; role in disease; and application of their role to mankind. 54 hours lecture and 54 hours laboratory.

MILITARY SCIENCE

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

MIL-1 - Military History of the United States to 1900 **3 units**

(Same as HIS-11)

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MIL-2 - Military History of the United States since 1900 **3 units**

(Same as HIS-12)

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MUSIC
MUS-1 - Teaching Music to Young Children **3 units**

CSU

Prerequisite: None.

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

MUS-3 - Fundamentals of Music **4 units**

UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-32 and another music performance class.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sightsinging, dictation and music reading using the keyboard. 54 hours lecture and 54 hours laboratory.

MUS-4 - Music Theory I **4 units**

UC, CSU

Prerequisite: MUS-3 and 32 or 53.

Advisory: Concurrent enrollment in a music performance class.

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structure, dominant seventh, figured bass, non-harmonic tones, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

MUS-5 - Music Theory II **4 units**

UC, CSU

Prerequisite: MUS-4.

Corequisite: MUS-32 or 53.

Advisory: Concurrent enrollment in a music performance course.

Principles of voice leading in diatonic and chromatic harmony in classical music of the 18th and 19th centuries. Begins with part-writing of diatonic seventh chords and continues with chromatic harmony for voicing secondary function chords. Emphasis on changing keys using diatonic common chords, sequence, common tone, monophonic and direct modulation. Includes study of binary and ternary forms and 12-bar blues. Lab includes advanced sightsinging and ear training. Keyboard requirements include playing chord progressions using secondary triads and two-octave scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

MUS-6 - Music Theory III **4 units**

UC, CSU

Prerequisite: MUS-5 and 32.

Corequisite: MUS-32 or 53.

Advisory: Concurrent enrollment in a music performance course.

Principles of voice leading in chromatic harmony in classical music of the 19th century. Begins with mode mixture and borrowed chords. Study of the Neopolitan chord and augmented sixth chords and their resolutions. Emphasis on analysis, melody harmonization, and expansions of tonal harmony to include enharmonic spellings and enharmonic modulation to include ninth, eleventh, and thirteenth chords. Lab includes sightsinging and ear training involving seventh chords, chromatic 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 - Introduction to MIDI and Digital Audio **3 units**

CSU

Prerequisite: None.

An introduction to the Musical Instrument Digital Interface and its applications. Includes the MIDI interface (Musical Instrument Digital Interface), sequencing and notation, drum machines, samplers, and tape machines used to produce musical projects. 36 hours lecture and 54 hours laboratory.

MUS-8B - Sequencing and Orchestration with Digital Audio and MIDI **3 units**
CSU

Prerequisite: MUS-8A.

Practical experience using Digital Audio, the Musical Instrument Digital Interface (MIDI) and its applications with an emphasis on song writing, graphic notation, sampling, editing and orchestrating. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MUS-9 - Music Composition and Film Scoring with Digital Audio **3 units**
CSU

Prerequisite: MUS-8B.

Practical experience using the Musical Instrument Digital Interface (MIDI), Digital Audio and its applications. Emphasis will be on assembling musically advanced compositions and scoring music for film. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MUS-10 - MIDI/Digital Audio Music Production **3 units**
CSU

Prerequisite: MUS 8B.

Practical experience using the Musical Instrument Digital Interface (MIDI), Digital Audio and its applications. Emphasis on mixing, mastering and producing professional quality recordings. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

The following is a list of the classes that qualify for the “two unit performance class” corequisite requirement for MUS- 12, 39, 79 and P12:

| | |
|---------|----------------------------------|
| MUS-28 | Riverside Community Symphony |
| MUS-33 | Vocal Jazz Ensemble |
| MUS-41 | Chamber Singers |
| MUS-42 | Wind Ensemble |
| MUS-44 | Jazz Ensemble |
| MUS-48 | Marching Band |
| MUS-68 | Community Symphony |
| MUS-73 | Vocal Jazz Ensemble |
| MUS-77 | Guitar Ensemble |
| MUS-81 | Consort Singers |
| MUS-82 | Wind Symphony |
| MUS-84 | Jazz Orchestra |
| MUS-88 | Pageantry Ensemble |
| MUS-P77 | Advanced Guitar Ensemble |
| THE-37 | Musical Theater Techniques |
| THE-52 | Musical Theater Touring Ensemble |

MUS-12 - Advanced Applied Piano **3 units**
UC, CSU

Prerequisite: None.

Corequisite: MUS-P36 or a two-unit performance class.

Limitation on enrollment: Audition on or before the first class meeting.

Advanced individual piano lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. Enrollment for a second semester ensures uninterrupted study for students who are preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory.

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, reading and writing. 54 hours lecture.

MUS-20 - Great Composers and Music Masterpieces to 1820 **3 units**
UC, CSU

Prerequisite: None.

Advisory: ENG-1A or 1AH.

A course on biography, history and music masterpieces of classical European music from its inception to 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 After 1820 **3 units**
UC, CSU

Prerequisite: None.

Advisory: ENG-1A or 1AH.

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: MUS-3.

Course work consists of a survey of the major style periods and composers in the history of Western Music and includes study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation who can follow open score and analyze the motives, themes, harmony and form of composition. 54 hours lecture.

MUS-23 – History of Rock and Roll 3 units
CSU*Prerequisite: None.*

A comprehensive study of rock music from its beginnings to the present with emphasis on its musical, socio-cultural and historical development. Study will also include stylistic trends and influential artists throughout the years, including the politics of rock. 54 hours lecture.

MUS-25 - Jazz Appreciation 3 units
UC, CSU*Prerequisite: None.*

A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26 - Film Music Appreciation 3 units
UC, CSU*Prerequisite: None.*

A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Vocal Jazz Ensemble, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band, RCC Symphony, Piano Ensemble, and Percussion Ensemble), and applied music (one-on-one instruction) each semester they are enrolled.

MUS-27 - Amadeus Chamber Ensemble 1 unit
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Previous instrumental experience. Audition on or before the first class meeting.

A course in developing individual skills through ensemble performance. Music selections will contribute to the development of the student's performance skills. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-28 - Riverside Community Symphony 2 units
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Audition on or before the first class meeting. Previous experience in the performance of orchestral literature.

A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-29 - Concert Choir 1 unit
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Audition on or before the first day of class.

A large choir dedicated to the study, rehearsal and public performance of larger choral works from Renaissance to 20th Century. Activities include festivals, concerts and clinics. May be taken a total of four times. 54 hours laboratory.

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 - Vocal Jazz Ensemble 2 units
UC, CSU*Prerequisite: None.*

Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.

Limitation on enrollment: Audition on or before the first class meeting.

A select vocal ensemble dedicated to the study and performance of jazz music arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. 108 hours laboratory.

MUS-34 - Vocal Jazz Lab 1 unit
UC, CSU*Prerequisite: None.*

Corequisite: MUS-33 or 73.

Limitation on enrollment: Audition on or before the first class meeting.

A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory.

MUS-35 - Vocal Music Ensembles 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A small select vocal group dedicated to the rehearsal and performance of classical and madrigal literature. Public performance in concert or recital situations will take place throughout the semester. May be taken a total of 4 times. 54 hours laboratory.

MUS-36 - Instrumental Chamber Ensembles 1.5 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.*

Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 81 hours laboratory.

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 - Beginning Applied Music Training 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-39 - Intermediate Applied Music 3 units

UC, CSU

*Prerequisite: None.**Corequisite: Enrollment in a two-unit performance ensemble.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-40 - Class Percussion 1 unit

CSU

Prerequisite: None.

Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-41 - Chamber Singers 2 units

UC, CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition on or before the first class meeting.*

A select chamber vocal group dedicated to the study, rehearsal, and public performance of smaller vocal repertoire from Renaissance to Contemporary. Activities include festivals, concerts, radio and TV broadcasts and tours. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

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: Concurrent enrollment in MUS-42.**Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.*

A select instrumental jazz ensemble assembled to study and perform jazz literature in various styles. May be taken a total of four times. 108 hours laboratory.

MUS-45 - Marching Band Woodwind Methods 1 unit

UC, CSU

*Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a woodwind instrument.*

Performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-46 - Marching Band Brass Methods 1 unit

UC, CSU

*Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a brass instrument.*

Performance on a brass instrument, as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-47 - Marching Band Percussion Methods 1 unit

UC, CSU

*Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a percussion instrument.*

Performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. Appearances at college functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-48 - Marching Band 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Basic instrumental skills on a band instrument.*

Rehearsal and performance of music suitable for marching band. Marching skills emphasized. Participation in public performances required. May be taken a total of four times. 108 hours laboratory.

MUS-49 - Percussion Ensemble 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Performance tryout or audition.**Advisory: Concurrent enrollment in MUS-42 or 48.*

Designed to give students practical experience in performing music written and arranged for percussion ensemble, often referred to as "Winter drum line." Emphasis is on group participation and public performances. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

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 - Men's Ensemble 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory.

MUS-52 - Recital Performance .5 unit

UC, CSU

*Prerequisite: MUS-39 or MUS-P12.**Corequisite: MUS-39 or MUS-P12.**Limitation on enrollment: High competence in a performance medium.*

Preparation and presentation of a recital performance of 20-25 minutes. 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

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.*

Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

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 .5 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument.

Study and performance of standard concert band literature. Appearances at college and community functions may be made. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

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 will provide the student with an opportunity for 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. May be taken a total of four times. 54 hours laboratory.

MUS-59 - Winter Marching Band Clinic 1 unit
CSU

Prerequisite: None.

Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment.

Group performance on a band instrument and/or color guard equipment as part of a winter intersession Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-60 - Summer Marching Band Clinic 1 unit
CSU

Prerequisite: None.

Limitation on enrollment: Basic instrumental skills on band instrument.

Developmental program in fundamental marching band techniques. This course will emphasize the coordination of the physical and mental requirements of field performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-61 - Auxiliary Marching Units 2 units
CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-62 - Woodwind Techniques for Marching Band 1 unit
CSU

Prerequisite: None.

Corequisite: MUS-48.

Limitation on enrollment: Basic instrumental skills on a woodwind instrument.

Group performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-63 - Brass Techniques for Marching Band 1 unit
CSU

Prerequisite: MUS-46.

Corequisite: MUS-48.

Limitation on enrollment: Basic instrumental skills on a brass instrument.

Advanced skill development in a group performance on a brass instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-64 - Percussion Techniques for Marching Band 1 unit
CSU

Prerequisite: MUS-47.

Corequisite: MUS-48.

Limitation on enrollment: Basic instrumental skills on a percussion instrument.

Advanced skill development in a group performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-65 - Basic Musicianship 2 units

UC, CSU

Prerequisite: None.

An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation.. 36 hours lecture.

MUS-66 - Advanced Auxiliary Marching Units 2 units

CSU

Prerequisite: MUS-61.

Limitation on enrollment: Audition on or before the first class meeting.

Further rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory.

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 advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Opportunity provided for group and individual performance. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-73 - Vocal Jazz Singers 2 units

UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.

Limitation on enrollment: Audition on or before the first class meeting.

An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory.

MUS-75 - Advanced Vocal Ensembles 1 unit

UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

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 on or before the first class meeting.*

An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-78 - Beginning Applied Music Training II 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-79 - Advanced Applied Music 3 units
UC, CSU*Prerequisite: None.**Coresquisite: Enrollment in a 2-unit performance ensemble.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual advanced instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

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.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced select vocal group dedicated to the study, rehearsal and public performance of complex smaller choral repertoire from the Middle Ages to the 20th century. Activities include concerts, festivals, and radio and TV broadcasts, and concert tours. May be taken a total of four times. 108 hours laboratory.

MUS-82 - Wind Symphony 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*

Study and performance of literature written for the contemporary wind symphony as it pertains to standard performance practice. Public concerts on campus and in the community each semester. May be taken a total of four times. 108 hours laboratory.

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 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 large 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 - Music of Multicultural America 3 units

UC, CSU

Prerequisite: None.

A comparative and integrative study of the multicultural musical styles of the United States. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours lecture.

MUS-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 .5 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition by instructor and previous experience in performance literature.*

Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 27 hours laboratory

MUS-95 - Community Symphony Band 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. The ability to sightread and perform music on either a wind, percussion, string or keyboard instrument.*

Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.

MUS-200 - Music Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

MUS-P12 - Intermediate Applied Piano 3 units

UC, CSU

*Prerequisite: None.**Corequisite: MUS-P36 or a two unit performance class.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual instruction on the piano, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory

MUS-P28 - Symphony Strings 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.

MUS-P36 - Piano Ensemble **1 unit**
 UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 Study and performance piano ensemble literature. May be taken a total of four times. 54 hours laboratory.

MUS-P44 - Jazz Lab Band **1 unit**
 UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting. Designed for students who are beginning or intermediate jazz performers.
 Study and performance of beginning and intermediate literature for jazz ensemble. May be taken a total of four times. 54 hours laboratory.

MUS-P77 - Advanced Guitar Ensemble **2 units**
 UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Students must successfully complete MUS-P77 four times.
 An ensemble dedicated to the study, rehearsal and performance of advanced literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours of laboratory.

MUS-P84 - Jazz Lab Orchestra **1 unit**
 UC, CSU
Prerequisite: None.
Limitation on enrollment: Designed for beginning or intermediate jazz performers. Audition on or before first class meeting.
 Study and performance of beginning and intermediate jazz literature for the jazz orchestra. May be taken a total of four times. 54 hours laboratory.

NATIVE AMERICAN STUDIES

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

Among these courses are:

- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature
- HIS-28 - Native American History: Early Contact Period
- HIS-29 - Native American History: Contemporary Society
- PHI-19 - Native American Thought

SCHOOL OF NURSING

Two curricula are offered in nursing: The Associate Degree Nursing Program leading to licensure as an R.N. and the Vocational Nursing Program leading to licensure as an L.V.N. The Associate Degree 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 Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). Information concerning nursing education can be obtained from these agencies. You may write the BRN at 1625 Market Street, Sacramento, CA 95834-1924, Website: www.rn.ca.gov, or the BVNPT at 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: www.bvnpt.ca.gov, or the NLNAC at 61 Broadway New York, NY 10006 or call (800) 699-1656 Ext. 153; Website: www.nlnac.org.

HEALTH EXAMINATION AND CPR CERTIFICATION

All new and readmitting students are required to submit a CPR card (American Heart Association Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Health Exam and CPR Certification are not required at the time of application.

BACKGROUND CHECK AND DRUG SCREEN

All new and readmitting students are required to demonstrate a clear background check and clear drug screen prior to enrollment in clinical courses. The process for obtaining the background check is available in the School of Nursing office. This is a mandatory requirement of the clinical facilities where students do clinical training and cannot be waived. A valid U.S. social security number is required to complete the background check.

CITIZENSHIP AND IMMIGRATION STATUS VERIFICATION REQUIRED FOR VN/RN LICENSURE

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires government agencies to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number

Disclosure of one’s social security number is mandatory for licensure by the BRN and BVNPT in accordance with Section 30 of the Business and Professions Code of Public Law 94-455 (42 USCA 405 (c) (2) (C)).

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 relation to prohibition of discrimination on the basis of gender, age, race, color, national-

origin, religion, disability or sexual orientation.

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

ASSOCIATE IN SCIENCE DEGREE IN NURSING PROGRAM (ADN)

The two-year program fulfills all the requirements for the Associate in Science Degree from Riverside City College—and qualifies the graduate to take the national 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.

RCC 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 School of Nursing or by visiting www.rcc.edu/academicprograms/nursing.

RN EXPENSES/GENERAL INFORMATION

(All expenses are approximate)

Uniforms: \$250.

Books and supplies: \$2,500 for two years.

Health examination/immunization: \$200-\$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Selected laboratory work and immunizations must be repeated one year later.

Background check/Drug Screen: \$120. Students selected for the program must pass the background check and have a clean drug screen. A valid U.S. social security number is required to complete the background check.

Health Services, Student Services, Parking, and tuition fees each semester. See the current schedule of classes for the per semester cost.

Students must have a current CPR card certification (BLS Healthcare Provider Course) valid for the length of the program. If the CPR card expires prior to program completion, recertification is required: \$60 approximately.

It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

ATI Products (approximate cost \$400).

APPLICATION TO THE PROGRAM

Applications are available at

www.rcc.edu/academicPrograms/nursing/process.cfm during the application filing periods (see below). The applicant is responsible for ensuring that all official transcripts (high school and college) and other necessary information have been received by the School of Nursing at the time of application. Note: Admission is denied to applicants who earned a grade of "C-" or less in a nursing program at another college. Students who have earned a grade of "C-" or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy. Foreign transcripts must be evaluated (Detailed Evaluation) prior to submission. Further information can be obtained from the Counseling Department. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing as soon as the final grade is available. Students must have applied to the college prior applying to the RN Program. Meeting minimum requirements of the program does not guarantee admission into the program.

APPLICANT SELECTION

Applicants to the first semester of the RN program will be selected based on a multicriteria point system. Due to changes in legislation, enrollment criteria has been changed to include use of multicriteria, such as: general education GPA, pre-requisite course GPA, TEAS test scores, degrees/work experience, life experiences, and second language proficiency.

Applicants for the LVN to RN: Advanced Placement program will be admitted based on prioritization and random selection. First priority LVN to RN applicants have completed all pre-requisites with a minimum 2.3 GPA, completed general education coursework with a 2.0 GPA, passed Nursing 17 and the Advanced Placement/HESI test. LVN to RN applicants who have not met all of these criteria, or submit any documents late will be lower priority. First priority applicants will be put into random selection for the available spaces.

None of the RCC Nursing programs have a waiting list. Applicants not selected must re-apply in subsequent application periods to be re-considered for the program.

APPLICATION FILING PERIOD

Applications and petitions may be obtained at www.rcc.edu/academicprograms/nursing during the application filing period only. Dates are subject to change. Please verify current application filing period dates with Counseling Department or School of Nursing Office at (951) 222-8405.

Spring Semester – Application filing period between September 3 - October 3.

Fall Semester –Application filing period between January 3 - February 3.

For complete information on applying to the program, and the selection process, please visit

www.rcc.edu/academicPrograms/nursing.

MINIMUM REQUIREMENTS FOR ELIGIBILITY:

RCC application on file and eligibility to attend RCC.

High School Verification: Proof of high school graduation or equivalent is only required for 30 unit option students according to Board of Registered Nursing, Rules and Regulations, Section 1412 . Official Transcripts required.

GPA of at least 2 .0 in all work attempted at RCCD and a cumulative GPA of not less than 2 .0, which includes all accredited college units attempted.

GPA of at least 2.5 in all general education coursed required for completion of the Associates Degree in Nursing.

Prerequisite Courses (12 units):

1. Minimum combined GPA of 2 .5 in the following science prerequisite courses:
 - a. Anatomy and Physiology 2A (4 units)
 - b. Anatomy and Physiology 2B (4 units)
 - c. Microbiology 1 (4 units)

If Microbiology was taken at any institution in Fall 2005 or later, Chemistry is a required pre-requisite for Microbiology. The Chemistry requirement can be satisfied by any of these three methods:

Complete Chemistry 2A, or 1A, or

Pass the RCC Chemistry Diagnostic Test. To do this you must submit official high school transcripts showing a year of chemistry completed with a C or better. Then, request to take the Chemistry Diagnostic, available from Counseling or

Submit official AP Chemistry test results with a score of 3 or higher.

2. Minimum combined GPA of 2.3 in the science prerequisite courses for advanced placement applicants.
3. Completion of PSY-9 with a grade of “C” or better (Prerequisite for Nursing 2 or 3.)

Students must pass an Assessment/Readiness test (high school level Math, English, reading, science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework, then re-apply to the program and re-test. Approved tests are the TEAS, PAX-RN or Evolve/Elsevier.

See current enrollment requirements available in the School of Nursing.

Additional General Education Requirements (19 units)

The following general education courses are not required for admission to the RN Program; rather, 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 their Nursing education and pursue a BSN should clarify the general education/graduation requirements lists available in the Counseling Department to ensure full credit transfer.

| | Units |
|---|-------|
| ___ <i>English Composition:</i> English 1A | 4 |
| ___ <i>American Institutions:</i> (History 6, 7, 8, 9,15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 5) | 3 |
| ___ <i>Social and Behavioral Sciences:</i> (Sociology 1 or Anthropology 2) | 3 |

___ *Communications and Analytical Thinking:*

(Communication Studies 1 or 9 plus one of the following: CIS 1A-30; English 1B; Math 1-49; Philosophy 11, Philosophy/Math 32)

6

___ *Humanities:* (see RCCD catalog)

3

___ *Competency:* In order to graduate, students must demonstrate competence in mathematics, reading and English (see graduation requirements section of the catalog). (19)

NOTE: A grade of “C” or better is required in all pre-requisite and program courses used to fulfill requirements for the Associate Degree in Nursing. A grade of “C-“ will only be accepted for general education courses.

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 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

www.rcc.edu/academicprograms/nursing. 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 two years prior to enrolling in the program. Transfer students may only be admitted pending available space.

TRANSFER STUDENTS

Students transferring from another nursing program must submit the following with their nursing application:

- Official up-to-date (within 90 days) transcript for the nursing program from which transferring.
- Course outlines and syllabi from completed nursing courses.
- Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment Technician.
- Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 17 within two years prior to enrolling in the program. Transfer students may only be admitted pending available space.

Admission will be denied to an applicant who earned a grade “C-” or less in a nursing program at another college. However, students who have earned a grade of “C-” or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy.

CHALLENGE POLICIES/30-UNIT 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 the Riverside City 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 School of Nursing (951) 222-8407.

DIPLOMA NURSING EDUCATION CREDIT

Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 15 units at Riverside City College. Information regarding this policy may be obtained from the School of Nursing.

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 8 units
CSU**

Prerequisite: AMY-2A, 2B, and MIC-1.

Corequisite: Concurrent enrollment or prior completion 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 Associate Degree 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, 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 8.5 units
CSU**

Prerequisite: NRN-1, 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. 72 hours lecture and 243 hours laboratory.

**NRN-3 - Intermediate Nursing Concepts of Health and Illness 9 units
CSU**

Prerequisite: Completion of NRN-2 or successful completion of the Advanced Placement Exam and Nursing 17 or 30-Unit Option requirements.

Concepts from previous courses are applied to caring for multicultural patients 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 patients 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 **9 units**
CSU

Prerequisite: Completion of NRN-3.

Corequisite: Prior completion of or 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 **.5 unit**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry-level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Pass/No Pass only.)

NRN-7 - Nursing Learning Laboratory **1 unit**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. 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. (Pass/No Pass only.)

NRN-8 - Nursing Learning Laboratory **2 units**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. 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. (Pass/No Pass only.)

NRN-9 - Nursing Learning Laboratory **3 units**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. 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. (Pass/No Pass only.)

NRN-11 - Foundations of Nursing Practice **9.5 units**
CSU

Prerequisite: AMY-2A, AMY-2B, MIC-1 and PSY-9.

Co-Requisite: Students must enroll in NRN-6, NRN-7, NRN-8, or NRN-9 when enrolled in a theory course with a clinical component. Enrollment in skills lab is required for students to practice clinical skills prior to performing skills in the clinical environment.

Advisory: ENG-1A and COM-1 or COM-9 and CIS-80 or CIS-84 and the mathematics, reading and English competencies.

Limitation on Enrollment: Acceptance to the Associate Degree Nursing Program.

Focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating professional, legal, and ethical responsibilities of the nurse. Course addresses health promotion across the lifespan; introduces critical thinking applied to nursing; the nursing process; communication techniques used when interacting with patients and members of the interprofessional team; evidence-based nursing practice; and nursing informatics. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. 90 lecture hours and 243 laboratory hours. (Letter Grade only.)

NRN-15 - Introduction to Nursing Roles and Relationships **2 units**

CSU

*Prerequisite: None.**Corequisite: Concurrent enrollment or prior completion of NRN-1.*

Assists in the role transition to Registered Nursing student at Riverside Community College. Examines the uniqueness of the conceptual framework and curricular structure of the program at Riverside Community College. Presents the five basic steps of the nursing process and roles of the Associate Degree Nurse. Considers the nature of the teaching-learning process. Overviews the philosophy of registered nursing past, present and future. Introduces the ethical/legal aspects of the student nurse's role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing websites. Introduces students to professional writing style and format. 36 hours lecture.

NRN-16 - Dimensions of AD-Registered Nursing **1.5 units**

CSU

*Prerequisite: NRN-3.**Corequisite: Prior completion of or 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 current issues of relevance to professional nursing practice. 27 hours lecture.

NRN-17 - Transition Course for Nursing Advanced Placement/Transfer Students **2 units**

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. Departmental approval required.*

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. May be taken a total of four times. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

NRN-20 - National Council Licensure Examination for Registered Nurses (NCLEX-RN) **.5 unit**

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. (Pass/No Pass only.)

NRN-91 - Nursing Work Study (BRN Approved) **.5 unit***Prerequisite: NRN-2.*

This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. 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. (Pass/No Pass only.)

NRN-93 - Calculations for Healthcare Providers **1 unit***Prerequisite: None.*

Review of basic arithmetic required to administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Administration of medications via different routes and to clients in all age groups. Computation of dosage problems encountered in actual nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development with the subject matter. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. May be taken a total of four times. 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. (Pass/No Pass only.)

NRN-200 - Nursing Work Experience 1-2-3-4 units CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

VOCATIONAL NURSING (VN) PROGRAM

The Vocational Nursing program is a certificate program that prepares graduates to qualify for the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. The 12 month full-time and 24 month part-time curricula provide student-centered instruction that conforms to regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Classroom instruction is offered concurrently with clinical practice to assist the student in the application of nursing theory to actual nursing situations. To receive a certificate, a minimum grade of "C" must be earned in each nursing course, Anatomy and Physiology 10, and Psychology 9. New classes are admitted every fall. The program is 51 semester units. Information on Vocational Nursing program admission/selection policies and procedures may be obtained by contacting the School of Nursing, (951) 222-8405 or by viewing the website.

MINIMUM REQUIREMENTS FOR ELIGIBILITY

NOTE: Meeting minimum criteria for the program does not guarantee admission to the program.

1. The following must be met prior to the application deadlines. Please check with the Counseling Department to verify official high school and college transcripts are on file.
 - a. Admission to Riverside Community College District.
 - b. Graduation from an accredited high school or equivalent (G.E.D., High School Proficiency Examination, Associate Degree or Bachelor's degree). Official up-to-date transcripts required.
 - c. A cumulative grade point average of at least a 2.0 ("C") in all college course work attempted.
 - d. Application to the VN Program submitted during the application period. Applications are on the RCC School of Nursing website and are submitted to the Nursing Evaluation and Enrollment Specialist during the application filing period. Students who wish to start the program in the fall must submit an application 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 is necessary each year.
2. The following must be met in order to be considered for acceptance to the program.
 - a. Anatomy and Physiology 10 or Anatomy 2A and 2B or equivalent.

- b. Nursing 50
- c. Psychology 9
- d. 100% on Nursing Program Arithmetic Proficiency Exam.
- e. Be at least 17 years of age (Section 2866a, VN Practice Act).

Riverside Community College District strongly encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Therefore, nursing applicants that have taken Anatomy and Physiology 2A and 2B at two separate colleges are required to receive approval for these courses by requesting a "Prerequisite Validation" from the Counseling or Evaluations departments.

3. Application to the VN program. Applications can be obtained online at: www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College. 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.
4. Students wishing a decreased study load during the first semester are encouraged to take Psychology 9 before entering the program.

CITIZENSHIP AND IMMIGRATION STATUS**VERIFICATION REQUIRED FOR VN/RN LICENSURE**

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires agencies to eliminate "public benefits" to individuals who cannot provide proof of their legal status in the United States. "Public benefit" has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number

Disclosure of one's social security number is mandatory for licensure by the BVNPT in accordance with Section 30 of the Business and Professions Code of Public Law 94-455 (42 USCA 405 (c) (2) (C)).

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 related to prohibition of discrimination on the basis of gender, age, race, color, national-origin, religion, disability or sexual orientation.

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

VN PROGRAM EXPENSES (All expenses are approximate)

1. Uniform: \$200.
 2. Books and supplies: \$800.
 3. Health examination/immunizations \$200-\$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Selected laboratory work must be repeated one year later.
 4. Per Semester: Health Services fee \$14, Student Services fee \$10, Parking fee \$40, and an Enrollment fee of \$36 per unit (beginning fall 2011).
 5. Students must have current CPR certification (BLS Healthcare Provider Course). If the CPR card expires prior to the end of the semester or intersession, recertification is required prior to enrollment.
 6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
 - 7.* Background check and drug screen must be clear prior to participation in clinical courses. Fee: approximately \$130.
 - 8.* NCLEX-PN: \$350.
 - 9.* License fee: \$150.
- * Fees are subject to change.

ATTENDANCE REQUIREMENTS

The attendance policy of the Vocational Nursing program is in conformity with the attendance policy of Riverside Community College District and the Board of Vocational Nursing and Psychiatric Technicians. In accordance with the attendance policy of Riverside Community College District, "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, the student is expected to develop and practice attendance habits appropriate to the role of the Vocational Nurse as a participating member of the multidisciplinary healthcare 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. Applications can be obtained online at: www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

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 are 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. Applications can be obtained online at: www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

READMISSION POLICY-VOCATIONAL NURSING PROGRAM

A student who at any time has been admitted to the Vocational Nursing program and subsequently withdraws or earns a "D" or "F" grade in the nursing course(s) must file a petition and application to be readmitted to the program. Petitions and applications can be obtained online at: www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College. Refer to the RCC VN Student Handbook for additional readmission policies. VN program courses are subject to the State of California limits on course repetition. When a student withdraws from the Vocational Nursing program or fails to earn a grade of "C" or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE 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 School of Nursing.

NURSING (VOCATIONAL) COURSES:

NVN- 50 - Introductory Vocational Nursing Foundations **2 units**

Prerequisite: None.

Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Describes the nursing process and introduces the concept of culture as it impacts nursing care. 36 hours lecture.

NVN-51 - Introductory Concepts of Vocational Nursing-Health/Illness 3 units*Prerequisite: NVN-50.**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology are applied. The responses of the body to diseases which affect basic human needs are discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. 54 hours lecture.

NVN-52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units*Prerequisite: NVN-50.**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

NVN-60 - Intermediate Vocational Nursing Foundations-Nursing Process/Communication 1 unit*Prerequisite: NVN-50 .**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify clients' basic human needs that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied in relationship to the nursing process, with beginning application to clients in various stages of the life cycle. Review of the Riverside Community College Vocation Nursing Program philosophy and conceptual framework. 18 hours lecture.

NVN-61 - Intermediate Concepts of Vocational Nursing-Care of the Family 6 units*Prerequisite: NVN-52 and 60.*

Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

NVN-62 - Intermediate Concepts of Vocational Nursing-Medical/Surgical 12 units*Prerequisite: NVN-61.*

Application of the nursing process to the care of clients with common health/illness problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity for development of provider of care role for clients in the adult life cycle stages in a variety of clinical settings, from various cultural and social backgrounds, and with common medical/surgical conditions. Includes major focus on rehabilitation and adaptation to chronic illness problems. Observational experiences in home health care and in selected ancillary health departments which impact on nursing care. 126 hours lecture (including 18 hours of pharmacology) and 270 hours clinical/laboratory

NVN-63 - Intermediate Concepts of Vocational Nursing-Mental Health 3 units*Prerequisite: NVN-60 and PSY-9.*

Application of the nursing process and principles of mental health in the care of clients, in all health delivery settings, with conditions which interfere with normal intellectual, social, and/or emotional behavior and result in disturbed interpersonal relationships. Focus on using principles of psychiatric nursing, communication skills, and interpersonal relationship techniques to meet basic human needs. The clinical/laboratory experience will be directed toward roles of the vocational nurse in the application of theoretical knowledge through supervised interaction in the mental health setting with clients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with clients with common health/illness and functional disorders. 36 hours lecture (including 2 hours pharmacology) and 65 hours clinical/laboratory.

NVN-70 - Advanced Vocational Nursing Foundations- Role Transition 1 unit*Prerequisite: NVN-62 and 63.*

Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. In-depth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. 18 hours lecture.

NVN-71 - Advanced Concepts of Vocational Nursing-Medical/Surgical **7.5 units***Prerequisite: NVN-62 and 63.*

Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common health/illness problems/needs. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem, including responsibilities and life saving measures in emergency situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and management techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/ laboratory.

CONTINUING EDUCATION IN NURSING

The Continuing Education courses offered by Riverside Community College District are approved by the California Board of Registered Nursing for the units/contact hours designated as specified for each course. Provider number 00100.

The Board of Vocational Nursing and Psychiatric Technicians will accept courses for Continuing Education credit that have been approved by the BVNPT and the California Board of Registered Nursing.

NURSING (CONTINUING EDUCATION) COURSES:**NXN-78 - Pharmacology in Clinical Nursing Practice** **3 units***Prerequisite: None.**Limitation on enrollment: Completion of or concurrent enrollment in a Vocational or Registered Nursing program.*

Reviews the major classes of medications used in community-based settings that provide primary, secondary and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Approved by the California Board of Registered Nursing for continuing education. Provider number 00100. 54 hours lecture.

NXN-81 - Introduction to Critical Care Nursing **5 units***Prerequisite: None.**Limitation on enrollment: Completion of a Registered Nursing program.*

A critical care course designed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. It focuses on the introduction to critical care nursing; theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal and genitourinary, neurological, gastrointestinal, endocrine, hematological, and multiple organ dysfunction; specialized procedures and equipment; and clinical skills training. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 90 hours lecture. (Pass/No Pass only.)

NXN-84 - Preparing for Success in Nursing School **1.5 units***Prerequisite: None.*

Provides an introduction to and facilitates success in the Riverside Community College District (RCCD) nursing programs. Introduces the concept of a program of study, clarifies expectations, and informs students of campus-wide resources. Includes study and test-taking strategies, organizational and time-management skills, and other behaviors of the self-regulated learner. May be taken a total of two times. 27 hours lecture. (Pass/No Pass only.)

Approved by the California Board of Registered Nursing for continued education units. Provider number 00100.

OCEANOGRAPHY**OCE-1 - Introduction to Oceanography** **3 units**
UC, CSU*Prerequisite: None.**Advisory: A course in geology recommended.*

Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis forces, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. 54 hours lecture.

OCE-1L - Introduction to Oceanography Laboratory **1 unit**
UC, CSU*Prerequisite: None.**Corequisite: Concurrent or previous enrollment in OCE-1.*

An optional laboratory science course. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. The laboratory experiments cover the physical, chemical, biological, and geological processes which are found in the oceans. Such topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; and dynamic topography, waves and tides. 54 hours laboratory.

OFFICE ADMINISTRATION**See Computer Applications and Office Technology****PARALEGAL STUDIES****PAL- 10 - Introduction to Paralegal Studies** **3 units**
CSU*Prerequisite: None.*

An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.

PAL-14 - Legal Ethics **3 units**
CSU*Prerequisite: None.*

Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture.

**PAL-64 - Legal Research and Computer Applications 3 units
CSU**

Prerequisite: None.

Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal 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, 68 or BUS-18A.

The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture.

**PAL- 78 - Civil Litigation and Procedures II 3 units
CSU**

Prerequisite: PAL-68.

Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. 54 hours lecture.

**PAL- 80 - Internship Project 1.5 units
CSU**

Prerequisite: PAL-64.

An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. 27 hours lecture.

**PAL- 81 - Bankruptcy Law and Procedures 3 units
CSU**

Prerequisite: None.

Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture.

**PAL- 83 - Estate Planning and Probate Procedures 3 units
CSU**

Prerequisite: None.

Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture.

**PAL-85 - Family Law and Procedures 3 units
CSU**

Prerequisite: None.

Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. 54 hours lecture.

**PAL- 87 - Trial Practice Preparation and Procedures 3 units
CSU**

Prerequisite: None.

Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture.

**PAL-200 - Paralegal Studies Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

PHILOSOPHY**PHI-10 - Introduction to Philosophy** 3 units
UC, CSU*Prerequisite: None.*

A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-10H - Honors Introduction to Philosophy 3 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking 3 units
UC, CSU*Prerequisite: None.*

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

**PHI-12 - Introduction to Ethics:
Contemporary Moral Issues** 3 units
UC, CSU*Prerequisite: None.*

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-13 - Philosophy of Art 3 units
UC, CSU*Prerequisite: None.*

An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, aesthetic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture.

PHI-14 - Survey of Black Thought 3 units
UC, CSU*Prerequisite: None.*

A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and modern Western slave and liberation periods. Representative thinkers of the modern periods are discussed. 54 hours lecture.

PHI-15 - Bio-Medical Ethics 3 units
UC, CSU*Prerequisite: None.*

An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. 54 hours lecture.

PHI-16 - Moral Reasoning in Business 3 units
CSU*Prerequisite: None.*

This course applies classical and contemporary theories of morality to problems, questions and dilemmas arising in business. Using the major concepts and principles of deontological and consequentialist reasoning, it examines and analyzes cases involving such areas as employer/employee relations, corporate responsibility, the ethics of globalization, development and world financial institutions, and truth-telling in business. Emphasis is on the development of moral reasoning skills that allow for meaningful analysis and evaluation of moral situations. 54 hours lecture.

PHI-19 - Native American Thought 3 units
UC, CSU*Prerequisite: None.*

Philosophical and religious beliefs and practices of Native Americans. Their history, views of man and nature. Emphasis placed on Native American thought as conveyed by Indian people, and its relevance to contemporary problems and conflicts between the two societies. 54 hours lecture.

**PHI-20 - History of Western Philosophy I:
Greek, Roman, and Medieval** 3 units
UC, CSU*Prerequisite: None.*

A survey of the beginning and rise of Western science and philosophy; pre-Socratic era, Socrates, Plato, Aristotle; Greek philosophical influence upon the Roman Empire and Medieval Europe. 54 hours lecture.

PHI-21 - History of Western Philosophy II: 3 units**Modern and Contemporary**

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H, 12, or 20.*

A survey of the history of Western philosophy beginning with the transition from the medieval period and ending with contemporary philosophy. Topics covered will include renaissance humanism, the rise of modern science, continental rationalism, British empiricism, the Enlightenment, German romanticism and idealism, and such contemporary movements as Marxism, existentialism, positivism, American pragmatism and analytic philosophy. 54 hours lecture.

PHI-22 - Philosophy of Science 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An examination of philosophical ideas about the nature of scientific knowledge, how it enables us to understand the world, and the role of values in science. Historical and current examples from the various sciences will be used to explore these questions. The dependence of contemporary policy and personal decisions on scientific knowledge will also be explored. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic 3 units**(Same as MAT-32)**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

PHI-33 - Introduction to Social and Political 3 units**Philosophy**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

PHI-35 - Philosophy of Religion 3 units**(Same as HUM-35)**

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H, or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY**PHO-8 - Introduction to Photography 3 units**

UC, CSU

Prerequisite: None.

Theory and practice in the basic techniques of producing quality black and white photographs with technical and artistic merit. Acquire competency in the use of cameras, photo materials and processes associated with basic darkroom procedures. Students are expected to supply their own 35 mm cameras with f-stop and shutter controls, film and enlarging paper for printing. Lab materials fee assessed. 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 f-stop and shutter controls. Lab materials fee assessed. 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 f-stop and shutter controls. Lab materials fee assessed. 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 photographs to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with f-stop and shutter controls. Lab materials fee assessed. 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.

Designed to introduce students to the basic theory and principles of studio photography. This course provides hands on experience in creating studio and environmental portraits with an emphasis on lighting and posing techniques. 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 35-mm camera with f-stop and shutter controls. A materials fee will be charged at the time of registration. May be taken a total of two times. 27 hours lecture and 81 hours laboratory.

PHO-20 - Introduction to Digital Still Photography 3 units

CSU

Prerequisite: None.

Introduces students to electronic still photography and 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.**Advisory: Students should have paid or voluntary employment.*

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

Also see JOURNALISM**PHYSICAL EDUCATION
see KINESIOLOGY****PHYSICAL SCIENCE****PHS-1 - Introduction to Physical Science 3 units**

UC*, CSU

Prerequisite: None.

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

PHS-5 - Weather and Climate 3 units

(Same as GEG-5)

UC, CSU

Prerequisite: None.

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

PHS-17 - Introduction to the Development of 3 units

Modern Science

(Same as CHE-17)

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

PHYSICS**PHY-2A - General Physics, I 4 units**

UC*, CSU

*Prerequisite: None.**Corequisite: Enrollment in MAT-1A.*

Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of mechanics, including Newton's laws, energy, momentum and rotational motion; study of fluid mechanics; study of thermodynamics, including heat, temperature, kinetic theory of gases, and the laws of thermodynamics; study of oscillatory motion. 54 hours lecture and 54 hours laboratory.

PHY-2B - General Physics, II **4 units**

UC*, CSU

Prerequisite: PHY-2A.

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: study of wave motion, including Doppler effect for sound waves, intensity of sound waves; study of electricity and magnetism, including electric field and potential, Gauss' Law, current and DC circuits, capacitance and inductance, Faraday's Law; study of light including electromagnetic waves, reflection, refraction and diffraction; study of modern physics, including special relativity, quantum, atomic and nuclear physics. 54 hours lecture and 54 hours laboratory.

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

PHY-4A - Mechanics **4 units**

UC*, CSU

*Prerequisite: None.**Corequisite: MAT-1A.*

Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, and fluid dynamics. 54 hours lecture and 54 hours laboratory.

PHY-4B - Electricity and Magnetism **4 units**

UC*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell's equations, and waves and oscillations. 54 hours lecture and 54 hours laboratory.

PHY-4C - Heat, Light and Waves **4 units**

UC*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

PHY-4D - Modern Physics **4 units**

UC, CSU

*Prerequisite: None.**Corequisite: PHY-4C.*

Relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to examples including the one-electron atom. 72 hours lecture.

PHY-10 - Introductory General Physics **3 units**

UC*, CSU

Prerequisite: MAT-52.

A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture.

PHY-11 - Physics Lab**1 unit**

UC, CSU

*Prerequisite: None.**Corequisite: PHY-10.*

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

PHYSIOLOGY AND ANATOMY
See ANATOMY AND PHYSIOLOGY

POLITICAL SCIENCE

POL-1 - American Politics**3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government are included. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-1H - Honors American Politics**3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

The principles, and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-2 - Comparative Politics**3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A comparative study of selected European, Asian, African, Latin American and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-2H - Honors Comparative Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A comparative study of selected European, Asian, African, Latin American, Middle Eastern and Political Systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-3 - Introduction to Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the major concepts, theories, and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, and Political Theory. 54 hours lecture.

POL-4 - Introduction to World Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-4H - Honors Introduction to World Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers and enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-5 - The Law and Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

POL-6 - Introduction to Political Economy 3 units

(Same as ECO-6)

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

POL-7ABCD - Current Political Issues 3 units

CSU

*Prerequisite: None. Sections may be taken in any sequence.**Advisory: Qualification for ENG-1A.*

Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

POL-8 - Introduction to Public Administration and 3 units**Policy Development**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and Government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture.

POL-10ABCD - International Organizations 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon and understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture.

POL-11 - Political Theory 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

POL-12 - State and Local Politics 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The goal of this course is to acquaint students with the history and theories of American state and local politics. This course will examine the history of state and local politics in the U.S., with emphasis on California politics. Current political issues such as urban development, fiscal policies, race, gender and class politics, state and local political leaders, civil rights and civil liberties will be discussed. 54 hours lecture.

POL-13 - Introduction to American Foreign Policy 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. 54 hours lecture.

POL-14 - Internship in Political Science 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required.

PORTUGUESE**POR-1 - Portuguese 1 5 units**

UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory.

POR-2 - Portuguese 2 5 units

UC, CSU

Prerequisite: POR-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Portuguese at the beginning level. This course includes an expanded discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory.

PSYCHOLOGY**PSY-1 - General Psychology 3 units**

UC, CSU

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

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-8 - Introduction to Social Psychology 3 units

CSU

Prerequisite: None.

This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

PSY-9 - Developmental Psychology 3 units

UC, CSU

Prerequisite: None.

Genetic and environmental determinants of life-span human development in the biosocial, cognitive and psychosocial domains. 54 hours lecture.

PSY-33 - Theories of Personality 3 units

UC, CSU

Prerequisite: None.

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. This course includes discussion of the application of theory to real-life situations and the significance of the theorist's biographical data to the development of the theory. 54 hours lecture.

PSY-35 - Abnormal Psychology 3 units

UC, CSU

Prerequisite: None.

Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

READING**REA-2 - Rapid Reading** 2 units

CSU

Prerequisite: None.

Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying placement level 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, or Pass/No Pass option.)

REA-3 - Reading for Academic Success 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. Total of 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-4 - Critical Reading as Critical Thinking 3 units

CSU

Prerequisite: None.

This course is intended for students to fully understand the relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading. 54 hours lecture.

REA-81 - Reading, Level I 3.5 units*Prerequisite: None.*

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. 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. Letter Grade, or Pass/No Pass option.)

REA-82 - Reading, Level II 3.5 units*Prerequisite: REA-81 or qualifying placement level.*

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. 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. Letter Grade, or Pass/No Pass option.)

REA-83 - Reading, Level III 3 units*Prerequisite: REA-82 or ESL-73 or qualifying placement level.*

Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-86 - Reading Strategies for Textbooks 1 unit*Prerequisite: None.*

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

REA-87 - Reading Clinic .5 unit*Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. 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. Pass/No Pass only.)

REA-95 - Special Topics in Reading .5 unit*Prerequisite: None.*

Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. 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. Pass/No Pass 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 brokers examination. 54 hours lecture.

RLE-83 - Real Estate Finance **3 units**
 CSU

Prerequisite: None.

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84 - Real Estate Appraisal **3 units**
 CSU

Prerequisite: None.

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics **3 units**
 CSU

Prerequisite: None.

Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86 - Escrow Procedures I **3 units**
 CSU

Prerequisite: None.

Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200 - Real Estate Work Experience **1-2-3-4 units**
 CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

RUSSIAN
RUS-1 - Russian 1 **5 units**
 UC*, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-2 - Russian 2 **5 units**
 UC, CSU

Prerequisite: RUS-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. This course includes expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

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*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*Prerequisite: None.*

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

SOC-3 - Social Inequality in American Society 3 units
UC, CSU*Prerequisite: None.*

This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture.

SOC-10 - Race and Ethnic Relations 3 units
UC, CSU*Prerequisite: None.*

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethnics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-12 - Marriage and Family Relations 3 units
UC, CSU*Prerequisite: None.*

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

SOC-15 - Women in American Society 3 units
UC, CSU*Prerequisite: None.*

The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. 54 hours lecture.

SOC-17 - Introduction to Public Mental Health 3 units
(Same as HMS-17)
CSU*Prerequisite: None.*

Introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

SOC-20 - Introduction to Criminology 3 units
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-22 - American Deaf Culture 3 units
(Same as AML-22)
CSU*Prerequisite: None.*

An introduction to culture and values of deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

SOC-23 - Special Studies in Culture 1 unit
CSU*Prerequisite: None.*

This course is designed to introduce students to the scientific study of the elements of society by comparing American society with other societies and cultures. There will be a focus on developing a sociological imagination by comparing and contrasting distinctly different cultures by examining their values, norms, and behaviors during an RCC study abroad program. May be taken a total of four times. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

SOC-45 - Childhood and Culture 3 units
CSU*Prerequisite: None.*

The cultural impact of child rearing on the development, personality and behavior of a child. How this culture effects motivation, goals and probability of success in society. 54 hours lecture.

SOC-50 - Introduction to Social Research Methods 3 units
UC, CSU*Prerequisite: None.*

Designed to introduce the student to the nature of scientific inquiry and to the basic principles and procedures applied to the conduct of research in the social sciences. The course is organized around the generally accepted sequential steps in the research process; from the inception of a research idea to the research design for inquiry, to the gathering and analysis of data, to the final report of the findings. 54 hours lecture.

SPANISH**SPA-1 - Spanish 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 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-1A - Spanish 1A 2.5 units
UC*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. 54 hours lecture and 9 hours laboratory.

SPA-1B - Spanish 1B 2.5 units
UC*, CSU*Prerequisite: SPA-1A.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1B is equivalent to the second half of SPA-1. 54 hours lecture and 9 hours laboratory.

SPA-1H - Honors Spanish I 5 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory.

SPA-2 - Spanish 2 5 units
UC*, CSU*Prerequisite: SPA-1, 1H or 1B.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory.

SPA-3 - Spanish 3 5 units
UC*, CSU*Prerequisite: SPA-2 or 2H.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory.

SPA-3N - Spanish for Spanish Speakers 5 units
UC*, CSU*Prerequisite: None.*

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory.

SPA-4 - Spanish 4 **5 units**

UC, CSU

Prerequisite: SPA-3 or 3N.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. 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 or 2H.

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-13 - Spanish for Health Care Professionals **5 units**

CSU

Prerequisite: None.

This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture.

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, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.

SPA-52 - Introductory Listening Comprehension II **2 units***Prerequisite: SPA-1, 1H, 1B, or 51.*

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, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.

SPA-53 - Intermediate Listening Comprehension I **2 units***Prerequisite: SPA-2, 2H or 52.*

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, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.

SPEECH COMMUNICATION
See **COMMUNICATION STUDIES**

SUPERVISION
See **MANAGEMENT**

TELECOMMUNICATIONS
See **FILM, TELEVISION AND VIDEO**

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*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 2 units**Laboratory II**

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 of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. 18 hours lecture and 54 hours laboratory.

THE-26 - Directing for Stage 3 units

UC, CSU

*Prerequisite: None.**Advisory: THE-32 or 33 or 37.*

An introduction to the role of the director in modern theatrical production. This course is a study of the director's interpretation of dramatic literature, with emphasis on the communication of intellectual and emotional concepts through composition, visualization, picturization, movement and rhythm. Trains potential theatre directors in script analysis, book preparation, production management and working with actors, with an emphasis on practical experience in directing through class projects and public performance. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.

THE-29 - Musical Theater Appreciation 3 units

UC, CSU

Prerequisite: None.

A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis will be placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture.

THE-30 - Voice and Movement for the Stage 2 units

UC, CSU

Prerequisite: None.

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

THE-32 - Acting Fundamentals-Theater 3 units**Games and Exercises**

UC, CSU

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

UC, CSU

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

UC, CSU

Prerequisite: THE-32.

Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor's artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in Shakespearean Verse **3 units**
UC, CSU*Prerequisite: THE-32.*

Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

THE-36 - Improvisational Acting **3 units**
UC, CSU*Prerequisite: THE-32.*

Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long and form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-37 - Musical Theater Techniques **3 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing and acting. Culminates in public performance. 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-39 - Acting for the Camera **3 units**
UC, CSU*Prerequisite: None.**Advisory: THE-32.*

Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.

THE-41 - Elementary Stagecraft **3 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in THE-2 or 4 or 5 or 6.*

Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory.

THE-42A - Theatre Tours: Special Studies in Theatre **1 unit**
CSU*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**
CSU*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-44 - Theatrical Set Design **3 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in THE-5 or 6 or 41.*

The study of the principals, techniques and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory.

THE-46 - Theatrical Costume Design **3 units**
UC, CSU*Prerequisite: None.**Advisory: ART-17 or 40.*

The study of the principles, techniques and practices of theatrical costume design for stage, television and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

THE-48 - Theatrical Lighting Design 3 units

UC, CSU

*Prerequisite: None.**Advisory: THE-5 or 6 or ART-23.*

The study and implementation of the principles, techniques and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

THE-49 - Scenic Painting for the Theater 3 units

UC, CSU

*Prerequisite: None.**Advisory: THE-41 or ART-17 or 26.*

The study of the principles, techniques and practices of scenic painting for the stage, including historical and present-day methods. This course will include use of brush, roller, spray gun, texturing, rock background, wood graining, wallpaper, masonry, scenic drops and other scene painting techniques. Study of the principles of color and color mixing in paint techniques, as well as the various types of paints used in the theater. 36 hours lecture and 54 hours laboratory.

THE-50 - Acting Techniques for Musical Theater .5 unit

CSU

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

CSU

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

CSU

Prerequisite: None.

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-54 - Introduction to Stage Management 3 units

UC, CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in THE-5 or 6.*

A comprehensive study of the role of the stage manager in theatrical productions, including the duties, obligations and responsibilities of the stage manager, and the unique role of the stage manager in production coordination. Students will be given stage management responsibilities for a theater department production with concurrent enrollment in either THE-5 or 6. 54 hours lecture.

THE-200 - Theater Arts Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

WELDING**WEL-15 - Introduction to Basic Shielded Metal Arc 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

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 CSU **3 units***Prerequisite: None.*

A course in semi-automatic welding processes, with emphasis on Gas-metal-arc-welding, Flux-cored-arc-welding, and Submerged-arc-welding. The course covers the responsibilities of integrating computers and automated manufacturing with high-tech joining processes. 27 hours lecture and 81 hours laboratory.

WEL-55A - Gas Tungsten Arc Welding-Plate Material **3 units***Prerequisite: None.*

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. 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.*

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 CSU* **1-2-3-4 units***Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

WORK EXPERIENCE**WKX-200 - Work Experience CSU*** **1-2-3-4 units***Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

WKX-201 - General Work Experience CSU* **1-2-3 units***Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

ZOOLOGY

See BIOLOGY 2A, 2B

NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an “educational gateway” for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor’s Office.

COSMETOLOGY

COS-801 - Level VI Cosmetology Concepts 0 units

Prerequisite: COS-60E or 60E2.

This class is designed for the student who has not acquired all the skills and/or accrued the required total of 1600 hours to sit for the state licensing exam. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as chemical hair treatments, manicuring, and facials and/or receive instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory.

COS-811 - Cosmetology Teacher Training 0 units

Prerequisite: None.

Limitation on enrollment: Completion of COS-61B.

This course is designed for the experienced cosmetologist to become a qualified instructor. When a student has not acquired all the skills and/or accrued the required total of 600 hours to qualify for the local teacher-training certificate, they may enroll in COS-811. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as assisting the instructor with laboratory work for student demo haircutting, chemical relaxing, press and curl manicuring and/or receive instructor in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory.

COS-812 - Level II Esthetician Concepts 0 units

Prerequisite: None.

Limitation on enrollment: Completion of COS-62B.

This course is designed to prepare the student for a career in skin care and make-up. When a student has not completed all the skills and/or accrued the required total of 600 hours to sit for the state licensing exam, they may enroll in COS-812. Students work solely under the supervision of a qualified instructor. In this course, students may review application and techniques and improve subject matter knowledge. Students may perform operations and applications such as eyebrow arching and hair removal (wax, tweezer and depilatories), corrective make-up, application of artificial eyelashes (strip and individual), facials and/or receive instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory.

ENGLISH

ENG-885 - Writing Clinic 0 units

Prerequisite: None.

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students’ enrollment in the course. May be taken a total of four times. 27 hours laboratory.

ENGLISH AS A SECOND LANGUAGE

ESL-801 - ESL Support for Career and Technical Programs 0 units

Prerequisite: None.

Advisory: Qualification for ESL 53.

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.)

GUIDANCE

GUI-801 - Testing for Success CAHSEE Preparation 0 units

Prerequisite: None.

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement.

INTERDISCIPLINARY STUDIES**ILA-800 - Supervised Tutoring 0 units**

Prerequisite: None.

Co-Requisite): Student must be enrolled in at least one other non-tutoring course.

Limitation on Enrollment: Student must be referred by an instructor or a counselor.

This self-paced open-entry/open-exit course provides supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class time in the Learning Center, which is designed to help achieve specific course objectives related to college courses and/or to improve learning and study skills in specific subject matter. Content varies according to the course for which tutoring is sought. 216 hours laboratory. May be taken a total of twelve times. (Non-degree, non-credit course.)

READING**REA-887 - Reading Clinic 0 units**

Prerequisite: None.

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

SENIOR CITIZEN EDUCATION

For information about Senior Citizen Education courses, contact the Young @Heart Program in Tech B, 201 on the Riverside Campus. The telephone number is (951) 328-3811.

SCE-804 - Senior Topics 0 units

Prerequisite: None.

This course will encourage students 55 years and older to develop a sense of personal empowerment through continued learning and self-awareness of the knowledge, experience, understanding and wisdom attained in later adulthood. Students will learn communication and listening skills as they participate in various discussions of special interest and have an opportunity to review and discuss books, biographies, film, theatre, music and news items while experiencing intellectual excitement and the pleasure of camaraderie during class sessions. Students would provide their own entrance fees to any events planned. 24 hours lecture; Positive Attendance.

SCE-805 - Creative Writing for Older Adults 0 units

Prerequisite: None.

This course for adults 55 years and older teaches students how to create and shape autobiographies, fiction and non-fiction writing and poetry into readable and publishable form. The course will provide an encouraging and welcoming social environment as well as a means of capturing the well-written works from an older generation. 24 hours laboratory; Positive Attendance.

SCE-809 - Computer Basics for Older Adults 0 units

Prerequisite: None.

This course is designed to teach students 55 years and older the basics of home computer use, including terminology, components, basic windows functions, accessory programs, simple word processing and spreadsheet programs as well as skills in accessing and using the Internet. 16 hours laboratory; Positive Attendance.

SCE-810 - Photography as Therapy for Older Adults 0 units

Prerequisite: None.

In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance.

SCE-811 - Drawing and Painting for Older Adults 0 units

Prerequisite: None.

This course is designed for students 55 years and older, and will include a potpourri of drawing, illustration, painting, mixed media and basic design components. Individual classes will have one or more emphases and will focus on the development and/or enhancement of mental acuity, fine motor skills, creativity and art appreciation in a welcoming social environment. Classes may include creative interpretation of subjects from life, landscape and imagination, basic exploration of design elements and principles, composition, observation skills, perspective on art appreciation and history and methods of conserving and displaying completed works. Socialization and interaction will be an important part of this class. Students will be taught in a progressive systematic manner. Students will provide their own materials and supplies. 24 hours laboratory; Positive Attendance.

SCE-813 – Healthy Aging for Older Adults 0 units*Prerequisite: None.*

Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and application of principles focusing on maintaining good health as they age. Course is designed to make the tasks of daily living positive. 13 hours lecture and 11 hours laboratory; Positive Attendance.

SCE-820 - Music for Active Seniors 0 units*Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to older adults.—Includes live instrumental and vocal presentations; and instruction on composers, song stories; and backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who are able to be active, mobile participants. 30 hours laboratory; Positive Attendance.

SCE-821 - Music Therapy for Frail Seniors 0 units*Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to seniors. Course includes live piano or other instruments and vocal presentations and instruction on composers, song stories, backgrounds and musical styles from approximately 1900 forward. This course is designed for students 55 years and older who might live in assisted living environments. 30 hours laboratory; Positive Attendance.

SCE-824 - Successful Money Management 0 units*Prerequisite: None.*

This course will introduce students to the key concepts and practices of wise money management, including how to minimize taxes, maximize your investment returns and plan for your future. Students will develop a personal money management plan suitable to their individual income and financial objectives. 10 hours laboratory; Positive Attendance.

SCE-830 - Mature Driver Improvement 0 units*Prerequisite: None.*

Advisory: Students must possess a valid California Driver's License and be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate.

This course is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. 8 hours lecture; Positive Attendance.

SCE-833 - Health Wellness and Nutrition for Older Adults 0 units*Prerequisite: None.*

Adults 55 years and older will learn practical information about nutrition and dietary needs for older adults. Topics can include general health, nutrition, consumer awareness, market trends/dietary fads, healthy food preparation and safety. Emphasis will be placed on nutrition and the role it plays throughout the aging process. 24 hours laboratory; Positive Attendance.

SCE-834 - Weight Management for Older Adults 0 units*Prerequisite: None.*

This course is designed for older adults who desire to lose between 5 and 40 pounds. Emphasis is placed on developing nutritionally sound eating habits to reduce weight by 1-2 pounds per week. The course examines a variety of issues involved with successful weight management including: exercise, stress management, strategies for restaurant dining, evaluation of fad diets, building confidence and changing habits. 36 hours lecture; Positive Attendance.

SCE-840 - Craft Design for Older Adults 0 units*Prerequisite: None.*

This course offers students 55 years and older the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that give students an opportunity to use their creative talents while retaining and continuing to develop their fine motor skills and improve memory skills. Some of the crafts featured in various classes might include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrap book design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. 24 hours laboratory; Positive Attendance.

SCE-842 - Needle Arts Therapy for Seniors 0 units*Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. The course will feature a wide variety of needle arts instruction to give students an opportunity to use their creative talents while retaining and continuing to develop fine motor skills memory improvement and will provide an opportunity to share backgrounds and family history through the various projects and offer in a socially interactive environment. Some of the various needle arts that might be included in various classes are: needlepoint, cross stitch, needle beading, embroidery, ribbon embroidery, Japanese bunka and other ethnic needle arts, fabric embellishment, appliqué, quilting, crochet and knitting. Students will provide their own needle art supplies. 24 hours laboratory; Positive Attendance.



Section VII
FACULTY



Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors the faculty at RCCD can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 51st Distinguished Faculty Lecturer is

DR. SUSAN R. MILLS
PROFESSOR
MATHEMATICS

Susan R. Mills is a professor of Mathematics at Riverside City College and currently serves as department chair of Mathematics and college assessment coordinator. She began her teaching career at RCC as a part-time faculty in spring 1991 and was hired as a full-time faculty member in fall 1991. Prior to her teaching career, she worked as a software engineer for TRW in San Bernardino, and for Digital Equipment Corporation in Geneva, Switzerland. She holds a B.S. in Mathematics from the University of North Carolina, Chapel Hill, and a M.S. in Applied Mathematics from the University of California, Riverside. She earned a Ph.D. in Education from Claremont Graduate University in 1999, where she was the recipient in 1997 of the Winifred Hausam

– Helen Fisk Award, the highest honor Claremont Graduate University faculty can confer on a student of higher education.

Susan has served the College in numerous ways. She has held the positions of chair and assistant chair of the Mathematics Department and is a long-standing member of the Assessment, Program Review, and Strategic Planning Committees. She was faculty co-chair for the 2007 Accreditation Self-Study. From 2004-05 she ventured into administration, serving as associate vice president for Institutional Effectiveness.

Her professional interests include exploring ways to help students better learn mathematics, math anxiety, diversity issues in mathematics education, and the assessment of learning.

Susan is the proud wife of Brendan O'Neill and mother of Rosemary and Samuel. When not teaching, she enjoys spending time with her family in Lake Tahoe.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

RIVERSIDE CITY COLLEGE FACULTY

ABBATE, NICOLE **Assistant Professor,
Counseling**
B.A., California State University, Chico; M.S.W., California State University, Stanislaus. At Riverside Community College District since 2011.

ACHARYA, SUREKHA **Associate Professor,
English**
B.A., M.A., Osmania University, India; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 1991.

ALEXANDER, SHARON **Associate Professor,
Nursing**
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ALJORD, HUDA **Associate Professor,
Arabic**
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ALLEN, THOMAS **Associate Professor,
English**
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ALMQUIST, DAVID **Associate Professor,
Kinesiology**
A.A., Riverside Community College; B.A., California State University of Long Beach; M.A., University of La Verne. At Riverside Community College District since 1996.

ALVARADO, CECILIA **Interim Dean,
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AMIDON, TUCKER **Associate Professor,
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ANDERSON, KIMBERLY **Associate Professor,
Nursing**
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ANDERSON, KRISTINE R. **Associate Professor,
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ARGUELLES, RUDOLPH **Associate Professor,
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ASHBY, HAYLEY **Associate Professor,
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Network/Multimedia Specialist**
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AVALOS, DAVID **Associate Professor,
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AVILA, PATRICIA **Associate Professor,
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ESKANDARI-AZARI, CYNTHIA **President**
M.A., M.S., West Virginia University; Ed.D., Seattle University. At Riverside Community College District since 2011.

BAKER, DAVID V. **Associate Professor,
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BAKER, SANDRA L. **Dean,
School of Nursing**
A.A., Maryville College, Missouri; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills; D.N.P., Case Western Reserve University. At Riverside Community College District since 1989.

BARADARAN, ROBERT **Associate Professor,
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BARNES, MICHEAL E. **Associate Professor,
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BENDSHADLER, CINDY M. **Associate Professor,
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- BERNIER, DANIEL** Associate Professor,
Chemistry
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- BHATIA, SHAILESH D.** Associate Professor,
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- BLAIR, SCOTT** Associate Professor,
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- BONZOMET, NIKKI P.** Associate Professor,
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A.S., Riverside Community College; B.G.S., Northern Arizona University; M.S., California State University, San Bernardino; M.S., Azusa Pacific University. At Riverside Community College District since 2001.
- BOWEN, DOUGLAS G.** Associate Professor,
English As a Second Language
B.A., University of Nebraska, Lincoln; M.A., University of Hawaii, Manoa. At Riverside Community College District since 2001.
- BRAIMAN, LINDA** Associate Professor,
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- BRAUTIGAM, KELLY** Associate Professor,
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- BREWSTER, STEVEN** Associate Professor,
Library Services
B.A., Pomona College; M.Div., American Baptist Seminary of the West (Berkeley); M.S.L.S., University of Southern California. At Riverside Community College District since 2003.
- BROOKS, KATHRYN S.** Associate Professor,
Biology and Health Science
B.S. (with highest honors), M.A., University of California, Riverside. At Riverside Community College District since 1991.
- BROWN, AMANDA** Associate Professor,
Mathematics
B.A., M.A., Utah State University. At Riverside Community College District since 2005.
- BROWN, ELLEN** Associate Professor,
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- BROWN, JAMI** Associate Professor,
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- BROWN, MARSHA** Instructor,
Cosmetology
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- BROWN, SCOTT A.** Associate Professor,
Counseling/Learning Disabilities
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- BROWN, TIMOTHY** Professor,
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- BROWN, WILLIAM** Associate Professor,
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- BURCHETT, GREGORY E.** Associate Professor,
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- BURRIS, ROBERT** Assistant Professor of
Career and Technical Education,
Air Conditioning
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- BUSH, EDWARD** Vice President, Student Services
Associate Professor, Student Activities
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- BYUN, JOHN** Associate Professor,
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- CHATTERJEE, ACHINTA** Associate Professor,
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- CRAFT, THOMAS** Director,
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M.A., Azusa Pacific University. At Riverside Community College District
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- DELGADILLO-FLORES, MONICA** Associate Professor,
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- DiBENEDETTO, TAMRA** Professor,
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- GABRIEL, RICHARD** Instructor,
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- GAYLOR, DOROTHY** Associate Professor,
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- GOBATIE, CYNTHIA** Associate Professor,
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- GRAHAM, DOUGLAS E.** Associate Professor,
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- HAYES-TRAINER, MONICA** Assistant Professor,
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- HERRICK, SCOTT** Associate Professor,
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- HERZIG, PAUL** Associate Professor,
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- HOPKINS, JOHN W.** Associate Professor,
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- HORN, STEPHEN** Professor,
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- HOWARD, LIN DUAN** Associate Professor,
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- HOWARD, LISA** Associate Professor,
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- INDERMUEHLE, DENISE** Associate Professor,
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- ISHIHARA, CHIE** Associate Professor,
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- ISSA, ALI Y.** Associate Professor,
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B.S., Somali National University; MS., California Polytechnic University, San Luis Obispo; Ph.D., Utah State University. At Riverside Community College District since 1992.
- JETER, CHARLENE D.** Associate Professor,
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- JEW, ROBERT K.** Associate Professor,
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- JIMENEZ, GARY M.** Associate Professor,
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- JUDON, LANESHIA R.** Associate Professor,
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- JULIAN, JODI** Associate Professor,
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- KEISER, TERRY** Associate Professor,
Graphics Technology
A.A., Fullerton College; B.V.E. and M.A., California State University, San Bernardino. At Riverside Community College District since 1988.
- KELLY, KATHRYN E.** Associate Professor,
Spanish
B.A., M.A., San Diego State University; Ph.D., University of California, Irvine. At Riverside Community College District since 1989.
- KENNEDY, STEPHEN M.** Assistant Professor of
Career and Technical Education,
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A.S., Riverside Community College; ASE Automotive Master Technician, LI Certified, Certified Chevrolet Master Technician. At Riverside Community College District since 2001.

KESSLER, REBECCA Assistant Professor of
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A.A., Riverside Community College. At Riverside Community College District since 2007.

KIM, WILLIAM Assistant Professor,
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B.F.A., California Institute of the Arts; M.F.A., University of California, Los Angeles. At Riverside Community College District since 2009.

KIMBERLING, RENEE Director,
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B.S.N., Loma Linda University; B.S.N., Pepperdine University; M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2005.

KIME-HUNT, ELLEN Associate Professor,
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KINSER, ANITA G. Professor,
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B.S.H.C.M., University of La Verne; M.S.N., California State University, Dominguez Hills; Ed.D., Pepperdine University. At Riverside Community College District since 1996.

KNECHT, JASMINKA Associate Professor,
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KNIERIEM, JAMES Instructor,
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KOBZEVA-HERZOG, ELENA V. Associate Professor,
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KREITNER, LANI K. Associate Professor,
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KRUZENGA-MURO, DENISE Assistant Professor,
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LEGNER, MARY MARGARITA Professor,
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B.S., MS., Ph.D., University of California, Riverside. At Riverside Community College District since 1996.

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Computer Applications and Office Technology
B.A., M.A., University of California, Riverside. At Riverside Community College District since 2000.

LEHR, MARK Associate Professor,
Computer Information Systems
B.S.A.E.; M.B.A., Northrop University; M.S.E., California Polytechnic University, Pomona; MS., Ph.D., University of California, Riverside. At Riverside Community College District since 1998.

LEIFER HARTSTON, GLORIA Professor,
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R.N. Fordham U., New York, B.S., Hunter College of City University of New York; M.A., Columbia University, New York. At Riverside Community College District since 1990.

LESCH, JACQUELINE Associate Professor,
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B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College District since 2005.

LEUNG, JULIANA B.Y. Associate Professor,
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LOCKE, GARY Associate Professor,
Music
B.M., University of Redlands. At Riverside Community College District since 1984.

LOMAYESVA, DWIGHT Professor,
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B.S., University of Arizona; B.S., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College District since 1974.

LONGWAY, MARK Associate Professor,
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LOWDEN, CLARA Associate Professor,
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B.S., California State Polytechnic University, Pomona; M.A., California State University, Long Beach. At Riverside Community College District since 1991.

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MacDOUGALL, DIANA E. Associate Professor,
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- MAGNO, KARYN** Assistant Professor,
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- MAHON, RICHARD** Professor,
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- MARTINEZ-FLORES, MARILYN** Dean,
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- MASON, DAYNA PETERSON** Professor,
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B.A., M.A., Purdue University. At Riverside Community College District since 1989.
- MASTERSON, ROMULUS** Associate Professor,
Philosophy
B.A., University of Chicago; M.A., University of California, Riverside. At Riverside Community College District since 2000.
- MATSOS, PETER** Associate Professor,
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- MAYSE, KEVIN A.** Associate Professor,
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B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 1996.
- McCARRON, JAMES** Associate Professor,
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B.A., University of California, Los Angeles; M.A., Azusa Pacific University. At Riverside Community College District since 2006.
- McCROSKEY, PAULA** Dean,
Counseling and Specially Funded Programs
Associate Professor, Counseling
B.S., M.Ed., University of Georgia. At Riverside Community College District since 1985.
- McKEE-LEONE, VIRGINIA** Dean of Instruction,
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Associate Professor, Biology/Health Science
B.S., M.A., Loma Linda University. At Riverside Community College District since 1989.
- McLEOD, SCOTT W.** Associate Professor,
Computer Information Systems
B.S., Loyola Marymount University; M.A., University of California, Los Angeles. At Riverside Community College District since 1992.
- MEIER, BARRY** Dean,
Kinesiology and Athletics
Associate Professor, Kinesiology
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- MENDOZA, GABRIELA** Associate Professor,
Mathematics
A.S., Broome Community College; B.A., M.A., Ph.D., State University of New York at Binghamton. At Riverside Community College District since 2007.
- MILLS, SUSAN** Professor,
Mathematics
B.S., University of North Carolina, Chapel Hill; MS., University of California, Riverside; Ph.D., Claremont Graduate University. At Riverside Community College District since 1991.
- MOGHADDAM, MOHAMMAD** Director,
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B.S., New York Institute of Technology; M.S., Florida International University. At Riverside Community College District since 2003.
- MONCREIFF, MELVIN** Assistant Professor,
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B.S.N., California State University, San Bernardino; Nurse Practitioner Certification Gerontology and Neuropsychiatry, M.S.N., University of California, Los Angeles. At Riverside Community College District since 2006.
- MOORES, PAUL** Associate Professor,
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B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College District since 2003.
- MORALES, GERBER** Associate Professor,
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- MORRILL, CYNTHIA** Associate Professor,
English
B.A., M.L.I.S., University of California; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.
- MOWREY, JODI L.** Associate Professor,
American Sign Language
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- MULARI, JEFFREY** Assistant Professor,
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- NABOURS, KATHY** Associate Professor,
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- NELSON, DAVID** Associate Professor,
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B.A., Brigham Young University; M.F.A., Yale School of Drama, New Haven. At Riverside Community College District since 1991.
- NELSON, LEE** Associate Professor,
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- O'CONNELL, PAUL** Assistant Professor of
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- O'NEILL, TERRENCE J.** Associate Professor,
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B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.
- OSGOOD-TRESTON, BRIT** Associate Professor,
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B.A., M.A., Chapman University; Ed.D., University of Southern California. At Riverside Community College District since 1998.
- PARDEE, RONALD** Professor,
Management
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- PARKER, AL** Associate Professor,
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- PESSAH, SAMUEL** Associate Professor,
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- PFENNINGER, MICHELE** Associate Professor,
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- PHELPS, WILLIAM** Associate Professor,
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- REID, MIGUEL** Associate Professor,
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- REYES, ERNESTO** Associate Professor,
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- ROMERO, CLARENCE** Associate Professor,
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- ROMERO, ESTRELLA** Assistant Professor,
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- RUIZ, ROGELIO** Associate Professor,
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- RUIZ, RONALD** Associate Professor,
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- SANDOVAL, CHRISTINE** Associate Professor,
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- SANDOVAL, VICTOR** Associate Professor,
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- SARKIS, ROSEMARIE** Associate Professor,
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- SCHALL, JANICE** Professor, Sociology
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- SCHMIDT, STEVEN** Associate Professor,
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- SCHUTTE, DONNA K.** Professor,
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- SCOTT-COE, JO** Assistant Professor,
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- SLICER, KATHY R.** Associate Professor,
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VITO, RON A. Vice President,
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WOODS, KRISTI JOY**Professor,
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YGLECIAS, ELIZABETH N.**Associate Professor,
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YOSHINO, RONALD W.**Associate Professor,
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YOUNG, JOHN**Associate Professor,
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B.A., M.A., University of California, Santa Barbara. At Riverside Community College District since 1979.

YOUNT, GWENDOLYN**Associate Professor,
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Section VIII
DISTRICT

RCCD**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Moreno Valley College

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|--------------------------------------|----------|---------------------------------------|----------|---------------------------------------|-----------------|
| Academic Affairs | 571-6351 | Counseling | 571-6104 | Instructional Media Center | 571-6201 |
| Academic Departments: | | Dean of Health Sciences | 571-6292 | Job Placement | 571-6414 |
| Business, and Information Technology | | Dean of Instruction | 571-6165 | KRCC TV, Channel 17 | 571-6100 x 4317 |
| Systems | 571-6125 | Dean of Public Safety Education | | Law Enforcement Programs | 571-6316 |
| Communications | 571-6325 | and Training | 571-6320 | Library | 571-6111 |
| Health, Human, and | | Dean of Student Services | 571-6137 | Mailroom | 571-6145 |
| Public Services | 571-6251 | Dental Hygiene/Assisting Program . | 571-6433 | Math Lab | 571-6232 |
| Humanities and | | Dental Tech Program | 571-6440 | Matriculation | 571-6131 |
| Social Sciences | 571-6134 | Disabled Student Program | | Middle College High School | 571-6463 |
| Mathematics, Sciences and | | and Services | 571-6138 | Outreach | 571-6236 |
| Physical Education | 571-6125 | Extended Opportunity | | Physician Assistant Program | 571-6166 |
| Public Safety Education and | | Programs and Services | 571-6253 | Police Dispatch | 222-8171 |
| Training | 571-6317 | Early Childhood Education | | President's Office | 571-6161 |
| Admissions | 571-6101 | Center | 571-6214 | Puente Program | 571-6240 |
| ASRCC Student Government | 571-6105 | Emergency Medical Services | 571-6395 | Title V Office | 571-6260 |
| Assessment and Placement Testing . | 571-6492 | Facilities Office | 571-6113 | Tutorial Services | 571-6167 |
| Bookstore | 571-6107 | Financial Services | 571-6139 | Web Development | 571-6380 |
| Business Services | 571-6342 | Fire Technology | 571-6197 | Workforce Preparation | 571-6154 |
| Career and Transfer Center | 571-6205 | Health Services | 571-6103 | Writing and Reading Center | 571-6128 |
| College Police | 571-6190 | Information Services | 571-6116 | | |
| Computer Lab | 571-6127 | Institutional Research and Assessment | 571-6388 | | |

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| Academic Departments | | College Police | 372-7088 | Outreach | 372-7052 |
| Art and Humanities | 372-7076 | 24 Hour Dispatch Center | 222-8171 | Student Activities | 372-7007 |
| Business, Engineering and Information | | College Receptionist | 372-7044 | Student Employment | 372-7190 |
| Technologies | 372-7076 | Counseling | 372-7101 | Student Financial Services | 372-7009 |
| Communications | 372-7067 | Dean of Instruction | 372-7018 | Talented Tenth | 372-7148 |
| Mathematics and Sciences | 372-7079 | Dean of Student Services | 372-7081 | Title V, Hispanic Serving | |
| Social and Behavioral Sciences | 372-7076 | Disabled Student Services | 372-7070 | Institution | 739-7800 |
| World Languages | 372-7076 | Early Childhood Education | 739-0068 | Trio Programs | |
| Admissions and Records | 372-7003 | Extended Opportunity | | Student Support Services | 372-7155 |
| Assessment Center | 372-7156 | Programs and Services | 372-7128 | Upward Bound | 372-7149 |
| Bookstore | 372-7085 | Health Services | 372-7046 | Tutorial | 372-7143 |
| Career / Transfer / Job Placement . . . | 372-7043 | Library/Learning Resources | 372-7019 | Writing and Reading Center | 372-7000 x 4545 |

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| Admissions and Records | 222-8600 | Disabled -Student Services | 222-8060 | Career and Technical Education | 222-8131 |
| Applied Technology | 222-8491 | Diversity and Equity Compliance | 222-8435 | Open Campus | www.opencampus.com |
| Art | 222-8395 | Early Childhood Education | 222-8068 | Outreach | 222-8574 |
| Art Gallery | 222-8358 | Extended Opportunity | | Performance Riverside | 222-8100 |
| Athletics | 222-8892 | Programs and Services | 222-8045 | Senior Citizen Education | 222-8090 |
| Bookstore | 222-8140 | Health Services | 222-8151 | Student Activities | 222-8570 |
| Business Administration | 222-8550 | Human Resources | 222-8588 | Student Financial Services | 222-8710 |
| College Police | 222-8520 | Information Systems and | | Transcript Office | 222-8603 |
| 24 Hour Dispatch Center | 222-8171 | Technology | 222-8556 | Transfer Center | 222-8446 |
| Parking Control (Citations) | 222-8520/21 | International Student Center | 222-8160 | Tutorial | 222-8168 |
| Community Education | 222-8090 | Library/Learning Resources | 222-8560 | Veterans Office | 222-8602 |
| Cosmetology | 222-8181 | Math Learning Center | 222-8000 x 4100 | Writing and Reading Center | 222-8632 |
| Counseling | 222-8440 | Nursing, School of | 222-8405 | Workforce Preparation | 222-8648 |



RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

OFFICE OF THE CHANCELLOR

Dr. Gregory Gray
Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

Mr. Jim Parsons
Associate Vice Chancellor, Strategic Communications and Relations

Mr. Orin Williams
Associate Vice Chancellor, Facilities Planning and Development



Dr. Gregory Gray

OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori
Provost/Vice Chancellor, Educational Services

Dr. John Tillquist
Dean, Economic Development

Ms. Sylvia Thomas
Associate Vice Chancellor, Educational Services

Mr. David Torres
Dean, Intuitional Research

Mr. Raj Bajaj
Dean, Institution Reporting and Academic Services

OFFICE OF THE VICE CHANCELLOR, ADMINISTRATION AND FINANCE

Dr. James Buysse
Vice Chancellor, Administration and Finance

Mr. Aaron Brown
Associate Vice Chancellor, Finance

Mr. Steve Gilson
Associate Vice Chancellor, Information Services

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
District Curriculum Chair
Riverside Curriculum Committee Chair

Dr. John Tillquist
Committee Member
Moreno Valley Curriculum Committee Chair

Mr. Peter Boelman
Committee Member
Norco Curriculum Committee Chair

Ms. Sylvia Thomas
District Administrative Co-Chair*

Mr. Chip Herzig
Committee Member*
CurricUNET Liasop*****

Ms. Toni Van Buhler
Committee Secretary*

Ms. Naomi Foley
Committee Clerk*

*Non-voting member





RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

RCCD GOALS — 2005-2015

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 district 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-college 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.

OUR RCCD VISION AND VALUES

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

OUR VISION

The Riverside Community College District is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

VALUES

Recognition for Our Heritage of Excellence: We embrace the District's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

Passion for Learning: We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

Respect for Collegiality: We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

Appreciation of Diversity: We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

Dedication to Integrity: We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

Commitment to Community Building: We believe the District is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

Commitment to Accountability: We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

RCCD FUNCTIONS

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending the colleges of Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

Objective: The colleges provide 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.

CAREER AND TECHNICAL EDUCATION

Goal: Occupational programs, through an advisory process, respond to the changing needs of our communities' labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At the colleges, occupational skills training provides specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

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

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

COMMUNITY EDUCATION

Goal: Riverside Community College District seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Community Education is a self-supporting entity of the college not funded by tax payer dollars. Classes and programs are not-for-credit.

Objective: Community Education offers professional and personal development classes, and recreational classes for district residents of all ages.

CUSTOMIZED TRAINING

Goal: Riverside Community College District seeks to provide a variety of training and consulting opportunities for local business and industry.

Objective: The district 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 colleges provide a wide variety of nonclassroom experiences and services which shall assist students in achieving their educational and career goals.

Objective: The colleges provide 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 colleges have 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 colleges.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alford, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

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

The Moreno Valley and Norco campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010 (see the following accreditation section). It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

DISTRICT MEMBERSHIPS

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American

Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Norco Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce.

STRATEGIC COMMUNICATIONS AND RELATIONS

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications and Relations. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2011-2012 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships and other special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in the acquisition of land for what is now Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery, Passport to College, the purchase of the RCCD Alumni House, the Riverside Aquatics Complex, among 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 \$5 million, with \$500,000 distributed annually in scholarship support to incoming, continuing, and transferring students. In 2005 and 2006, an additional \$1,000,000 in scholarships was awarded to students enrolled in the Passport to College program, a nationally recognized early outreach initiative. In 2006, the RCCD Foundation launched a major gifts initiative—Campaign RCC which successfully raised more than \$20 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support to the School of Nursing/Science Complex, acquire Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. If you would like to learn more about the RCCD Foundation

or you are interested in gift and scholarship opportunities, please call (951) 222-8626 or visit the foundation's website at www.rccd.edu/community/foundation.

RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive, now known as the RCCD Alumni House. The house overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the 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 District. For gifts of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at RCCD, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick today!

OPEN CAMPUS

The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a "campus without walls," distributing courses through a variety of online-based technologies including the Internet and streaming media. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

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

RESERVE OFFICER TRAINING CORPS

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

ARMY AND AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC

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

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

Air Force ROTC

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

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact (951) 222-8060.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college

to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, 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 RCCD may go to the Student Services office at Moreno Valley or Norco College or to the Admissions and Records office at Riverside City College and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rccd.edu/pages/ferpa for more information.

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement

unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

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.

REPEAT POLICY

Course Repetition in a Non-Repeatable Course

Title 5 Sections 55040-55046, 55253 and 56029

Education Code Section 76224

- A. Students may repeat courses under the following circumstances:
 1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
 - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW", or "NP" has been recorded.
 - b. A student is limited to a maximum of five (5) allowable attempts per course unless he/she has received four (4) "W's" or three (3) substandard grades in the course.
 - c. A "Request for Course Repetition"* is required for any exceptions to "b" above.
 2. The student's previous grade is, at least in part, the result of extenuating circumstances.
 - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. *
 3. There has been a lapse of time (at least 5 years) since the student previously took the course. (See Significant Lapse of Time section)
 4. The course outline of record has been officially changed and demonstrates significant curricular changes.*
 5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously

recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

B. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
3. Students may repeat any course, which was taken at an accredited college or university and for which substandard academic performance was recorded.
4. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office at any college. Requests are approved or denied by the Dean of Instruction, or designee.

Significant Lapse of Time

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of five (5) or more years since the grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District will disregard the previous grade and credit when computing a student's grade point average.

Course Repetition in a Repeatable Course

Students may repeat courses in which a "C" or better grade was earned.

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 (4) 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 most recent 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.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Examples of activity courses include physical education, music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three times.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

After a student has attempted a course four (4) times and in instances where a student is permitted to repeat a course any number of times, the student will be required to register for the course, in person, at the Admissions and Records office of any campus.

COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/human resources, or by calling (951) 222-8039.

COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 or the Penal Code.

PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibido, o asociado con: discapacidad, sexo/género, nacionalidad, raza, origen étnico, edad (40+), religión, orientación sexual, estado civil, estado de Veterano de Vietnam, o cualquier característica enumerada o definida en la Sección 11135 del Código de Gobierno o una característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción o real discapacidad, sexo/género, nacionalidad, raza origen étnico, religión, orientación sexual, edad, o alguna característica enumerada o definida en la Sección 11135 del Código de Gobierno o cualquier característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

FILING A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process

de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o queja para ser investigado, quien participe en una investigación, quien representa o defiende a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL:

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que el conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.

is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at www.rcc.edu/administration/board/policies.cfm, www.rcc.edu/administration/hr/dec.cfm, from the Diversity and Human Resources Department, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

or with the:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative

- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la propuesta resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en www.rcc.edu/administration/board/policies.cfm, www.rcc.edu/administration/hr/dec.cfm, en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
- En situaciones en que la queja afirme discriminación en el empleo, la queja deberá ser presentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
- Usted puede presentar una queja con el:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

o con:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

ALL APPEALS MUST BE IN WRITING

(E-mail is not a satisfactory method.)

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el periodo de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una

apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Director
 Diversity, Equity and Compliance
 Riverside Community College District
 450 E. Alessandro Blvd.
 Riverside, CA 92508-2449
 (951) 222-8039
www.rccd.edu

U.S. Department of Education Office for Civil Rights (OCR)
 50 Beale Street, Suite 7200
 San Francisco, CA 94105
 (415) 486-5555
 TDD (877) 521-2172
www.ed.gov

Department of Fair Employment and Housing (DFEH)
 Los Angeles District Office
 1055 West 7th Street
 Suite 1400
 Los Angeles, CA 90017
 (800) 884-1684
 TTY (800) 700-2320
www.dfeh.ca.gov

State Chancellor's Office
 California Community Colleges (CCCCO)
 1102 Q Street
 Sacramento, CA 95811-6549
 (916) 445-4826
www.cccco.edu

Equal Employment Opportunity Commission (EEOC)
 Los Angeles District Office
 Roybal Federal Building
 255 East Temple Street, 4th Floor
 Los Angeles, CA 90012
 (800) 669-4000
 TTY (800) 669-6820
www.eeoc.gov



**DISTRICT ACADEMIC ADMINISTRATION****BAJAJ, PANKAJ****Dean,****Institutional Reporting and Academic Services**

B.E., MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

BRADY, GLEN**Director, Distance Education**

B.S., University of Utah; M.S., San Diego State University. At Riverside Community College District since 2000.

BUYSSE, JAMES**Vice Chancellor,****Administration and Finance**

BA., M.A.S., Ph.D., University of Illinois. At Riverside Community College District since 1992.

GRAY, GREGORY W.**Chancellor**

B.S., Indiana University of Pennsylvania; M.Ed., University of Pittsburgh; Ed.D., Pennsylvania State University. At Riverside Community College District since 2009.

KANE, MELISSA**Vice Chancellor,****Diversity and Human Resources**

B.A., University of Missouri; M.A.A., University of Memphis. At Riverside Community College District since 2005.

KEELER, RICHARD**Director,****Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

MAGHROORI, RAY**Vice Chancellor/Provost,****Educational Services**

B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

MARTINEZ, DANIEL**Associate Dean,****Institutional Research**

B.S., Loma Linda University; M.A., California State University, San Bernardino; Ph.D., Claremont Graduate University. At Riverside Community College District since 2000.

THOMAS, SYLVIA A.**Associate Vice Chancellor,****Educational Services****Associate Professor, Reading**

B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College District since 1988.

TILLQUIST, JOHN**Dean,****Economic Development**

B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

TORRES, DAVID**Dean,****Institutional Research**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.

FACULTY EMERITI

Michael Amrich, Professor Emeritus, Chemistry
 Sally Armstrong, Professor Emerita, Art
 Hilda Attride, Professor Emerita, English
 Jo Ann Bailey, Professor Emerita, Library Services
 Theodore Banks, Professor Emeritus, Physical Education
 James Baylor, Professor Emeritus, Business Administration
 Henry Z. Benedict, Professor Emeritus, Counseling
 Joe Bennett, Professor Emeritus, Automotive Technology
 Richard Bevan, Professor Emeritus, Dental Technology
 John S. Biehl, Professor Emeritus, Biology and Health Services
 Elizabeth Bigbee, Dean Emerita, Learning Resources
 Janis Binam, Professor Emerita, Anthropology
 Donald Birren, Professor Emeritus, Physical Education
 Douglas Bond, Professor Emeritus, Chemistry
 Friedrich Brose, Professor Emeritus, Library Services
 C. Kenneth Brown, Professor Emeritus, Instructional Media
 Vern Browne, Professor Emeritus, Computer Information Systems
 Patricia Bufalino, Professor Emerita, Nursing
 Ronald Burton, Professor Emeritus, English
 Dean Chambers, Professor Emeritus, Business Administration
 Linda Chang, Professor Emerita, Library Services
 JoAnn Chasteen, Professor Emerita, Nursing
 Mike Churchill, Professor Emeritus, Physical Education
 Eileen Colapinto, Professor Emerita, Counseling
 Marmion Complin, Professor Emerita, Computer Information Systems
 George Conrad, Professor Emeritus, Machine Shop Technology
 Frank Corona, Professor Emeritus, Spanish
 Lois O. Cresgy, Professor Emerita, Physical Education
 Betty Day, Professor Emerita, English
 Arthur Dassow, Professor Emeritus, Counseling
 Foster Davidoff, Superintendent/President, Emeritus
 Philip Denham, Professor Emeritus, English/Mathematics
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology
 Robert Dixon, Professor Emeritus, Astronomy
 JoEllen Dooley, Professor Emerita, Library Services
 Roger Duffer, Professor Emeritus, Music
 John Elliott, Professor Emeritus, Physics
 Stanley Everett, Professor Emeritus, Administration of Justice
 Al Fages, Professor Emeritus, Physical Education
 Brenda Farrington, Professor Emerita, Counseling
 Annette Gaines, Professor Emerita, Nursing
 Robert L. Garvin, Professor Emeritus, Automotive Technology
 John Georgakakos, Professor Emeritus, Chemistry
 Sharon Gillins, Professor Emerita, Film, Television and Video
 Garnett Lee Gladden, Professor Emeritus, Psychology
 Grace Goodrich, Professor Emerita, Accounting/Business/CIS
 Pauline Goss, Professor Emerita, Nursing
 Cecil Green, Professor Emeritus, Business Administration

Helen Hadden, Professor Emerita, Business
 Michael Hain, Professor Emeritus, Biology
 Allen E. Hansen, Professor Emeritus, Mathematics
 Kenneth Harper, Professor Emeritus, Anthropology
 Wihelmina Hathaway, Professor Emerita, Chemistry
 Raphael C. Hawley, Professor Emeritus, Physics and Astronomy
 Lauris Hazlett, Professor Emeritus, Mathematics
 Carol Hensel, Professor Emerita, Home Economics
 Alta Hester, Professor Emerita, Counseling
 James Hill, Professor Emeritus, History
 Jimmie Hill, Professor Emeritus, Counseling
 Patricia Hora, Professor Emerita, Nursing
 Sam Huang, Professor Emeritus, Biology and Health Science
 Charles Inacker, Dean Emeritus, Instruction
 Bruce Jackson, Professor Emeritus, Counseling
 Charles Jackson, Professor Emeritus, Anthropology and Sociology
 Henry Jackson, Professor Emeritus, Welding
 George Jiang, Professor Emeritus, English and Speech
 Gilbert Jimenez, Professor Emeritus, History
 Cecil Johnson, Professor Emeritus, Biology
 Hilda (Bixler) Johnson, Professor Emerita, Nursing
 Tom Mark Johnson, Director Emeritus, Athletics
 Kristina Kauffman, Professor Emerita, Political Science
 Allan Kirkpatrick, Professor Emeritus, Sociology and Psychology
 LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities
 Janice Kollitz, Professor Emerita, English
 Theodore Knipe, Professor Emeritus, Psychology
 Lee Kraus, Professor Emeritus, English
 Kenneth Krivanek, Professor Emeritus, German and English
 Robert S. Kroger, Professor Emeritus, Physics
 Carolyn Sue Kross, Professor Emerita, Nursing Education
 James Kross, Professor Emeritus, Physical Education
 Wilma La Cava, Professor Emerita, Nursing
 Taiko Lacey, Professor Emerita, Office Administration
 Mary Lange, Professor Emerita, Nursing
 Louis Larson, Professor Emeritus, Geography
 Susan Lawrence, Professor Emerita, Counseling
 Jim Leatherwood, Dean Emeritus, Occupational Education
 Edward Ledford, Professor Emeritus, English
 Eva Leech, Professor Emerita, Nursing
 Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
 John Locker, Professor Emeritus, Criminal Justice
 George Londos, Professor Emeritus, Biology
 Ann Marie Lyons, Professor Emerita, Mathematics
 Barbara Mariscal, Professor Emerita, Cosmetology
 Cynthia Marquez, Professor Emerita, Philosophy and Religion
 Jean Marsh, Professor Emerita, Cosmetology
 W. Paul Matthews, Professor Emeritus, Engineering
 John M. Matulich, Deputy Superintendent and
 Vice President Emeritus, Administrative Services



Doris Mawn, Professor Emerita, Medical Assisting
 Doris McElroy, Professor Emerita, Nursing
 Leighton McLaughlin, Professor Emeritus, Journalism
 Ron McPherson, Professor Emeritus, Computer Information Systems
 Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services
 Michael Meyer, Professor Emeritus, English
 Joseph B. Miller, Professor Emeritus, Health Science
 V. Eva Molnar, Professor Emerita, Business Administration
 Michael Montano, Professor Emeritus, Mathematics
 David Moody, Professor Emeritus, Mathematics
 Gloria Jean Morgan, Professor Emerita, Cosmetology
 James Morrison, Professor Emeritus, Biology
 Donald Myers, Professor Emeritus, Biology
 Harold Nemer, Professor Emeritus, Mathematics/Astronomy
 Louis N. Papac, Professor Emeritus, Cosmetology
 May R. Paquette, Professor Emerita, Office Administration
 John Partida, Professor Emeritus, Cosmetology
 Pamela Patey, Professor Emerita, Office Administration
 Patricia Peters, Professor Emerita, Physical Education
 Louise Peterson, Professor Emerita, Home Economics
 Gail Piestrup, Professor Emerita, English
 Joan Pleasants, Professor Emerita, Chemistry
 Richard Ramirez, Vice President Emeritus, Student Services
 Natalie Ringlund, Professor Emerita, Physical Education
 Cheryl Roberts, Professor Emerita, Early Childhood Studies
 Nancy Rose, Professor Emerita, Library Science
 John Ross, Professor Emeritus, Music
 Salvatore Rotella, Chancellor Emeritus
 Phyllis Rowe, Professor Emerita, Nursing
 Joan Royce, Professor Emerita, Psychology
 Mary Ryder, Professor Emerita, Counseling
 Fernando Salcedo, Professor Emeritus, Spanish
 Carol Salgado, Professor Emerita, Early Childhood Studies
 June Saunders, Professor Emerita, Nursing
 Darrell Sausser, Professor Emeritus, Music
 Robert Schermerhorn, Professor Emeritus,
 Physical Education and Athletics
 Richard Schneider, Professor Emeritus, Psychology
 Joan Semonella, Professor Emerita, Speech Communication
 Gary Semonella, Professor Emeritus, Speech Communication
 Kenneth Shabell, Professor Emeritus, Mathematics
 Selby Sharp, Professor Emeritus, Chemistry,
 Engineering and Mathematics
 Terrance Shaw, Professor Emeritus, Anatomy and Physiology
 Roger Sliva, Professor Emeritus, Automotive Body Technology
 Katie Smith, Professor Emerita, Reading
 Robert Southwick, Professor Emeritus, Geology
 Dina Stallings, Professor Emerita, English and Speech
 Dorothy Steck, Professor Emerita, Nursing
 Linda Stonebreaker, Professor Emerita, Reading

Letha Strain, Professor Emerita, Office Administration
 Margaret Thompson, Professor Emerita, Home Economics
 John Thornton, Professor Emeritus, Reading
 Irmay Tilton, Director Emerita, Cosmetology
 Patrick Titus, Professor Emeritus, Counseling
 Melchior Tomaselli, Professor Emeritus, Cosmetology Department
 Tony Turner, Professor Emeritus, Physical Education
 Richard K. Tworek, President Emeritus
 Evan Vail, Provost Emeritus
 Donald Van Dyke, Professor Emeritus, Biology/Botany
 Barney W. Van Noy, Professor Emeritus, Dental Technology
 Joseph von Helf, Professor Emeritus, Anthropology
 Charles Walker, Professor Emeritus, English/Speech Communication
 Dorothy (Chari) Wallace, Professor Emerita, Business Administration
 Roger Warren, Professor Emeritus, Cosmetology
 LeRoy Watters, Professor Emeritus, Psychology
 David Waxman, Professor Emeritus, Physical Education
 Diana Webster, Professor Emerita, Business Administration
 Auston White, Professor Emeritus, Administration of Justice
 Gerald Williams, Professor Emeritus, Electronics
 Bruce Wilson, Professor Emeritus, Physical Education
 Pearl Wolfson, Professor Emerita, College Nurse
 Cecilia Wong, Executive Dean Emerita, Technology/Learning Resources
 Geraldine Woods, Professor Emerita, Anthropology
 Gordon R. Woolley, Jr., Assistant Superintendent Emeritus and
 Business Manager
 Cornelia Wylldestar, Professor Emerita, Reading



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RIVERSIDE COMMUNITY COLLEGE DISTRICT
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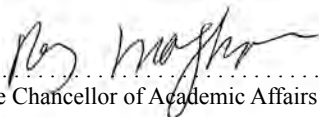
The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College District
Name of School

1533 Spruce Street, Riverside, CA 92507
Address

June 2011
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 Chancellor of Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

| | |
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| College Catalog | June |
| Fall Semester Schedule | July |
| Winter Intersession Schedule | November |
| Spring Semester Schedule | December |
| Summer Semester Schedule | April |
| Community Report | Published quarterly |
| Faculty Survival Guide | Published annually |
| Student Handbook | Published annually |

For information about college publications, please contact:

Strategic Communications and Relations
Riverside Community College District
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RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2011-2012



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