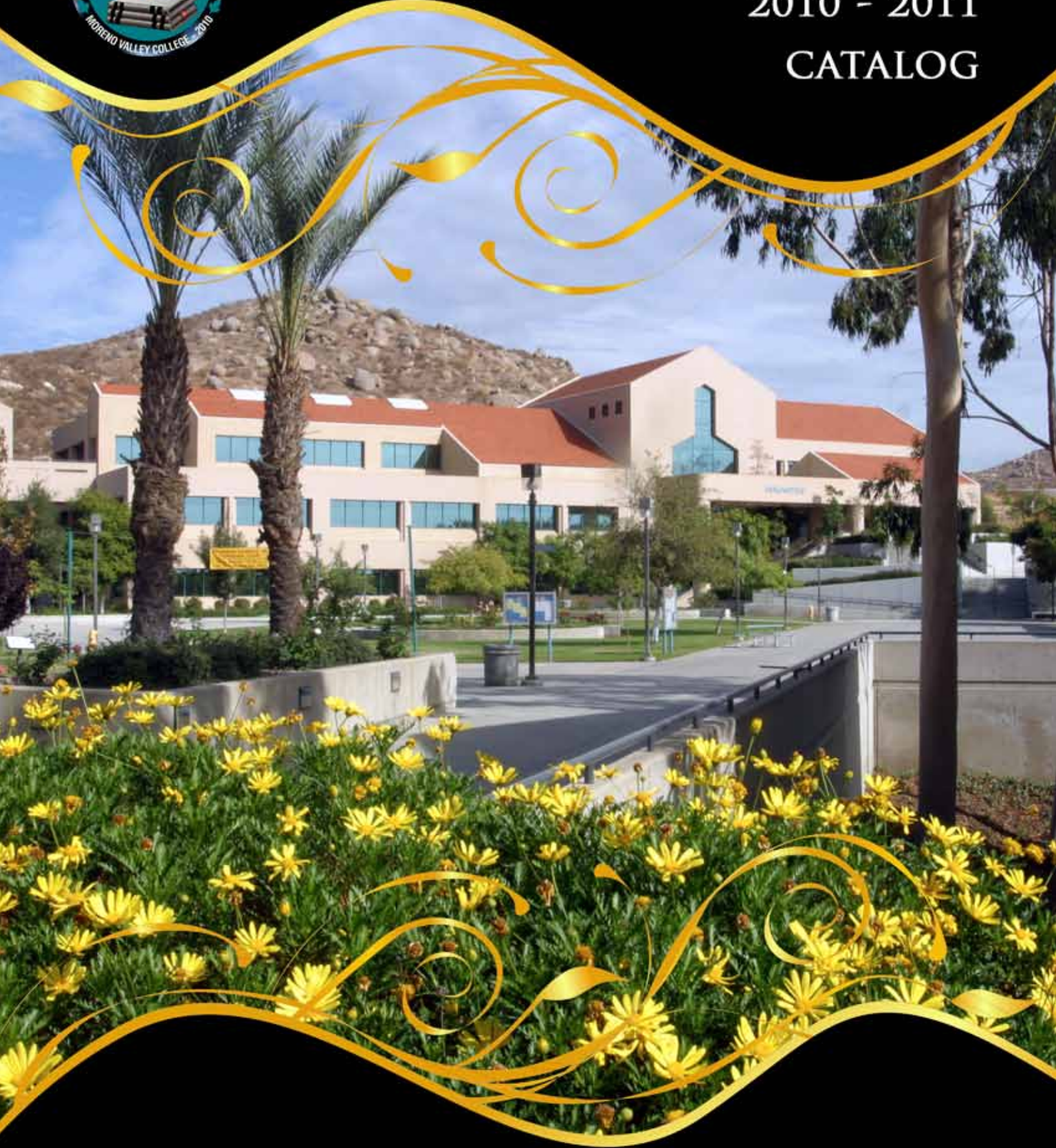




# MORENO VALLEY COLLEGE

2010 - 2011

CATALOG



RIVERSIDE COMMUNITY COLLEGE DISTRICT

# **RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE**

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

•

**Dr. Monte Perez, President, Moreno Valley College**

## **BOARD OF TRUSTEES**

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Ms. Janet Green . . . . .	Vice President
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Ms. Mary Figueroa . . . . .	Member
Mr. Jose Medina . . . . .	Member
Mr. Alexis Amor . . . . .	Student Trustee 2010-11

All information contained in the 2010-11 Catalog is current as of February 2010. 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 directors for recent additions, deletions or changes. Updates can also be found online at [www.rcc.edu](http://www.rcc.edu).

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate against any person on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. 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 program. Harassment of any employee/student with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, Ms. Chani Beeman, 3845 Market St., Riverside, CA 92506, (951) 222-8039.

Available in alternative formats.



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# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Moreno Valley College

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

Admissions . . . . .	571-6101	Public Safety Education and Training . . . . .	571-6314	Information Services . . . . .	571-6116
ASRCC Student Government . . . . .	571-6105	Dean of Public Safety Education and Training . . . . .	571-6314	Institutional Research and Assessment . . . . .	571-6388
Assessment and Placement Testing . . . . .	571-6492	Dean of Student Services . . . . .	571-6137	Instructional Media Department . . . . .	571-6201
Bookstore . . . . .	571-6107	Dental Hygiene/Assisting Program . . . . .	571-6433	Job Placement . . . . .	571-6414
Business Services . . . . .	571-6342	Dental Tech Program . . . . .	571-6440	KRCC TV, Channel 17 . . . . .	571-6100 x 4317
Career and Transfer Center . . . . .	571-6205	Disabled Student Program and Services . . . . .	571-6138	Law Enforcement Programs . . . . .	571-6316
College Police . . . . .	571-6190	Educational Services . . . . .	571-6351	Library . . . . .	571-6111
Computer Lab . . . . .	571-6127	Extended Opportunity Programs and Services . . . . .	571-6253	Mailroom . . . . .	571-6145
Counseling . . . . .	571-6104	Early Childhood Education Center . . . . .	571-6214	Math Lab . . . . .	571-6232
Dean of Health Sciences . . . . .	571-6292	Emergency Medical Services . . . . .	571-6395	Matriculation . . . . .	571-6131
Dean of Instruction . . . . .	571-6163	English Writing and Reading Center . . . . .	571-6128	Middle College High School . . . . .	571-6463
Academic Departments:		Facilities Office . . . . .	571-6113	Outreach . . . . .	571-6236
Business, and Information Technology Systems . . . . .	571-6125	Financial Services . . . . .	571-6139	Physician Assistant Program . . . . .	571-6166
Communications . . . . .	571-6325	Fire Technology . . . . .	571-6318	Police Dispatch . . . . .	222-8171
Health, Human, and Public Services . . . . .	571-6251	Health Services . . . . .	571-6103	President's Office . . . . .	571-6161
Humanities and Social Sciences . . . . .	571-6134			Puente Program . . . . .	571-6240
Mathematics, Sciences and Physical Education . . . . .	571-6125			Title V Office . . . . .	571-6260
				Tutorial Services . . . . .	571-6167
				Workforce Preparation . . . . .	571-6154

## Riverside City College

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

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 . . . . .	<a href="http://www.opencampus.com">www.opencampus.com</a>
Art . . . . .	222-8395	Early Childhood Education . . . . .	222-8068	Outreach . . . . .	222-8574
Art Gallery . . . . .	222-8358	Extended Opportunity Programs and Services . . . . .	222-8045	Performance Riverside . . . . .	222-8100
Athletics . . . . .	222-8892	Health Services . . . . .	222-8151	Senior Citizen Education . . . . .	222-8090
Bookstore . . . . .	222-8140	Human Resources . . . . .	222-8588	Student Activities . . . . .	222-8570
Business Administration . . . . .	222-8550	Information Systems and Technology . . . . .	222-8556	Student Financial Services . . . . .	222-8710
College Police . . . . .	222-8520	International Student Center . . . . .	222-8160	Transcript Office . . . . .	222-8603
24 Hour Dispatch Center . . . . .	222-8171	Library/Learning Resources . . . . .	222-8560	Transfer Center . . . . .	222-8446
Parking Control (Citations) . . . . .	222-8520/21	Math Learning Center . . . . .	222-8000 x 4100	Tutorial . . . . .	222-8168
Community Education . . . . .	222-8090	Nursing, School of . . . . .	222-8405	Veterans Office . . . . .	222-8602
Cosmetology . . . . .	222-8181			Writing and Reading Center . . . . .	222-8632
Counseling . . . . .	222-8440			Workforce Preparation . . . . .	222-8648

## Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000

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 Technologies . . . . .	372-7076	College Receptionist . . . . .	372-7044	Student Employment . . . . .	372-7190
Communications . . . . .	372-7067	Counseling . . . . .	372-7101	Student Financial Services . . . . .	372-7009
Mathematics and Sciences . . . . .	372-7079	Dean of Instruction . . . . .	372-7018	Talented Tenth . . . . .	372-7148
Social and Behavioral Sciences . . . . .	372-7076	Dean of Student Services . . . . .	372-7081	Title V, Hispanic Serving Institution . . . . .	739-7800
World Languages . . . . .	372-7076	Disabled Student Services . . . . .	372-7070	Trio Programs	
Admissions and Records . . . . .	372-7003	Early Childhood Education . . . . .	739-0068	Student Support Services . . . . .	372-7155
Assessment Center . . . . .	372-7156	Extended Opportunity 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

## PRESIDENT'S MESSAGE

On behalf of the faculty and staff at Moreno Valley College, Riverside Community College District, I would like to welcome you to our campus. You have made a wise choice coming to the Moreno Valley College that will insure your future is bright and promising. Moreno Valley College has dedicated faculty and staff ready and able to assist you in any way we can. Our general education and transfer courses are outstanding and will assist you to enter a four-year university without losing a step. Our workforce development curriculum, including our nationally famous allied health programs, will provide you with a pathway to earn certificates that lead to good jobs. This is also true with our public safety programs that educate and train peace officers, fire technology graduates, and correctional officers.



Our counseling faculty are well versed in transfer, certificate, and AA degree programs. They will work with you every step of the way to make sure you complete your educational goals toward short term training, transfer, certificate or an AA degree. This commitment is enthusiastically embraced by our student support services staff. Whether you participate in the Extended Opportunity Program and Services Program (EOPS), Disabled Student Program Services (DSPS), Student Financial Aid, Honors, Puente or one of our other student support programs, you will find that there are faculty and staff ready to help you.

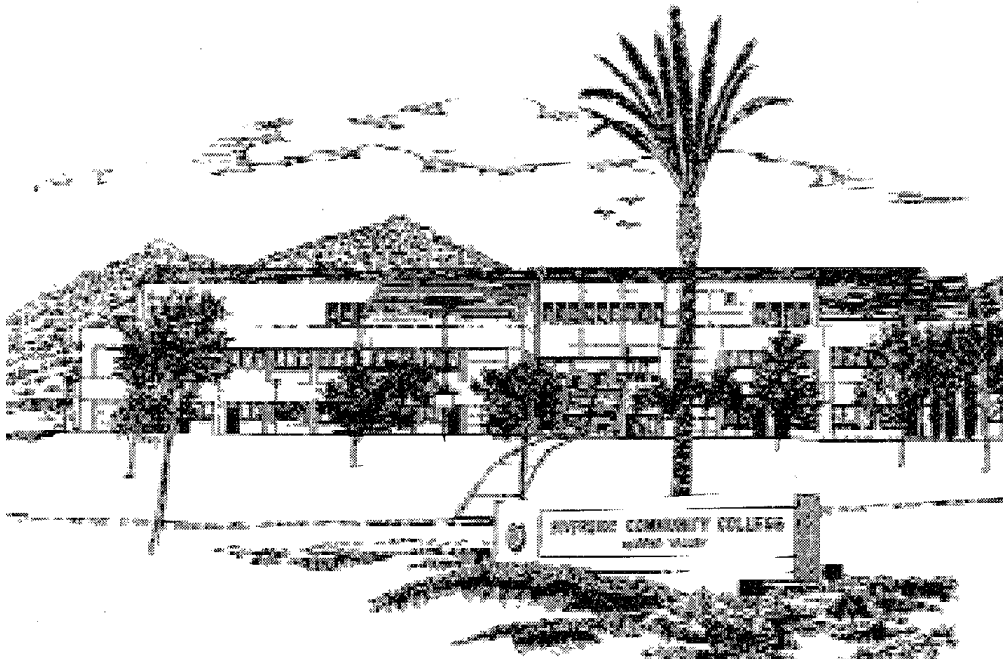
Moreno Valley College now has close to 11,000 students and will continue to grow over the next several years. New buildings will be built and more parking will become available. The campus will develop programs and student activities to make your stay here exciting and meaningful. With our emphasis in Science, Technology, Engineering, and Mathematics (STEM), you will find programs that will lead to high paying STEM careers. You will also find our students come from your neighborhoods and have the same goals and dreams you have. The Associated Students and Student Activities Department are vibrant and have plans to sponsor events that will be fun and fulfilling.

As your President I am pleased to serve each and every one of you. My congratulations on your choice to attend the Moreno Valley College of the Riverside Community College District. Your success is our success. Welcome aboard.

A handwritten signature in cursive script that reads "Monte E. Perez". The signature is fluid and elegant, with a long, sweeping underline.

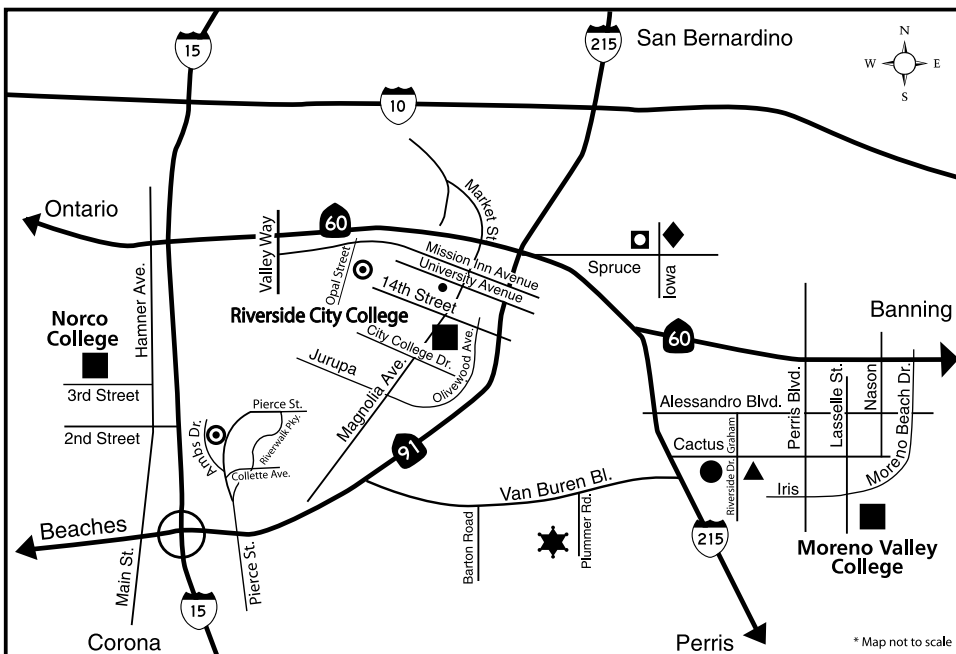
Dr. Monte Perez  
President





## RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

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

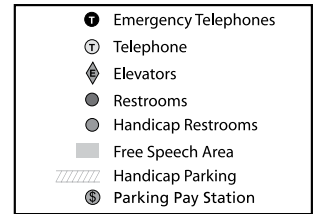
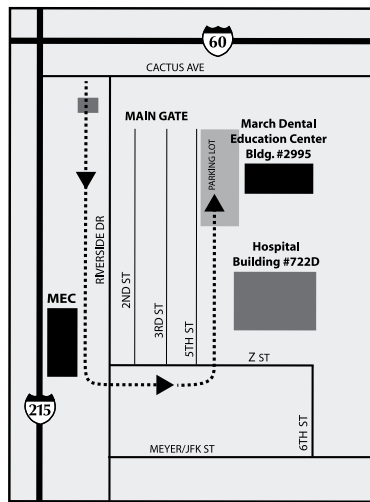


- Norco College**  
 2001 Third Street  
 Norco, CA 92860-2600  
 (951) 372-7000
- Riverside City College**  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000
- RCCSO**  
 3845 Market Street  
 Riverside, CA 92501  
 (951) 222-8595
- Moreno Valley College**  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045  
 (951) 571-6100
- Ben Clark Training Ctr.**  
 16791 Davis Avenue  
 Riverside, CA 92518  
 (951) 486-2800
- RCCD District Office**  
 1533 Spruce Street  
 Riverside, CA 92507  
 (951) 222-8506
- March Dental Education Center**  
 23801 "N" Avenue, Bldg 2995  
 Riverside, CA 92518  
 (951) 571-6433
- March Education Center**  
 March Air Reserve Base  
 14745 Riverside Drive  
 Riverside, CA 92518  
 (951) 571-6441
- Rubidoux Annex**  
 4250 Opal Street  
 Riverside, CA 92509  
 (951) 222-8963
- Stokoe Annex**  
 4501 Amb's Drive  
 Riverside, CA 92505  
 (951) 328-3660
- Culinary Academy**  
 1155 Spruce Street  
 Riverside, CA 92507  
 (951) 955-3311

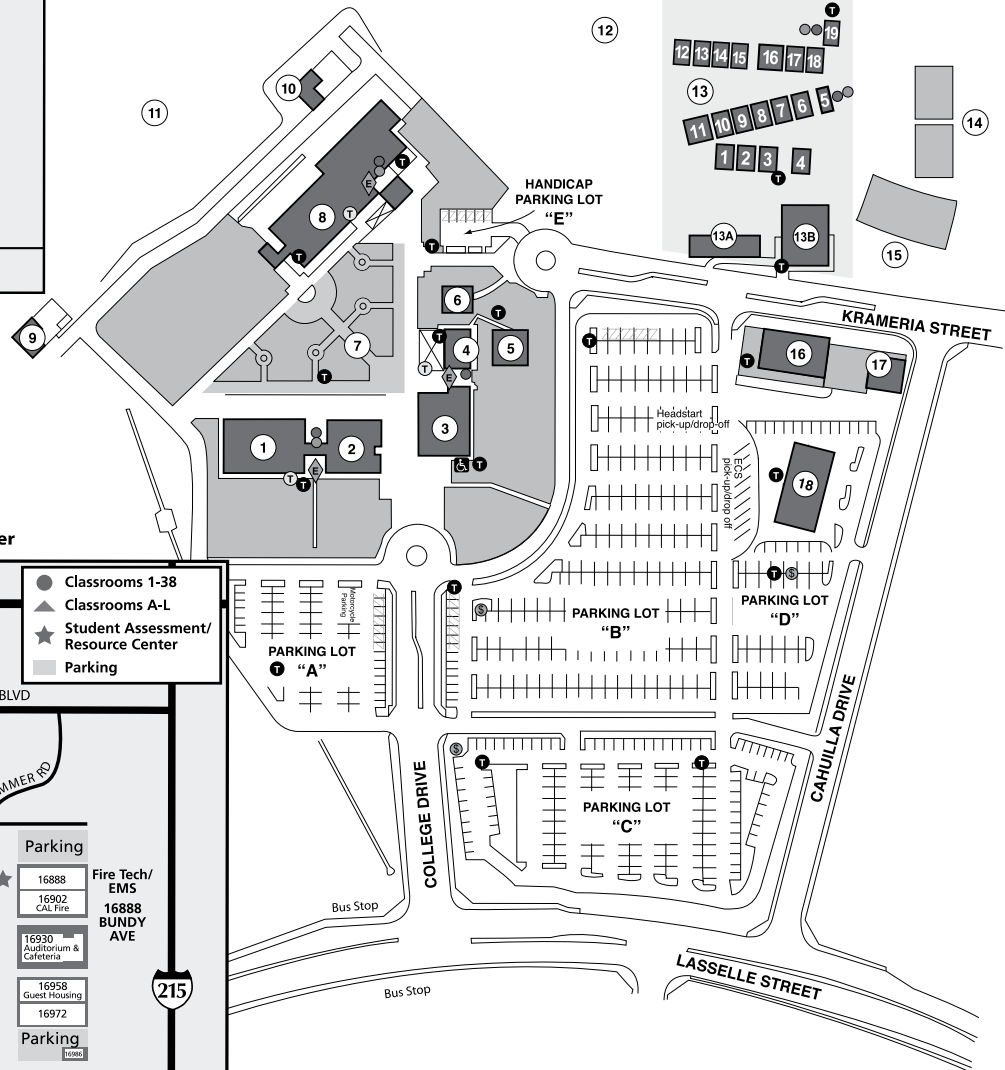
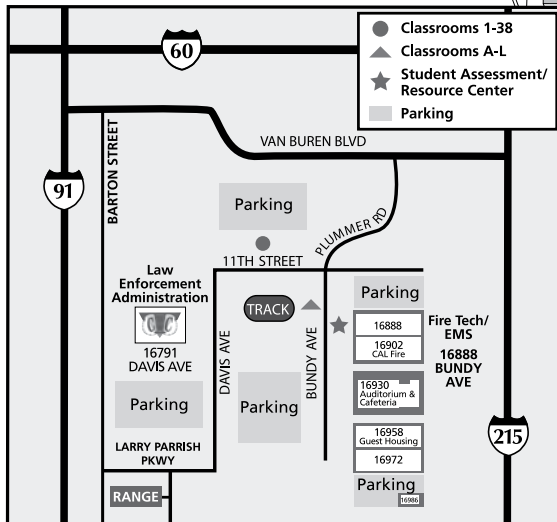
\* Map not to scale

# MORENO VALLEY COLLEGE

## March Education Center (MEC)



## Ben Clark Public Safety Training Center



- |   |  |  |  |
|---|--|--|--|
| <p>1. <b>LIBRARY</b><br/>IMC Office<br/>KRCC TV, Channel 17<br/>Middle College High School Office<br/>Tutorial Services</p> <p>2. <b>STUDENT SERVICES</b><br/>Admissions<br/>Assessment and Placement Testing<br/>Career and Transfer Center<br/>Counseling<br/>Dean of Student Services<br/>E.O.P.S.<br/>Financial Services<br/>Job Placement<br/>Matriculation<br/>Puente Program</p> <p>3. <b>SCIENCE AND TECHNOLOGY</b><br/>Computer Lab<br/>Disabled Student Program and Services<br/>Science Labs</p> | <p>4. <b>LIONS' DEN</b></p> <p>5. <b>STUDENT ACTIVITIES CENTER</b><br/>ASRCC Student Government<br/>Outreach</p> <p>6. <b>BOOKSTORE</b></p> <p>7. <b>JOHN M. COUDURES, JR. PLAZA</b></p> <p>8. <b>HUMANITIES</b><br/>Dean of Instruction<br/>Academic Departments:<br/> <ul style="list-style-type: none"> <li>• Mathematics, Sciences, and Physical Education</li> <li>• Communications</li> <li>• Humanities and Social Sciences</li> <li>• Business and Computer Information Systems</li> </ul> Writing and Reading Center<br/>Language Lab<br/>Math Lab<br/>Workforce Prep</p> | <p>9. <b>PHASE I MECHANICAL BUILDING</b></p> <p>10. <b>PHASE II MECHANICAL BUILDING</b></p> <p>11. <b>EDMUND C. JAEGER DESERT INSTITUTE</b></p> <p>12. <b>CROSS COUNTRY TRACK</b></p> <p>13. <b>PARKSIDE COMPLEX (PSC)</b><br/>           1-2 Faculty Offices<br/>           3-4 Classrooms<br/>           5 Restrooms<br/>           6 Health Services<br/>           7-10 Classrooms<br/>           11 Title V Office/Center for Faculty Development<br/>           12-14 Classrooms<br/>           15 Dean of Health Science Programs/Faculty Offices<br/>           16-18 Classrooms<br/>           19 Restrooms</p> | <p>13A. <b>PSC WAREHOUSE</b><br/>Campus Police<br/>Facilities Office<br/>Mailroom</p> <p>13B. <b>PSC MULTIPURPOSE BUILDING</b></p> <p>14. <b>SPORTS FIELDS</b></p> <p>15. <b>COLLEGE PARK</b></p> <p>16. <b>ADMINISTRATION ANNEX</b><br/>President and Vice President offices</p> <p>17. <b>HEADSTART</b></p> <p>18. <b>EARLY CHILDHOOD EDUCATION CENTER</b></p> |
|---|--|--|--|

## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



**Dr. Gregory Gray**

### 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, Design and Construction

### OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori  
Vice Chancellor, Educational Services

Ms. Kristina Kauffman  
Associate Vice Chancellor, Institutional Effectiveness

Ms. Sylvia Thomas  
Associate Vice Chancellor, Educational Services

Mr. Raj Bajaj  
Dean, Institution Reporting and Academic Services

Dr. John Tillquist  
Dean, Economic Development

Mr. David Torres  
Dean, Intuition Research

### 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

Mr. Peter Boelman  
Committee Member  
Norco Curriculum Committee Chair

Mr. Chip Herzig  
Committee Member\*  
CurricUNET Liason

Dr. Chris Rocco  
Committee Member  
Moreno Valley Curriculum Committee Chair

Ms. Sylvia Thomas  
District Administrative Co-Chair\*

Ms. Toni Van Buhler  
Committee Secretary\*

\*Non-voting member



**MORENO VALLEY COLLEGE**

Dr. Monte E. Perez  
President

Dr. Lisa A. Conyers  
Vice President, Academic Affairs

Ms. Reagan Romali  
Vice President, Business Services

Ms. Patricia Bufalino  
Dean of Instruction

Dr. Wolde-Ab Isaac  
Dean, Health Sciences Programs

Ms. Eugenia Vincent  
Dean, Student Financial Services

Dr. Daria Burnett  
Dean, Student Support Services

Ms. Sandra Goulsby  
Director, Enrollment Services

Ms. Maureen Chavez  
Associate Dean, Grants and College Support Programs

Dr. George Zottos  
Assessment Coordinator

Dr. Cordell Briggs  
Dean, Public Safety Education and Training

Ms. Cynthia (Cid) Tenpas  
Associate Dean, Library/Learning Resources

Mr. Dale Barajas  
Director, Plant/Operations and Maintenance

Dr. Travis Gibbs  
President, Academic Senate

Dr. Chris Rocco  
Chair, Curriculum Committee



# Riverside Community College District

## 2010-2011 ACADEMIC CALENDAR

June 2010

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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August 2010

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September 2010

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October 2010

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24	25	26	27	28	29	30
31						

November 2010

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28	29	30				

December 2010

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January 2011

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30	31					

February 2011

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27	28					

March 2011

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27	28	29	30	31		

April 2011

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24	25	26	27	28	29	30

May 2011

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Required day for New Faculty - August 24

Required FLEX Day  
College: August 26, 2010  
District/Discipline: February 11, 2011

Optional FLEX Day  
August 27, 2010

Part-time Faculty Orientation to be arranged by campus.

Legal Holiday/Day of Observance

Commencement (June 9)

Classes not in Session

Summer Session 2010  
Day Classes (6 weeks)  
June 21 - July 29  
Evening Classes (8 weeks)  
June 21 - August 12  
Weekend Classes (8 weeks)  
June 27 - August 15

Fall 2010  
August 30 - December 17

Winter Intersession 2011 (6 weeks)  
January 3 - February 10  
January 2 - February 12 (Weekend Classes)

Spring 2011  
February 14 - June 9

Final Exams

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

Graduation: June 9, 2011

The application deadline to walk in the Commencement Ceremony is April 1, 2011



**Section I**

**GENERAL INFORMATION**

## MISSION STATEMENTS

### MORENO VALLEY COLLEGE

Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially, in health and public service preparation.

### 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

### GENERAL EDUCATION

**Goal:** General education is available at all three colleges (Moreno Valley, Riverside City 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 one of 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 23-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.

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

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the 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.

## 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 Community College District includes Riverside City College, Moreno Valley College, and Norco College which are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC). Moreno Valley College is accredited by the ACCJC, 10 Commercial Blvd. Suite 204, Novato, CA 94949, 415-506-0234, an institutional accrediting body recognized by the Council For Higher Education Accreditation and the U.S. Department of Education.

Moreno Valley 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 Colleges and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

## 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 office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

## 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 2010-2011 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 of Science or Associate of 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 an eligible high school student who has satisfied concurrent enrollment admissions requirements or
- Are an international student who has satisfied specific international student admissions requirements

Admission to 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 Students/Concurrent Enrollment

### High School/Concurrent Enrollment

The California Education Code Sections [48800](#), [48800.5](#) and [76001](#) (a) and (b) permit minor students to enroll in community college courses for college for the purpose of seeking advanced scholastic or vocational work (i.e. college level courses). For the summer term Education Code [48800 \(d2\)](#) specifies that the principal of a school may recommend not more than five percent of the total number of students at any single grade level.

Students who have completed the 10<sup>th</sup> grade or reached their 16<sup>th</sup> birthday may apply for admission as a special student at a college in the Riverside Community College District. Individual departments determine which of their courses are appropriate for minor students. Students must submit required documents including: Application if a new or returning student, approval from a principal or certified school official and parent or guardian, RCC Concurrent Test results, and an official transcript by the deadlines for each term they wish to enroll. Students who do not meet the minimum test requirements can retest after one calendar year.

Students may apply to take 8 units or less for fall/spring terms and 5 units or less for winter/summer terms. High school students are required to pay health fees. Admission to the college does not guarantee registration in a class. Admitted students must attend the first day of class and seek permission to add. Students obtain application information and procedures at [www.rcc.edu](http://www.rcc.edu).

Dates/deadlines to complete and submit documents are: Summer Session: March 1 to May 31; Fall Semester: March 1 to August 15; Winter Intersession: October 1 to November 30; Spring Semester: October 1 to January 31. If dates fall on a weekend the deadline is the next business day. After the first two weeks of the term students may again apply for admission to shorter-term classes in the same term. Documents must be received at least two weeks prior to the start of the class.

Students who plan to continue attending a college in the Riverside Community College District after exiting high school must submit a new application as first-time college students.

## 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 any time at [www.rcc.edu](http://www.rcc.edu) and take approximately 24 hours to process (weekends and holidays excepted). Computers and assistance are available in the Admissions lobby.

### Schedule of Classes

A limited number of schedules are printed each term and are available in the Bookstore. The Schedule of Classes is also available at [www.rcc.edu](http://www.rcc.edu). Open classes can be viewed on WebAdvisor at [www.rcc.edu/morenovalley](http://www.rcc.edu/morenovalley).

### Registration

Registration appointment dates as well as information on holds that may restrict registration may be viewed on WebAdvisor at [www.rcc.edu/morenovalley](http://www.rcc.edu/morenovalley) approximately 6-8 weeks before the term begins. Students can register on Web Advisor on or after their scheduled appointment date through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, online 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, mail a check or money order, or pay at one of the colleges. See the Schedule of Classes or [www.rcc.edu/morenovalley](http://www.rcc.edu/morenovalley) for payment 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.

### 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](http://www.rcc.edu) or in person at Admissions and Records with an authorization code obtained from the instructor. 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 semesters and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18 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 Limitations

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, P (Pass), or CR (Credit). C-, D, F, NP (No Pass), NC (No Credit), 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 any RCCD college or other institutions and wish to obtain a Riverside City College, Moreno Valley, or Norco RCCD 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 the Moreno Valley 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 Moreno Valley College 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: (951) 571-6184 or TDD (951) 222-8061.

Most new students are required to take an assessment test upon initial entry into Moreno Valley College 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).

In most cases, there is no appointment necessary for the Accuplacer test. An appointment is required for the PTESL. Limited testing is also available at the Ben Clark Training Center (Accuplacer only). Hours of operation are posted outside each Assessment Center and are available online. Students can also call to confirm hours of service: (951) 571-6492.

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 Moreno Valley College. 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 the Assessment Center 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 a student's skills and abilities upon 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, and hours of operation are 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 success as more and more college courses put increasing emphasis on the 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 Moreno Valley College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Student will be able access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session please log on to your 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. If you have any further question please call (951) 571-6104 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 colleges must request to have official transcript(s) sent to Moreno Valley 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.

### Students 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 prerequisite 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 prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite 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 prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite 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 prerequisite 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. 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 Moreno Valley (951) 571-6104.

### 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 non-resident tuition 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 Moreno Valley College if he/she signs an affidavit verifying:

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

A student who meets the qualifications for the Non-Resident Fee Waiver is 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](http://www.rcc.edu), price includes shipping and handling. To waive shipping and handling, permits may also be purchased 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.

Check Policy:

The Moreno Valley College 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 number 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.

### RCCD TRANSCRIPTS

The RCCD transcript includes only coursework completed at a college in the Riverside Community College District. Official student transcripts may be requested on Web Advisor at [www.rcc.edu](http://www.rcc.edu), and in the Transcript office at the Student Service 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 Web Advisor. For more information regarding official transcripts, call (951) 222-8603.

### Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be 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 Moreno Valley College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Moreno Valley College. 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

Moreno Valley College 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. Refund deadlines are available on Web Advisor at [www.rcc.edu](http://www.rcc.edu).

#### 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

Moreno Valley College 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 Department of Veterans Affairs for more information.

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

### VETERANS ASSISTANCE

Moreno Valley College 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](http://www.gibill.va.gov) for updated information.

Veterans seeking to use VA Educational Benefits should apply online to the VA at [www.gibill.va.gov](http://www.gibill.va.gov) for their certificate of eligibility. One copy must be given to the RCCD Veterans' Services office in the Student Services office. 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 RCCD policies and procedures in order to enroll and be certified for payment. Veterans apply to RCCD online at [www.rcc.edu](http://www.rcc.edu) 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](http://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. Check the VA website [www.gibill.va.gov](http://www.gibill.va.gov) for the listing of VA approved programs at RCCD.

After registering, veterans must turn in the *Veteran's Statement of Responsibility* (Blue Sheet) to the Student 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 RCCD 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 Student Services office. Staff there will tell eligible veterans their priority registration dates.

Veterans' assistance is available in Admissions. Contact the RCCD Veterans' Office at (951) 571-6102 or [veterans@rcc.edu](mailto:veterans@rcc.edu) for more information. Information is also available at [www.rcc.edu](http://www.rcc.edu).

Riverside Community College District is a member of the Servicemembers Opportunity Colleges (SOC). This consortium of national higher education associations functions in cooperation with the Dept. of Defense (DOD), the Military Services including the National Guard, and the Coast Guard to help meet the voluntary higher education needs of servicemembers.

## 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) 571-6138.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Moreno Valley College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. MVC, 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 at MVC may go to the Student Services office 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.rcc.edu/ferpa/](http://www.rcc.edu/ferpa/) for more information.

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to [Board Policy Regulation 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 a records that they believe is inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to changed, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to

review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in [Board Policy 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](http://www.rcc.edu).



# 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.rcc.edu/board](http://www.rcc.edu/board) or [www.rcc.edu/administration/hr/dec.cfm](http://www.rcc.edu/administration/hr/dec.cfm), 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.

## COMPROMETIMIENTO A LA DIVERSIDAD

El Distrito de Riverside Community College esta comprometido a construir un ambiente accesible y diverso que adopta avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, étnicidad, raza, orientación sexual, discapacidades, edad y estado social económico. Alentamos y acogemos diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras igualdades promueven integridad y fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

## NO DISCRIMINACIÓN

El Consejo Directivo del Distrito de Riverside Community College ha adoptado políticas y procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición y/o de acoso basados en la actual, percibida, o asociada: incapacidad física, sexo/género, nacionalidad, raza o grupo étnico, edad (40+), religión, orientación sexual, estado marital, estado de Veterano de Vietnam, o cualquier característica enumerada o definida en la Sección 11135 del Código de Gobierno o cualquier característica que esta contenida en la prohibición de crímenes de odio contenidos en la subdivisión (a) de la Sección 422.6 o el Código Penal.

## PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso son en contra de los niveles básicos de conducta entre los individuos y son prohibidos por la ley del estado federal, al igual que nuestra póliza, y no será tolerado. El Distrito esta comprometido a proveer un medio de trabajo académico que respeta la dignidad de los individuos y grupos. El Distrito será libre de acoso sexual y todas las formas de intimidación sexual y explotación. También será libre de otros acosos alérgicos, incluyendo aquel que este basado en percepción o real discapacidad, sexo/género, nacionalidad, raza étnicidad, religión, orientación sexual, edad o alguna característica nombrada o definida en la Sección 11135 del código o cualquier característica que esta contenida en la prohibición de odio y crímenes establecidos en la subdivisión (a) Código Penal Sección 422.6.

Esta póliza aplica todos los aspectos del medio académico incluyendo pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y cualquier participación de actividad en un colegio comunitario.

El Distrito busca acoger un ambiente en el cual todos los empleados y estudiantes se sienten libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Represalias pueden involucrar pero no están limitadas a hacer amenazas, el acto de represalias o hacer amenazas, intimidación, coerción, discriminación o acoso seguido por el inicio de una queja formal o informal. Tal comportamiento es ilegal y constituye la violación de esta póliza.



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

Por lo tanto, el Distrito también prohíbe rigurosamente represalias en contra de cualquier individuo por archivar una queja, que remite un motivo de investigación o queja, quien participa en una investigación, que representa o sirve como un abogado por una presunta víctima o un presunto delincuente, o cualquier premovimiento de los principios de discriminación ilegal o acoso.

## HACER 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 las Políticas 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 basada en el rehusado de empleo en la Oficina del Departamento de Educación de Estados Unidos de Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja es relacionada a empleo, usted puede presentar una queja en la Comisión de Estados Unidos de Igualdad en Oportunidad de Empleo (EEOC, por sus siglas en inglés) y/o el 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.
- Están prohibidas las represalias. Si usted siente que están usando represalias en su contra como resultado de haber presentado una queja, por favor pongase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

## EL PROPOSITO DE LA RESOLUCION 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 declaración de que el comportamiento ofensivo 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.
- 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.



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](http://www.rcc.edu/administration/board/policies.cfm), [www.rcc.edu/administration/hr/dec.cfm](http://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](http://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  
3845 Market Street  
Riverside, CA 92501-3244  
(951) 222-8039

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 Determination. At the time the investigative report and/or summary

El seleccionar el proceso de resolución informal, no le previene a usted el poder tomar la decisión después de presentar una queja formal (sujeto a todas las reglas al presentar una queja formal). Usted puede hacer esto mientras el proceso informal está en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la propuesta resolución hecha 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](http://www.rcc.edu/administration/board/policies.cfm), [www.rcc.edu/administration/hr/dec.cfm](http://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](http://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 ella/el 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 el espacio de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este periodo sera extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró o tuvo conocimiento 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  
3845 Market Street  
Riverside, CA 92501-3244  
(951) 222-8039

o con:

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

### ¿ QUE SUCEDE CUANDO UNA QUEJA FORMAL ES PRESENTADA ?

El Distrito entonces conducirá una investigación. A partir 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 una copia del reporte investigativo, o un resumen a usted, 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 es la Determinación Administrativa del Distrito.

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  
3845 Market Street  
Riverside, CA 92501-3244

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).



## DERECHOS DE APELACION DE LA PERSONA AFECTADA

Usted, como persona afectada, tiene derechos que puede ejercer para apelar si usted no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el resumen investigativo 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 DEBERAN 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 del calendario 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 hecha por escrito para poder solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido con atención de:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3244

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto en el espacio de 45 días del calendario, 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 del calendario, 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 retenida 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 del calendario 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 del calendario. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia mostrando la fecha en que el afectado solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días del calendario 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 Estados Unidos de Oportunidad de Igualdad en el empleo.

**CONTACT INFORMATION (PARA MAS INFORMACION CONTACTAR)**

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3244  
(951) 222-8039  
[www.rcc.edu](http://www.rcc.edu)

Department of Fair Employment and Housing (DFEH)  
Santa Ana District Office  
2101 East 4th Street, Suite 255-B  
Santa Ana, CA 92705  
(800) 884-1684  
TTY (800) 700-2320  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

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

U.S. Department of Education Office for Civil Rights (OCR)  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
[www.ed.gov](http://www.ed.gov)

State Chancellor's Office  
California Community Colleges (CCCCO)  
1102 Q Street  
Sacramento, CA 95811-6549  
(916) 445-4826  
[www.cccco.edu](http://www.cccco.edu)



## 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](#).
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 race, gender, religion, age, national origin, disability, 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 or drinking in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of guide dogs) 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. [Administrative Procedure 5520](#) deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the procedures 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. 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.

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.

### 3. Appeals:

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



Section II

**STUDENT LIFE**

## 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.

## THE ARTS

### ART

The visual arts at the Moreno Valley College plays a significant role in students' lives. Painting, drawing, design, computer and animation students have access to outstanding faculty and opportunities.

### DANCE

The Moreno Valley College provides a sampling of classes and activities that meet the needs of dance students as well as the recreational dancer.

### MUSIC

The Moreno Valley College provides classes that meet general education requirements for transferring students and music activities courses. The Moreno Valley College Gospel Singers have toured locally and world-wide.

## ATHLETICS

Physical activity and academic courses are available at Moreno Valley College. Both Cross Country teams practice at the college.

## CAREER AND TRANSFER CENTER

The MVC Career and Transfer Center is firmly committed to assisting students in being successful and achieving their academic and career goals.

### SERVICES:

- Information on transfer requirements and major preparation
- Counseling appointments with university representatives
- MVC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit.
- 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 College 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) 571-6205*

## COUNSELING CENTER

The Moreno Valley Counselors are 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 and College. Appointments can be made by calling (951) 571-6104. 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), located in Science and Technology 150, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. This office facilitates and encourages 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).

#### 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: (951) 571-6138 and TDD (951) 222-8061.

Moreno Valley College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance. See pages 13-17 for additional information.

## 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 college catalog and at the website [www.rcc.edu](http://www.rcc.edu).

## EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers, early and middle college programs at 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. There are two programs at Moreno Valley College: the MVC Middle College Program, and the Nuview Bridge Early College High School.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the Moreno Valley College 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

To be eligible for EOPS, a student must:

1. be a California resident;
2. be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in [Section 56220 of Title 5](#));
3. have fewer than 70 units of degree-applicable college credits;
4. qualify to receive a Board of Governor's Waiver under either Method A or B;
5. be educationally disadvantaged:
  - a. not qualify for degree-applicable English or Math course or
  - b. did not graduate from high school or
  - c. high school GPA below 2.5 or
  - d. previous enrollment in remedial education

Call for additional information: (951) 571-6253.

## 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

For additional information: (951) 571-6253.

## STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) Department at Riverside Community College District (RCCD) 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](http://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](http://www.rcc.edu/studentfinancialservices), under workshops. The FAFSA application must be completed for each academic year. The RCCD Title IV code of 001270 must be listed on your FAFSA record(s) in order for our department to receive your application. The Title IV code of 001270 is for all three colleges for the 2010-11 academic year. The FAFSA is available January 1<sup>st</sup> 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.

Once you have completed your FAFSA, the results will be sent to RCCD. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on Web Advisor under “required documents by year” once you have received your email. Forms are available on our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) under forms and can be turned in at any SFS office.

**\*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).

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](http://www.fafsa.gov) and list RCCD School code #001270 for all three colleges 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. See Admissions and Records for additional information or view [our consumer guide](#) online.
- **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 Web Advisor. The award letter on Web Advisor 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 RCCD) 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 2<sup>nd</sup> deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Academic Competitiveness Grant (ACG)** (ranges from \$750-\$1300 per academic year) is intended to provide additional funds for students attending at least part time (6 or more units) at an eligible institution and who completed a “rigorous course of study” during their high school years. The

high school must validate whether the student meets one of the following options for eligibility for the 2010-2011 school year:

- **The California Golden State Merit Diploma**
- **A set of courses similar to the State Scholars Initiative**
- **Advanced Placement (AP) or International Baccalaureate (IB) courses and test scores.**
- **California A-G Requirements**

These recent high school graduates may be eligible for the additional ACG for up to \$750 for their first year of college and \$1300 for their second year if they complete their first year with a 3.0 GPA or higher.

- **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 RCCD, 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 RCCD 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 RCCD 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](http://www.chafee.csac.ca.gov). Paper applications can be picked up in the SFS office and after completion, mailed to CSAC. 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.
- **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](http://www.csac.ca.gov) for printing. It must be completed and submitted to the Early Childhood Education office. The deadline to submit this application

is June 15<sup>th</sup>. 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.

- **Federal Work Study** (earn up to \$3000 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. To apply for Federal Work Study, students must complete the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov) and list the RCCD 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](http://www.rcc.edu/services/workforce/studentEmploy).
- **Federal Direct Loan Program** - Riverside Community College District (RCCD) participates in the Federal Direct Loan Program. At RCCD it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

**RCCD 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](http://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 with the RCCD Admissions and Records Department. Students must have a completed financial aid file at RCCD 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 any one of our three colleges (Moreno Valley, Norco, or Riverside).
- Student must also have a current Student Educational Plan (SEP) on file with RCCD which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in. The SEP MUST include ALL official transcripts from ALL colleges attended prior to a loan being approved by the SFS office.
- 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. Once our office receives the loan payment we verify that the student is still eligible for the loan disbursement and disburse it to the student based on published disbursement dates. RCCD mail

is not forwarded by the U.S. Postal Service so it is extremely important that a current mailing address is listed in the Admissions and Records office at all times.

- Please refer to our consumer guide online at [www.rccd.edu/studentfinancialservices](http://www.rccd.edu/studentfinancialservices) for a full list of requirements for applying for a student loan at RCCD.
- 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 RCCD. 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 RCCD. We also reserve the right to deny loans to students on a case-by-case basis.

## SCHOLARSHIPS

Riverside Community College District offers scholarships through its 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.rccd.edu/studentfinancialservices](http://www.rccd.edu/studentfinancialservices). Scholarship information workshops are held at each RCCD College 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 RCCD during the academic year after they graduate from high school. Information is available at [www.rccd.edu/studentfinancialservices](http://www.rccd.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 District and also at [www.rccd.edu/studentfinancialservices](http://www.rccd.edu/studentfinancialservices) in January and February of each year.

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

- A list of scholarships RCCD has been notified of is available at online at [www.rccd.edu/studentfinancialservices](http://www.rccd.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](http://www.fastweb.com), [www.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.scholarships.com](http://www.scholarships.com), [www.scholarsite.com](http://www.scholarsite.com), and [www.scholarshiphunter.com](http://www.scholarshiphunter.com).

- If you are awarded a scholarship from a source outside of RCCD, 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 RCCD. When outside scholarship funds are received at RCCD, the student is notified by mail and sent a Scholarship Action Form along with deadlines established in order to use the scholarship funds at RCCD.

## STUDENT FINANCIAL SERVICES COUNSELING AND OUTREACH SERVICES

The SFS counseling services are available through the SFS office at the Moreno Valley 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
- Working with students who are in a probationary or ineligible financial aid status.
- 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

The district 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 RCCD 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 must provide all official transcripts from all colleges attended and 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).
- **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. The SAP standard is as follows:
  - GPA – Maintain a cumulative Grade Point Average of 2.0.
  - Completion percentage – Successfully complete at least 67% percent of all units attempted at RCCD
  - Maximum amount of units – Eligibility for most types of financial assistance is limited to 90 units attempted at RCCD (total unit limit may vary depending on length of program).
- **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 Web Advisor or in person at the Admissions and Records office on any college.
- **Social Security Number**  
Be sure that your social security number is on file with RCCD. 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 found 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. For dates of deadlines and disbursement, please view our Consumer Guide on our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) or pick a disbursement schedule up at one of our offices.
- **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](http://www.fafsa.gov). Please see the veterans section of this booklet for additional information.

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

Riverside Community College District  
Student Financial Services Office  
“Helping to Build Dreams”

## FOOD SERVICES

When school is in session, Food Services offers a variety of services. The Lions’ Den offers hot and cold sandwiches, coffee, drinks, and microwave items. Hours of operation are:

### Lions’ Den/Moreno Valley Hours:

Mon – Thurs	7am – 8pm
Friday	7am – 1pm
Sat – Sun	Closed

## HEALTH SERVICES

The MVC Health Services office is located in PSC #6. The office is open Monday through Thursday 8:00 a.m. to 4:00 p.m. and Fridays 8:00 a.m. to 12:00 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

Moreno Valley College offers an honors program which 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

### **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

### **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 UCLA and UC Irvine.
- 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.
- The opportunity to present work at student research conferences.

**For more information, contact:** (951) 571-6244.

## 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 district Study Abroad Program, MVC 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 Beijing, China, 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 to assist students with their job search efforts. Job Placement is located in the Student Services building on Moreno Valley College. For additional information, you may contact the office by calling (951) 571-6414.

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 Fairs.

## LIBRARY/LEARNING RESOURCE CENTER (LLRC)

The Riverside Community College District offers quality library services at the 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>

### Moreno Valley Library (Moreno Valley College)

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

Friday: 8:00 a.m. – noon

Closed Saturday and Sunday

Circulation Services: (951) 571 – 6111

Reference Desk: (951) 571 – 6112

The libraries provide research instruction, quiet study areas, and access to printers, photocopies, media playback equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The MVC 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.

## THE RCCD FOUNDATION

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

Scholarship support remains a central mission of the RCCD Foundation. In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, one of the largest scholarship campaigns undertaken by a community college at the time. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation’s assets total more than \$4 million, with \$300,000 distributed annually in scholarship support to incoming, continuing, and transferring students. In 2005 and 2006, an additional \$1,000,000 in scholarships were awarded to students enrolled in the Passport to College program, a nationally recognized early outreach initiative.

Currently, the Foundation is in the midst of a Major Gifts Campaign—Campaign RCC—to raise significant gifts for several initiatives of the District, including construction of the Riverside Aquatics Complex, equipment for the School of Nursing/Science Complex, Allied Health equipment for the Moreno Valley College, and support for the construction management program at the 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.

## RCCD ALUMNI HOUSE

In 1998, the RCCD Board of Trustees and the RCCD Foundation Board of Directors approved the purchase of the historic Alabaster Home located at 3564 Ramona Drive and transformed the home into the RCCD Alumni House. The house overlooks the 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 college. 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!

## SOCIAL EVENTS

An extensive program of activities is provided by the Moreno Valley Associated Students. A calendar of these events is maintained in the Student Activities building. New and exciting activities are always planned. Please stop by and find out how you can get involved.

## ASSOCIATED STUDENTS CLUBS AND ORGANIZATIONS

The Moreno Valley Associated Students 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 ASMVC. 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 Office. Contact the Moreno Valley College Student Activities Coordinator for more information: (951) 571-6149.

Anime and Gaming Club  
Art Club  
Community Interpreting Club  
Cross-Country Cycling Club  
Dental Hygiene Services  
EMS  
Fashion Club  
Fire Technology Club  
Gospel Singers  
Human Services  
Indigenous Cultures of the Americas  
LGBTSA

MCHS  
PA Student Society  
Puente Club  
Renaissance Scholars Club  
Spanish Club  
Spoken Word Club  
Students for Animal Welfare  
Students for Organ Donation  
Students for Christ

## COLLEGE HOUR

Moreno Valley College is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two “activity hours” per week: Tuesday/ Thursday 12:50 - 1:50 p.m. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASMVC. A master calendar of these events is maintained in the Student Activities Office.

## SMOKING POLICY

Moreno Valley College is a smoke-free campus. Smoking of any form of tobacco or non-tobacco products is prohibited at any activity or athletic event and on all property owned, leased, or rented by or from Moreno Valley College.

## 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 Moreno Valley College
- 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

The Associated Students of Moreno Valley is one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Valley, 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 ASMVC 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.



## 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](http://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 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

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

### 2. District (non-work study) Employment

These positions are available at Moreno Valley College and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- 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](http://www.rcc.edu/services/workforce).

Federal Work Study and District positions may be viewed at [www.jobs.rcc.edu](http://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.

## TEACHER PREPARATION AND EDUCATION PROGRAMS

**The Teacher Preparation and Education Programs** vision statement is that students will attain the highest level of academic knowledge, learning applications, performance skills and professional integrity necessary to ensure fulfilling personal lives and exemplary

careers in education. The innovative educational opportunities and comprehensive services described below are offered through the Office of Teacher Preparation and Education Programs to empower a diverse community of learners toward individual achievement, success, and life long learning.

In addition to the programs offered at Moreno Valley College, the **Innovative Learning Center** in tandem with Alvord District Stokoe Elementary School 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 has classrooms for college classes in general education and education courses.

For more information call the center at (951) 328-3661 or go to the website [www.rccteacherprep.com](http://www.rccteacherprep.com). **For the Teacher Preparation Academic counselor, please call (951) 571-6104.**

## 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

#### Moreno Valley College

Student Services Building

Telephone number: (951) 571-6167

Fax number: (951) 571-6188

## WORKFORCE PREPARATION

Workforce Preparation at Moreno Valley College 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, CDC WORKs! Program (formally known as TANF-Child Development Careers Program), 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).

### 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) 571-6154.

### Skills Classes

The Skills Classes are open to all students through out most of the semester. 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 at Moreno Valley College. For more information, please call (951) 571-6154.

### CDC WORKs! Program

Workforce Preparation offers the CDC WORKs! Program, funded through the Foundation for California Community Colleges. Individuals eligible to receive the CDC WORKs! Program services are current and former CalWORKs recipients who are pursuing careers in early childhood education. The CDC WORKs! Program is designed to integrate the education and training of eligible students pursuing a Preschool Teacher Permit.

CDC WORKs! Program services may include:

- Transportation assistance
- Textbooks and materials
- Parking permits
- Incentives
- Special topics workshops
- Assistance with fingerprinting and permit fees

The goal of the CDC WORKs! Program is to train eligible students to become California credentialed preschool teachers. For more information call (951) 571-6154.

### 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) 571-6154.

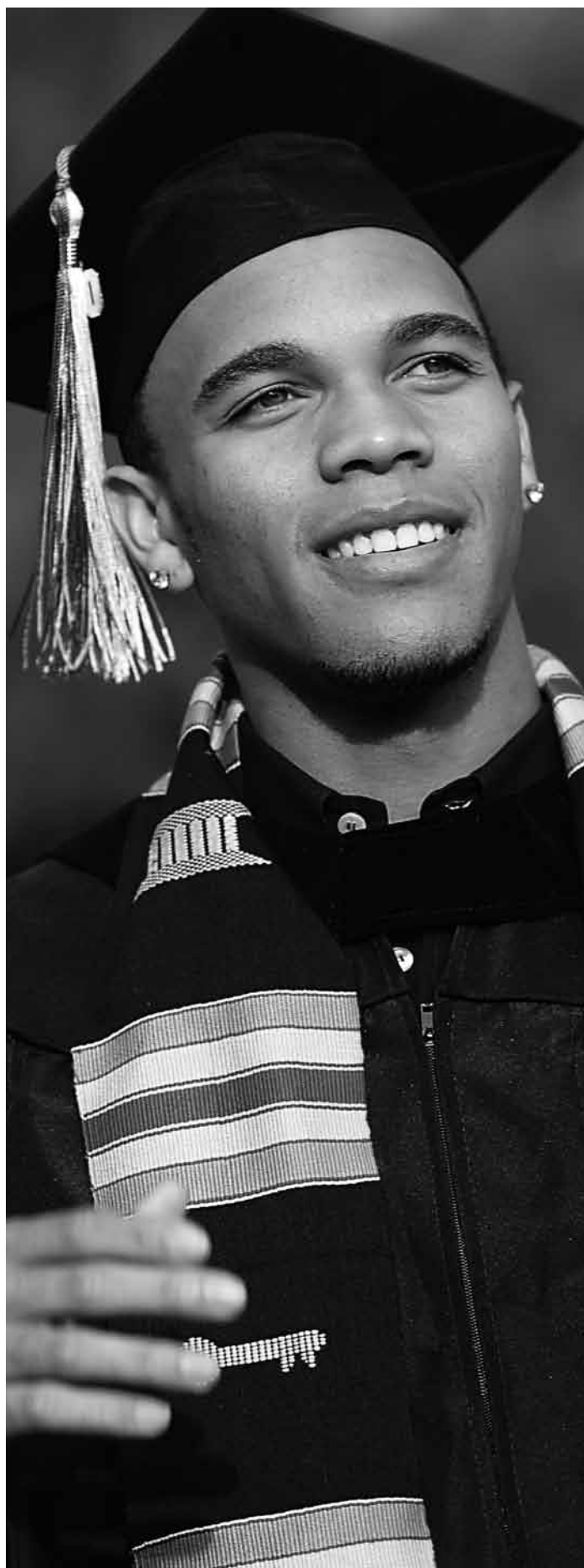


**Independent Living Program**

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](mailto:ILP@RCC.edu). Information can also be obtained by visiting our website at <http://www.rcc.edu/services/workforce/ilp.cfm>.

**California High School Exit Exam Preparation Program (CAHSEE)**

The 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) 571-6154.







### **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.

### 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 any College within the Riverside Community College District. To receive a certificate, a student must complete a minimum of fifty percent (50%) of the required units at Riverside Community College 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. Course credit is accepted from all regionally accredited institutions as listed in the *AACRAO Handbook*. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the 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 23 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 OF 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****Electives Courses (9 additional units, selected from the following):**Accounting (ACC): **1A, 1B, 38**Business Administration (BUS): **10, \*\*18A, \*\*18B, \*20, 22**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**Speech Communications (SPE): **1, 1H, 6, 9, 9H, 12, 13****A course may only be counted once.****\*\*Credit limitation:** UC will accept a maximum of one course for transfer**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**English (ENG): **1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 21, 22, 23, 25, 26, 30, 35, 37, 38, 39, 40, 41, 44, 45, 48, 49**Film, Television and Video (FTV): **12, 44, 45, 65**Journalism (JOU): **1, 2, 7, 12, 20, 45, 52**Library (LIB): **1**Photography (PHO): **12**Speech Communication (SPE): **1, 1H, 2, 3A, 5, 6, 7, 9, 9H, 10A, 10B, 11, 12, 13, 19**

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, 4, 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****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, speech communication, television, theatre, video and the visual arts.

**PROGRAM LEARNING OUTCOMES:**

Students possessing an Associate of 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, \*73, \*74, \*76, \*77A, \*77B, 80, 81, \*88, \*89, 200  
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 15A, 15B, 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): 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  
 Speech Communication (SPE): 1, 1H, 2, 3A, 7, 10, 11, 19  
 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

#### 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  
 Dance (DAN): 3, 6  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 21, 22, 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  
 Speech Communication (SPE): 1, 1H, 2, 3A, 5, 7, 9, 9H, 11, 12, 13, 19  
 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, 4, 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, \*85, \*96, \*97

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

Art (ART): 15, 15A, 15B, 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  
 Speech Communication (SPE): 10A, 10B

Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 50, 51, 52, 54

### 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

Physical Education/academic courses (PHP): 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

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

Physical Education/activity courses (PHP): A03, A04, A05, A07, A09, A10, 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

Physical Education/varsity courses (PHP): 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 PHP activity or varsity courses.**

### 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

Border Studies (BOR): 31

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, 7ABCD, 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, 35, 45, 49**

Speech Communication (SPE): **1, 1H, 2, 3A, 5, 6, 9, 9H, 10A, 10B, 12, 13**

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 OF SCIENCE

### CAREER AND TECHNICAL PROGRAMS

The Associate of 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 67-107](#) 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, 17, 20, 21, 22, 23, 26, 27, 28, 30, 31, 35, 45**

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 1-49, 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 23 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following 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 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Art 95 to 99; Computer Applications and Office Technology 99 ABCDE; English 85; English as a Second Language 65; Guidance 95; Nursing (Continuing Education) 81, 83; Spanish 85 and practicum numbered 96, 96A and 97.

### 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, 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, Speech 7, 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:  
Computer Information Systems 1A through 30  
English 1B or 1BH  
Mathematics 1-49  
Philosophy 11, Philosophy/Math 32  
Speech 1, or 1H or 9 or 9H

## 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.
 

PHP-6	Physical Education for Elementary and Pre-School
PHP-29	Soccer Theory and Practice
PHP-42	Lifeguard and Water Safety Instructor's Certification
PHP-47	Hiking and Backpacking
DAN-3	World Dance Survey
DAN-5	Movement Education for Elementary and Pre-School
MUS-45	Marching Band Woodwind Methods
MUS-46	Marching Band Brass Methods
MUS-47	Marching Band Percussion Methods
MUS-48	Marching Band
MUS-59	Winter Marching Band Clinic
MUS-60	Summer Marching Band Clinic
MUS-61	Auxiliary Marching Units
OR	
  2. Fitness and Wellness (3 units)
 

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

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

### VIII. 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. Fifty percent of the coursework required in any certificate pattern must be completed 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 2010, Fall 2010, Winter 2011, Spring 2011

Fall – First day of Fall term through October 15 to apply for Fall 2010, Winter 2011, Spring 2011

Winter – First day of Winter term through February 1 to apply for Winter 2011, Spring 2011

Spring – First day of Spring term through April 1 to apply for Spring 2011

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 1<sup>st</sup>. 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 of Arts Degree, one Associate of Science (General A.S.) Degree, and any occupational Associate of 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 10 through Spring 11. 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.

## 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 Administrative 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 on page [18](#) and in the Student Handbook.

## 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.

## 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", "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", "W", "I", "NP" and "NP" are recorded meets or exceeds 50%.

## 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; "I", incomplete; "IP", in progress; "RD", roll delayed; "CR", credit; "P", pass; "NC", no credit; "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 an unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written agreement. A copy will be kept on file in Admissions and Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. A copy of this record shall be kept in the files of the appropriate department chairperson. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" 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", 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 College.

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

Students wishing to audit should be aware that audited classes will not appear on the RCCD transcript. Forms and information are available at the Admissions offices on the Riverside, Moreno Valley and Norco College.

### **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:

1. Class sections wherein all students are evaluated on a Pass/No Pass basis.
2. 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 or Phone Reg 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 or IB 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 53](#) 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, MV) College 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 & 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 & 1B	4 + 4
Chemistry	Natural Sciences	5A with lab	Chemistry 1A & 1B	5 + 5
Chinese Language & Culture	Humanities	3B & 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 & 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 & 6A		
German Language	Humanities	3B and 6A	German 1 & 2	
Comparative Government & Politics	Social/Behavioral Sciences	4H	Political Science 2	3
U.S. Government and Politics	Social/Behavioral Sciences	4H & US 2	Political Science 1	3
Human Geography	Social/Behavioral Sciences	4E	Geography 2	3
Italian Language and Culture	Humanities	3B & 6A	Italian 1-2	5 + 5
Japanese Language and Culture	Humanities	3B & 6A	Japanese 1-2	5 + 5
Latin Literature	Humanities	3B & 6A	Latin 1-2	5 + 5
Latin: Vergil	Humanities	3B & 6A		
Physics B	Natural Sciences	5A with lab	Physics 2A & Physics 2B	4 + 4
Physics C mechanics	Natural Sciences	5A with lab	Physics 4A	4
Physics C electricity/magnetism	Natural Sciences	5A with lab	Physics 4B	4
Psychology	Social/Behavioral Sciences	4I		
Spanish Language	Humanities	3B & 6A	Spanish 1 & 2	
Spanish Literature	Humanities	3B & 6A		
Statistics	Language & Rationality	2A	Math 12	3
U.S. History	Social/Behavioral Sciences	(3B or 4F)US I	History 6 & 7	3 + 3
World History	Social/Behavioral Sciences	3B or 4F	History 1 & 2	3 + 3

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 & 6A	5
IB Language A2 (Any language except English HL)	Humanities	3B & 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	Natural Sciences	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 as approved by the Office of Academic Affairs.

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco 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 and will not be used to meet IGETC or CSU General Education Breadth Requirements for Certification. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

**CLEP GENERAL EXAMS**

<b>Examination</b>	<b>Passing Score</b>	<b>Credit Granted</b>	<b>General Ed. Credit</b>
English 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	50	3	English Literature Elective
Freshman College Composition	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. Contact the Dean of Instruction office on the Moreno Valley College (HM 113) for additional assistance: (951) 571-6165.

## 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," 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.

## ACADEMIC RENEWAL

Academic Renewal allows a student who experienced academic difficulties during earlier attendance to have grades for a particular period of time excluded from the calculation of the RCCD grade point average. All courses and grades remain on the student’s permanent academic record. Petitions forms are available online at <http://www.rcc.edu/services/admissions/forms.cfm>. The policies are as follows:

1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student’s present ability and level of performance, will be disregarded.
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 two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.

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 substandard units for work taken during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.

4. A student may be granted academic renewal only once.

Academic renewal procedures shall not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

## 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 the City College, and the Student Services offices at the Moreno Valley and Norco Colleges. For information on challenge procedures, [see page 8](#). Forms are also available online at [www.rcc.edu](http://www.rcc.edu).

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.





**Section IV**

**REQUIREMENTS FOR  
COLLEGE TRANSFER**

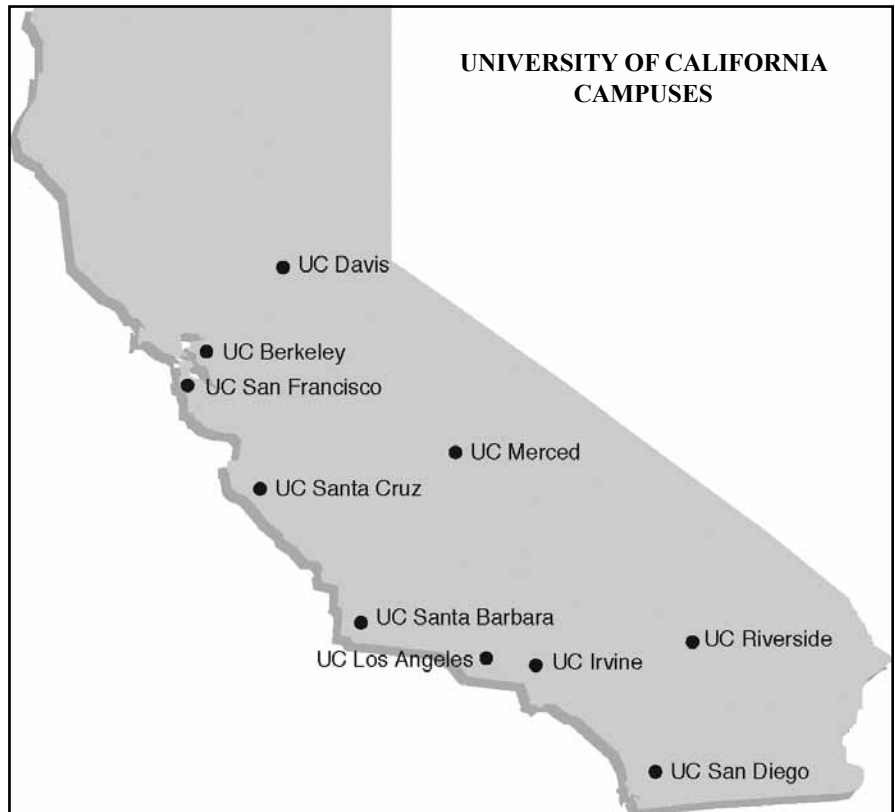


# CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

## University of California (UC)

UC Website: [www.ucop.edu/pathways](http://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](http://www.csu.mentor.edu)

CA Polytechnic State University, San Luis Obispo  
CA Polytechnic State University, Pomona  
CSU, Bakersfield  
CSU, Channel Islands  
CSU, Chico  
CSU, Dominguez Hills  
CSU, 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  
Humboldt State University  
San Diego State University  
San Francisco State University  
San Jose State University

## REQUIREMENTS FOR COLLEGE TRANSFER GRADUATION REQUIREMENTS

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

## REQUIREMENTS FOR ADMISSION TO THE UNIVERSITY OF CALIFORNIA

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

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

Students who have earned fewer than 60 semester units of transferable college work will be admitted to the University of California on the basis of their high school records.

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

### Students with High School Deficiencies

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

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

- A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4, and
- B. Complete a course pattern requirement to include:
  1. Two transferable college courses (3 semester units each) in English Composition; and
  2. One transferable college course in mathematical concepts and quantitative reasoning; and
  3. Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

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

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

Students may fulfill their lower-division requirements by completing either the individual U.C. campus general education pattern or the Intersegmental General Education Transfer Curriculum (IGETC). In order to receive full credit for general education completed at Riverside Community College 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.

## CERTIFICATE OF ACHIEVEMENT IN CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSUGE) 2010-2011

Students transferring to one of the California State University campuses can complete the SCU 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 SCU 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: Speech 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; Speech 2, 3A, 5	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 Universe: Astronomy 1A; Chemistry <u>1A</u> or <u>1AH</u> , <u>1B</u> or <u>1BH</u> , <u>2A</u> , <u>2B</u> , <u>3</u> , 10, <u>12A</u> , <u>12B</u> ; Geography 1, <u>1/1L</u> , 1H/1L, 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> , 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> , 10, <u>11</u> , <u>12</u> , <u>17</u> , 34, 36; Microbiology 1; 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, 4, 5, 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; Dance 6; Film Studies 1, 2, 3, 4, 5; Film, Television and Video 65; Music 6, 19, 20, 21, 22, 25, 26, 89; Speech 11; 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, 21, 22, 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, 4, 11; Greek 1, 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 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 6	
3. Ethnic Studies: Anthropology 4; History 14, 15, 28, 29, 30, 31; Sociology 10, 35	
4. Gender Studies: History 34; Sociology 15; Speech Communication 13	
5. Geography: Geography 2, 3, 4, 6	
6. History: 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; Speech 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, 49, 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; Physical Education 4, 35, 36; Psychology 9, 33; Sociology 12	3
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**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) 2010-2011**

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 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)**

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

**Units**

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: 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, 12H, 25	3
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**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; English 6, 7, 8, 9, 14, 15, 18, 21, 22, 23, 25, 26, 35, 40, 41, 44, 45, 48; Film Studies 6, 7, 8; French 2, 3, 4, 8; German 2, 3, 4; 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; Speech 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; 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, 35, 49, 50; Speech 12, 13	9
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**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, 1H, 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, 4; 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:

a. History 6 or 6H or 7 or 7H or Humanities 16

b. 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 2009-10 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](http://www.assist.org) for the complete articulation information.

In developing a program it should be remembered that in addition to the requirements in the major, each student should complete the general education breadth requirements for the college chosen. Breadth requirements for all branches of the UC, CSU, and various independent colleges are available in the Transfer/Career 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.

## 2010-11 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, 8; English 1B; Mathematics 5, 12.

## ADMINISTRATION OF JUSTICE/CRIMINAL JUSTICE

### CSU LONG BEACH

Administration of Justice 1, Philosophy 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

## 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 1AB, 12A; Mathematics 5, 12; Physics 2AB; English 1B

**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, 8; Accounting 1B; Business Administration 18A

**CAL POLY POMONA**

Economics 7, 8; Mathematics 5, 12; 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, 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 1AB or 1AH 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; Journalism 7; Journalism 12 or Photography 12; Mathematics 12; Photography 8; Speech Communication 1, 3A, 12

**CSU SAN BERNARDINO**

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

**CSU FULLERTON**

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

**COMPUTER INFORMATION SYSTEMS****CAL POLY POMONA**

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

**COMPUTER SCIENCE****CAL POLY POMONA**

Biology 1; Computer Information Systems 11 and 17B, 17A and 18C or 18A and 18C; Mathematics 1ABC, 3; Physics 4BC

**CSU SAN BERNARDINO**

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

**DENTAL HYGIENE****USC**

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

**LOMA LINDA UNIVERSITY**

English 1AB or 1AH or 1BH; Speech Communications 1 or 9; Microbiology 1; Anatomy and Physiology 2AB; Chemistry 2AB; Sociology 1; Anthropology/Economics/Geography/Political Science/Psychology (one course); Physical Education (2 units), Physical Education 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 or 1B; Economics 7, 8

**CAL POLY POMONA**

Economics 7, 8; Mathematics 1A, 1B; English 1B; Accounting 1A; Electronics/Engineering 27

**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, 6, 7, 14, 15 (choose 2)

**CAL POLY POMONA**

English 6 or 7, 14 or 15, 40 or 41; Speech Communications 3A; 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 1AB or 1AH, or 1BH; Geology 1/1L; Mathematics 1A, 1B, 12 or 12H

**CSU HUMBOLDT**

Biology 1, 5 or 11; Mathematics 1A or 5

**GEOGRAPHY****CSU FULLERTON**

Geography 1, 2, 3

**CAL POLY POMONA**

Geography 1, 2; Geographic Information Systems 1 or 5

**CSU SAN BERNARDINO**

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

**GEOLOGY****CSU LONG BEACH**

Biology 1; Chemistry 1A, 1B; 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; Biology 1; Chemistry 1A or 2A; Health Science 1; Physical Education 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, 7

**CAL POLY POMONA**

History 1, 2, 6 or 6H, 7; 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, 45

**CSU LONG BEACH**

Journalism 2, 7

**CAL POLY POMONA**

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

**KINESIOLOGY****CSU SAN BERNARDINO**

Anatomy and Physiology 2A, 2B; Biology 1

**CAL POLY POMONA**

Human Performance Track: Anatomy and Physiology 2AB; Mathematics 12; Biology 11; Physical Education 36

**LANDSCAPE ARCHITECTURE****CAL POLY POMONA**

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

**MATHEMATICS****CAL POLY POMONA**

Physics 4ABC; Mathematics 1ABC, 2, 3; CIS 5

**CSU SAN BERNARDINO**

Computer Information Systems 5, 17A or 17B; Mathematics 1ABC, 2, 7; Physics 4A

**MICROBIOLOGY****CSU LONG BEACH**

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

**CAL POLY POMONA**

Biology 11, 12; Chemistry 1AB, 12A, 12B; Computer Information Systems 1A or 3; Health Science 1 or Physical Education 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, 6, 12, 32, 38 or 39, 43, 93

**UC RIVERSIDE**

Music 4, 5, 6; Piano Proficiency

**NURSING—B.S. DEGREE****CSU FULLERTON**

Anatomy and Physiology 2A, 2B; Chemistry 2A or 3 or 3A; Microbiology 1; Psychology 1; Sociology 1 or Anthropology 2

**CSU LONG BEACH**

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

**CSU SAN BERNARDINO**

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

**PHARMACY****UC SAN FRANCISCO**

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

**USC**

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

**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

**PHYSICAL THERAPY****LOMA LINDA UNIVERSITY (MASTER'S LEVEL ONLY)**

Biology 11, 12 or Anatomy and Physiology 2A, 2B; Chemistry 1 AB and Physics 10, 11 or Physics 2AB and Chemistry 2AB; Computer Information Systems 1A; English 1B; Health Science 1; Mathematics 12; Physical Education 4; Psychology 1, 9; Speech Communication 1 or 9.

**CSU LONG BEACH (MASTERS LEVEL ONLY)**

Anatomy and Physiology 2A; Biology 11, 12; Chemistry 1AB; Physics 2A, 2B; Psychology 1

**USC (MASTERS LEVEL ONLY)**

Anatomy and Physiology 2A, 2B; Biology 11, 12; Chemistry 1A, 1B; Mathematics 1A, 12; Microbiology 1; Physics 2A, 2B; Psychology 1; and one additional social science course

**PHYSICS****CSU FULLERTON**

Chemistry 1AB; Mathematics 1ABC; Physics 4ABCD

**CAL POLY POMONA**

Biology 1; Chemistry 1AB; CIS 5; Mathematics 1ABC, 2; Physics 4ABCD

**UC RIVERSIDE**

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

**CSU SAN BERNARDINO**

Chemistry 1A or 1AH, 1B or 1BH; CIS 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 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; Psychology 1, 2; Sociology 1, 2;

**CSU SAN BERNARDINO**

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

**SOCIAL SCIENCES****CAL POLY POMONA**

Anthropology 1; Economics 7 or 7H, 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 10; 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, 49 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

**ZOOLOGY****CSU LONG BEACH**

Chemistry 1AB; Biology 11, 12; Mathematics 1A, 1B or 4A, 4B; Geology 1/1L or Microbiology 1; Physics 2A, 2B

**CAL POLY POMONA**

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

**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.

**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](http://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.

**COOPERATIVE WORK EXPERIENCE EDUCATION**

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

**GENERAL WORK EXPERIENCE EDUCATION**

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

**OCCUPATIONAL WORK EXPERIENCE EDUCATION**

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
American Sign Language	Film, Television and Video
Applied Digital Media and Printing	Fire Technology
Architecture	Human Services
Art	Journalism
Auto Body	Machine Shop
Auto Technology	Management
Business Administration	Manufacturing
Community Interpretation	Marketing
Computer Applications and Office Technology	Medical Assisting
Computer Information Systems	Nursing
Construction Technology	Paralegal Studies
Cosmetology	Photography
Culinary Arts	Physical Education
Dental Hygiene	Real Estate
Dental Technology	Theater
Early Childhood Education	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. Students wishing to apply for articulated credit should contact the Career and Technical Education office for information and forms at (951) 222-8963.

This list shows current articulation agreements by Secondary Education District with the RCCD course name shown in parenthesis. This listing is subject to change throughout the program year. Specific instructions on obtaining credit by articulation and to view a list of the most current articulation agreements please visit [www.rcc.edu/techprep](http://www.rcc.edu/techprep).

#### ALVORD UNIFIED SCHOOL DISTRICT

Accounting Principles Level 111 and 1V (CAT/ACC 55)  
 Anatomy and Physiology (AMY 10)  
 Architectural Drawing (ARE 24)  
 Computer Aided Drafting and Design (ENE 30)  
 Computer Information Systems (CAT/CIS 3)  
 Computer Keyboarding (CAT 53)  
 Drafting 2 (ENE 21)  
 Word Processing (CAT 51)

#### ANTELOPE VALLEY UNION HIGH SCHOOL ROP

Emergency Medical Technician (EMS50/EMS51)

#### CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE (CSDR)

Construction Technology 1-4 (CON 60)

#### CHINO VALLEY UNIFIED SCHOOL DISTRICT

American Sign Language 1 and 2 (AML1)  
 American Sign Language 3 (AML2)  
 American Sign Language 4 (AML3)

#### COLTON JOINT UNIFIED SCHOOL DISTRICT

Keyboarding/Computer Literacy Advanced Keyboarding/Computer Literacy (CAT 50)

#### CORONA-NORCO UNIFIED SCHOOL DISTRICT

Architectural Design 1A and 1B (ARE 24 and 25)  
 Computer Aided Drafting 2A and 2B (ENE 42)  
 Design Manufacturing Technology 1A and 1B (MAN 52)  
 Electronics 1A and 1B (ELE 21)  
 Graphic Art 1A and 1B (ADM 1)  
 Human Anatomy and Physiology (AMY 10)  
 Introduction to Engineering and Architectural Design 1A and 1B (ENE 30 and 21)  
 Photography 1A and 1B (PHO 8)

#### COLTON REDLANDS YUCAIPA REGIONAL OCCUPATIONAL PROGRAM (CRY-ROP)

Automotive General Service Technician (AUT 50)  
 Bookkeeping/Accounting Clerk Computerized (CAT/ACC 55)  
 Cisco Internetworking, Level 1 (CIS 26A)  
 Cisco Internetworking, Level 2 (CIS 26B)  
 Cisco Internetworking, Level 3 (CIS 26C)  
 Cisco Internetworking, Level 4 (CIS 26D)  
 Computer Aided Drafting (ENE 30)  
 Fundamental Webpage Design (CAT/CIS 3)  
 Graphic Design 1 and 2 (ADM 1)  
 Keyboarding (CAT 50)  
 Microsoft Office (CAT/CIS 3)  
 Welding Occupations (WEL 15)

#### HEMET UNIFIED SCHOOL DISTRICT

Auto Mechanics 1A and 1B (AUT 50)

#### JURUPA UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)  
 Automotive Theory 1 (AUT 50)  
 Computer 1 (CAT/CIS 34A)  
 Computer 2 (CAT/CIS 34B)  
 Introduction to Business (BUS 10)  
 Photography 1 (PHO 8)  
 Photography 2 (PHO 9)  
 Video Production (FTV 67)  
 Web Design and Development (CIS 72A)

#### LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Manufacturing and Materials Engineering 1 (WEL 34)  
 Manufacturing and Materials Engineering 2 (MAN 46/WEL 15)  
 Graphic Design 1 and 2 (ADM 1)  
 Health and Medical Careers 1 (HET 79)  
 Introduction to Engineering Design and Advanced Design with Solidworks (ENE 42)

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**

Accounting (CAT/ACC 55)  
 Advanced Video Production (FTV 67)  
 Anatomy and Physiology (AMY 10)  
 Architectural Design and Drafting (ARE 24)  
 Automotive Technology (AUT 50)  
 Construction Printing Reading (CON 62)  
 Construction Technology (CON 60)  
 Digital Electronics (ELE 25)  
 Digital Media Production (ADM 71)  
 Engineering Drawing 1 and 2 (ENE 21 and ENE 30)  
 Intro to Healthcare-Medical Terminology (B or Better) (MDA 1A)  
 Intro to Health Care-Preparing to Work in Health Care Level 1 and 2 (3 year academy) (HET 79)  
 Photography 101 (PHO 8/PHO 9)  
 Principles of Engineering (ENE 60/ENE 10)

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**

Intro to Automotive Technology (AUT 50)

**REDLANDS UNIFIED SCHOOL DISTRICT**

Advanced Multimedia Design (FTV 67)

**RIVERSIDE COUNTY OFFICE OF EDUCATION REGIONAL OCCUPATIONAL PROGRAM**

Allied Health Occupations (HET 79)  
 Automotive Technology (AUT 50)  
 Brick, Block, and Stonemasonry (CON 81, 82, 83, 84, 85, 86)  
 CIS Business Computers (CAT/CIS 3)  
 Construction Technology (CON 60)  
 Emergency Medical Technician (EMS 50/EMS 51)  
 Fire Service Occupations (FIT 1)  
 First Responder (FIT E2A)  
 Graphics Tech/Print Occup. (ADM 1)  
 Manufacturing Technology (WEL 34)  
 Medical Assisting Clinical (MDA 54)  
 Medical Front Office (MDA 59)  
 Medical Terminology (MDA 2A)  
 Nurse Assistant (HET 80)  
 Television/Video Production Level 1 (FTV 67)

**RIVERSIDE UNIFIED SCHOOL DISTRICT**

Anatomy and Physiology (AMY 10)  
 Architectural Drawing A and B (ARE 24)  
 CISCO Networking Academy Fundamentals 1 (CIS 26A)  
 CISCO Networking Academy Fundamentals 2 (CIS 26B)  
 CISCO Networking Academy Fundamentals 3 (CIS 26C)  
 CISCO Networking Academy Fundamentals 4 (CIS 26D)  
 Drafting Technology A and B (ENE 21)  
 Digital Electronics (ELE 21)  
 Digital Electronics (Project Lead the Way) (ENE 25)  
 First Responder (FIT E2A)  
 Principles of Engineering (Project Lead the Way) (ENE 60 and ENE 10)

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Automotive Technology (AUT 50)  
 Cisco Networking Academy 1A (CIS 26A)  
 Cisco Networking Academy 1B (CIS 26B)  
 Cisco Networking Academy 1C (CIS 26C)  
 Cisco Networking Academy 1D (CIS 26D)  
 Construction Occupations (CON 60)  
 First Responder (FIT E2A)  
 Integrated Graphics Technology (Year 1) (PHO 20)  
 Integrated Graphics Technology (Year 1-2) (ADM 1)  
 Integrated Graphics Technology (Year 3) (FTV 67)

**SAN BERNARDINO COUNTY SCHOOL REGIONAL OCCUPATIONAL PROGRAM**

Computer Aided Drafting (ENE 21, ENE 30)  
 Fire Technology (FIT 1)  
 First Responder (FIT E2A)  
 Office Operations and Technology (CAT 53)  
 Printing Press Operations/Digital Design/Design Electronic Prepress (3 Semesters) (ADM 1)  
 Television/Video Production (FTV 67)  
 Welding (WEL 34)

**VAL VERDE UNIFIED SCHOOL DISTRICT**

Accounting (CAT/ACC 55)  
 Business Computers (1 semester) (CAT/CIS 34A)  
 Business Computers (2 semesters) (CAT/CIS 3)  
 Cisco Academy 1A (CIS 26A)  
 Cisco Academy 1B (CIS 26B)  
 Cisco Academy 1C (CIS 26C)  
 Cisco Academy 1D (CIS 26D)  
 Computer Essentials (CAT 53)  
 Human Anatomy and Physiology for Health Careers (AMY 10)  
 Telecommunications (FTV 67)

**How To Get Further Information**

Many career and technical education programs are described in special publications of the district. These can often be obtained from high school counseling offices, or prospective students may write or telephone Career and Technical Education, Riverside Community College District, 4800 Magnolia Avenue, Riverside, CA 92506-1299, (951) 222-8963.

**CAREER AND TECHNICAL EDUCATION PROGRAMS**

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

**Need for Specialized Training**

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

**Who Can Enroll in the Career and Technical Education Programs?**

Individuals wishing to enroll at Riverside Community College District must file an official application in the Admissions and Records Office located on any of the District's three campuses. 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 OF SCIENCE DEGREE**

The Associate of Science Degree consists of course work totaling 60 units or more, including 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 also 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	PROGRAM CODE	LOCALLY APPROVED CERTIFICATES	STATE-APPROVED CERTIFICATES	ASSOCIATE DEGREE	RIVERSIDE	NORCO	MORENO VALLEY	RV - BEN CLARK
AREA OF EMPHASIS								
Administration & Information Systems	AA494				•	•	•	•
Communications, Media & Languages	AA495				•	•	•	•
Fine & Applied Arts	AA496				•	•	•	•
Humanities, Philosophy & Arts	AA497				•	•	•	•
PE, Health & Wellness	AA498				•	•	•	•
Social & Behavioral Studies	AA499				•	•	•	•
Math & Science	AA493				•	•	•	•
CERTIFICATES OF ACHIEVEMENT								
California State University General Ed	CE661		•			•	•	•
Intersegmental General Education								
Transfer Curriculum IGETC-CSU	CE667		•			•	•	•
Intersegmental General Education								
Transfer Curriculum IGETC-UC	CE668		•			•	•	•

# **CAREER AND TECHNICAL EDUCATION CERTIFICATES AND DEGREES**

PROGRAM	PROGRAM CODE	Locally Approved Certificates	State Approved Certificates	Associate Degree	Riverside	Norco	Moreno Valley	MV - Bay Clark
ADMINISTRATION OF JUSTICE	AS504/CE504		•	•	•	•	•	•
AOJ/Basic Correctional Deputy Academy	CE783	•						•
AOJ/Basic Public Safety Dispatch Course	CE784	•						•
Crime Scene Investigation	CE619	•			•	•		
Investigative Assistant	CE785	•			•	•		
Law Enforcement	AS563/CE563		•	•				•
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	AS509/CE509		•	•		•		
Architectural Graphics	CE787	•				•		
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	AS517/CE517		•	•	•			
BANK OPERATIONS	CE625	•			•			
BUSINESS ADMINISTRATION								
Accounting Concentration	AS523/CE523		•	•	•	•	•	
Banking and Finance Concentration	AS631/CE631		•	•	•			
General Business Concentration	AS524/CE524		•	•	•	•	•	
Human Resources Concentration	AS623/CE623		•	•	•	•		
Logistics Mgmt Concentration	AS580/CE580		•	•		•		
Management Concentration	AS521/CE521		•	•	•	•	•	
Marketing Concentration	AS525/CE525		•	•	•	•	•	
Real Estate Concentration	AS527/CE527		•	•	•	•	•	
Insurance	AS629/CE629		•	•	•			
International Business	CE627	•			•			
Operations and Production Mgt	CE833	•			•			
COMMUNITY INTERPRETATION	AS557/CE557		•	•			•	
COMPUTER APPLICATIONS & OFFICE TECHNOLOGY								
Administrative Office Professional	CE637	•			•	•		
Executive Office Management	AS639/CE639		•	•	•			
Executive Office Professional	CE635	•			•			
Legal Secretarial Studies	CE611	•			•			
Office Assistant	CE633	•			•	•		
Office Fast-Track	CE812				•	•		
Virtual Assistant	CE677	•			•			
COMPUTER INFORMATION SYSTEMS								
C++ Programming	CE803	•			•	•		
CISCO Networking	CE810	•			•			
Computer Applications	AS726/CE726		•	•	•	•	•	
Computer Programming	AS728/CE728		•	•	•	•	•	
E-Commerce	CE807	•			•			
Java Programming	CE809	•			•	•		
PC Publishing	CE815	•			•	•	•	



# **CAREER AND TECHNICAL EDUCATION CERTIFICATES AND DEGREES**

PROGRAM	PROGRAM CODE	Locally Approved Certificates	State Approved Certificates	Associate Degree	Riverside	Norco	Moreno Valley	MV - Ben Clark
Relational Database Mgmt Tech	CE816	•			•			
Simulation and Gaming	AS739/CE739		•	•		•	•	
Systems Development	CE806	•			•	•		
Visual Basic Programming	CE817	•			•			
Webmaster	CE820	•			•	•	•	
CONSTRUCTION TECHNOLOGY	AS532/CE532		•	•		•		
COSMETOLOGY	AS534/CE534		•	•	•			
Cosmetology Business Admin- Entrepreneurial Concentration	AS537/CE537		•	•	•			
Cosmetology Business Admin- Mgmt and Supervision Concentration	AS535/CE535		•	•	•			
Cosmetology Instructor Training	CE675	•			•			
Esthetician	CE673	•			•			
CULINARY ARTS	AS561/CE561		•	•	•			
DENTAL ASSISTANT	AS621/CE621		•	•			•	
DENTAL HYGIENE	AS724			•			•	
DENTAL LABORATORY TECHNOLOGY	AS723/CE723		•	•			•	
DRAFTING TECHNOLOGY	AS539/CE539		•	•		•		
EARLY CHILDHOOD EDUCATION	AS544/CE544		•	•	•	•	•	
ECE / Asst Teacher	CE795	•			•	•	•	
Early Childhood Intervention Asst	AS601/CE601		•	•	•	•	•	
ECE / Twelve Core Units	CE797	•			•	•	•	
Infant and Toddler Specialization	CE681	•			•	•	•	
EDUCATION PARAPROFESSIONAL	AS603/CE603		•	•	•		•	
ELECTRONICS								
Analog and Digital Microelectronics	CE831	•				•		
Analog Electronics Technology	CE835	•				•		
Analog Electronics, Analysis and Documentation	CE834	•				•		
Digital Electronics Technology	CE837	•				•		
Digital Technology and Documentation	CE839	•				•		
Electronic Circuit Analysis	CE836	•				•		
Electronic Communications	CE838	•				•		
Electronics Computer Systems	AS545/CE545		•	•		•		
Electronics Documentation	CE844	•				•		
Electronics Technology	AS546/CE546		•	•		•		
General Electronics Core	CE847	•				•		
Microcomputer Technology	CE848	•				•		
Microprocessor Technology	CE845	•				•		
Wireless and Fiber-Optic Comm	CE846	•				•		
EMERGENCY MEDICAL SERVICES								
Emergency Medical Technician	CE801	•						•
Paramedic	AS585/CE585		•	•				•
ENGINEERING								
Engineering Graphics	CE796	•				•		
Engineering Technician	AS550/CE550		•	•		•		
Engineering Technology	AS551			•		•		
FILM, TELEVISION AND VIDEO								
Basic Television Production	CE842	•			•			
Production Specialist	AS641/CE641		•	•	•			
FIRE TECHNOLOGY	AS555/CE555		•	•				•
Firefighter Academy	AS669/CE669		•	•				•
Chief Officer	AS826/CE826		•	•				•
Fire Officer	AS827/CE827		•	•				•
GEOGRAPHIC INFORMATION SYSTEMS	CE790	•				•		
Core Certificate in GIS Mapping	CE794	•				•		

# **CAREER AND TECHNICAL EDUCATION CERTIFICATES AND DEGREES**

PROGRAM	PROGRAM CODE	Locally Approved Certificates	State Approved Certificates	Associate Degree	Riverside	Norco	Moreno Valley	MV - Ben Clark
HUMAN SERVICES	AS663/CE663		•	•	•		•	
Employment Support Specialization	CE802	•			•		•	
LOGISTICS MANAGEMENT	AS579/CE579		•	•		•		
MANUFACTURING TECHNOLOGY								
Automated Systems	AS732/CE732		•	•		•		
Automated Systems Technician	AS737/CE737		•	•		•		
Computer-Aided Production Tech	CE799	•				•		
MEDICAL ASSISTING								
Admin/Clinical Medical Assisting	AS718/CE718		•	•			•	
Medical Transcription	AS701/CE701		•	•			•	
MUSIC								
Jazz Performance	CE852	•			•			
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		•	•	•			
PHYSICAL EDUCATION / EXERCISE, SPORT & WELLNESS								
Athletic Training	AS597/CE597		•	•	•			
Coaching	AS599/CE599		•	•	•			
Fitness Professions	AS595/CE595		•	•	•			
PHYSICIAN ASSISTANT	AS501/CE501		•	•			•	
RETAIL MANAGEMENT/WAFC	AS536/CE536		•	•	•	•		
SIGN LANGUAGE INTERPRETING	AS505/CE505		•	•	•			
WELDING TECHNOLOGY	AS606/CE606		•	•	•			

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

PROGRAM	PROGRAM CODE	Locally Approved Certificates	State Approved Certificates	Associate Degree
RIVERSIDE CITY COLLEGE				
CULINARY ACADEMY				
	Culinary Arts AS561/CE561		•	•
MARCH EDUCATION CENTER				
	Registered Nursing AS586			•
RUBIDOUX ANNEX				
	Administrative Office Professional CE637	•		
	Virtual Assistant CE677	•		
MORENO VALLEY COLLEGE				
MARCH DENTAL EDUCATION CENTER				
	Dental Assistant AS621/CE621		•	•
	Dental Hygiene AS 724			•
	Dental Laboratory Technology AS723/CE723			•

**ACCOUNTING****SEE BUSINESS ADMINISTRATION****ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE (MNR) 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 of Science Degree**

The Associate of 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) AS563/CE563****Certificate Program**

Required Courses (18 units minimum)		Units
ADJ-B1B	Basic Peace Officer Training Academy	18
or all of the following:		
ADJ-P4A, R1A2, R1B, R1C and W10A		
	Reserve Training Module Format	36.25

**Associate of Science Degree**

The Associate of 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 of Science Degree:

**ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL (M) CE783 DEPUTY ACADEMY****Certificate Program**

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

**ADMINISTRATION OF JUSTICE BASIC PUBLIC (M) CE784 SAFETY DISPATCH COURSE****Certificate Program**

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

**CRIME SCENE INVESTIGATION (NR) CE619****Certificate Program****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
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) 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
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 <sub>1</sub>	3
CIS-1A	Introduction to Computer Information Systems	3
<sub>1</sub> 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
ADJ-1	Introduction to the Administration of Justice	3
ADJ-2	Principles and Procedures of the Justice System	3
ENG-1A	English Composition	4
HMS-5	Introduction to Evaluation and Counseling	3
or		
SPE-9	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
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 of Science Degree**

The Associate of 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 computers 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:

- Describe and demonstrate the sequence of steps involved in producing a printed product
- Evaluate current technical applications and trends occurring in the graphics industry
- Develop budgeted hourly rates and estimates
- Develop an organizational structure of layout, planning, and work flow in a production company
- Evaluate and assign a substrate and ink to a project for effectiveness and consistency
- Use Adobe InDesign publishing software to complete page layouts and designs for a variety of professional publishing purposes
- Use live jobs to demonstrate the ability to interpret job ticket instructions, keep accurate records, and maintain job flow and deadlines of production projects
- Demonstrate the basic use of Adobe Photoshop tools and functions including channels, layers, masking, color correction, duotones, and filters
- Identify file formats appropriate for digital image manipulation and output file formats appropriate for business and industry
- Produce high quality line and halftone images through the use of the process camera and/or imagesetter and flatbed scanner
- Assemble one-color to four-color images both manually and digitally in preparation for platemaking
- Demonstrate safe work practices in the printing and graphics workplace
- Demonstrate proper set-up, operation, and clean-up of a small offset-duplicator
- Demonstrate proper set-up and operation of folding and cutting equipment
- Develop economic, civic, and moral responsibility and ethics of good citizenship through an understanding of the role that printing has played in our society
- Produce a portfolio of projects suitable for use in an employment interview

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 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-73	Developing and Authoring Multimedia CD's and DVD's	3
ADM-74	Dreamweaver for Graphic Designers	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3
ADM-77B	Advanced Adobe Illustrator	3
ADM-78A	Multimedia Construction with Macromedia Director	3
ADM-78B	Multimedia Construction using Lingo	3
ADM-79	Multimedia Production using Painter	3
ADM-81	Advanced Digital Darkroom	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 of Science Degree**

The Associate of 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.

**BASIC ELECTRONIC PREPRESS (R) CE822****Certificate Program**

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:

- Describe and demonstrate the sequence of steps involved in producing a printed product
- Demonstrate the principles of design as they relate to two dimensional artworks
- Review the basics of color theory
- Create page layouts and designs for a variety of professional publishing purposes
- Demonstrate digital workflow by creating, importing, and distributing Adobe Acrobat PDF files
- Describe the basic principles of copyright legalities
- Demonstrate proper file naming conventions of major computer platforms
- Define intellectual property
- Explain the differences and the common use of various graphic file formats
- Demonstrate the use of preflight software in preparing files for output
- Evaluate, correct, and apply proper resolution and color models to images
- Evaluate the difference between TrueType, OpenType, and Postscript
- Apply illustration techniques using a scanner and computer to create and modify artwork

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:

- Compare and contrast legal, social and commercial policies regarding new media piracy
- Define intellectual property
- Describe the basic principles of copyright legalities
- List and describe the professional responsibilities of new media producers
- Use Adobe Flash to create a WEB animation using Flash's panels, commands and interface
- Describe the role and use of motion graphics in video and film
- Identify file formats appropriate for digital image manipulation and output file formats appropriate for business and industry
- Analyze and apply appropriate image resolution regarding personal computer hardware, digital output to film, direct-to-plate printing systems, and file size management
- Create cross-platform media that includes a variety of media including photos, video and audio
- Construct QuickTime Movies for Macintosh and Windows platforms use of Apple Compressor
- Design, debug, and use the Flash scripting language to create/load action video, and control sound
- Assemble Flash script from external files to load content, such as event listener, gallery files in order to control all aspects of sounds, actions, colors, and email

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 Portfolio	1
CIS-54B	Introduction to Flash Scripting	3
PHO-20	Introduction to Digital Still Photography	3

**ARCHITECTURE****ARCHITECTURE (N)****AS509/CE509**

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****Student Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of architecture by completing 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.

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 of Science Degree**

The Associate of 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.

**Student Learning Outcomes**

In addition to achieving the student learning outcomes for the architecture certificate program, students who complete the Associate of 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 of Science Degree:*

**ARCHITECTURAL GRAPHICS (N)****CE787****Certificate Program****Student Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of architectural graphics by completing 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.

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 of 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
ADM-78A	Multimedia Construction with Macromedia Director	3
ADM-78B	Multimedia Construction using Lingo	3
ADM-79	Multimedia Production using Painter	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
ADM-78A	Multimedia Construction with Macromedia Director	3
ADM-79	Multimedia Production using Painter	3

**AUTOMOTIVE TECHNOLOGY****AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE (R) AS511/CE511****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 of Science Degree

The Associate of 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 (R) AS516/CE516 TRIM AND UPHOLSTERY

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 of Science Degree

The Associate of 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 with in 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 of Science Degree

The Associate of 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:

- Develop entry-level skills and knowledge for employment in the automotive industry. i.e. employment in a Ford, Mercury, or Mercury dealership.
- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.

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 of Science Degree

The Associate of 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 - GENERAL MOTORS (R) AS583 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:

- Develop entry-level skills and knowledge for employment in the automotive industry. i.e. employment in a Chevrolet, GMC, or Cadillac dealership.

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate their ability to pass the Automotive Service Excellence (ASE) national certification exams.

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 of Science Degree

The Associate of 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:

- Work safely in a shop environment.
- Utilize common shop equipment to diagnose and repair automobiles.
- Pass the Automotive Service Excellence (ASE) national 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 of Science Degree

The Associate of 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

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 of Science Degree

The Associate of 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 of 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 of Science Degree

The Associate of 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) 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) 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 Business 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) 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) AS580/CE580**

This program focuses on preparing 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. An overview of general business administration functions and responsibilities is also provided. Efficient and effective integration of logistics and general business activities is emphasized.

**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 six of the following eight things:

- Analyze the business elements that comprise the logistics function.
- Examine warehouse operating and service procedures.
- Formulate purchasing decisions.
- Compare different modes of transportation.
- Explain procedures for filing freight claims.
- Analyze types of freight and logistics contracts and their provisions.
- Diagnose logistics software selection and implementation procedures.
- Explain the workings of inventory management systems.

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-81 Inventory Control	1.5
BUS-82 Freight Claims	1.5
BUS-83 Contracts	1.5
BUS-84 Computerized Logistics	1.5
BUS-85 Warehouse Management	3
BUS-86 Transportation and Traffic Management	3
BUS-87 Introduction to Purchasing	3
BUS-90 International Logistics	3

**MANAGEMENT CONCENTRATION (MNR) 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
<u>Required for this concentration</u>	<u>3</u>
MAG-44 Principles of Management	3
and	
<u>Select another 9 units from the following:</u>	<u>9</u>
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) 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
<u>Required for this concentration</u>	<u>3</u>
MKT-20 Principles of Marketing	3
and	
<u>Select another 9 units from the following:</u>	<u>9</u>
MKT-40 Advertising	3
MKT-41 Techniques of Selling	3
MKT-42 Retail Management	3
MKT-200 Work Experience	1-2-3-4
BUS-43 International Business-Marketing	3
BUS-51 Principles of E-Commerce	3
BUS-80 Principles of Logistics	3

**REAL ESTATE CONCENTRATION (MNR) 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 Businesses 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 prospective 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
<u>Select another 12 units from the following:</u>	<u>12</u>
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

**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
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 of Science Degree**

The Associate of 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 of 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
ECO/POL-6	Introduction to Political Economy	3
ECO-7	Principles of Macroeconomics	3
SPE-12	International Communication	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
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

## COMMUNITY INTERPRETATION

### COMMUNITY INTERPRETATION (M)

AS557/CE557

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 of Science Degree

The Associate of 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)		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 of Science Degree

The Associate of 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 of Science Degree:*

### ADMINISTRATIVE OFFICE PROFESSIONAL (NR)

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 SECRETARIAL STUDIES (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 data base 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 and Transcription	3
CAT-38	Legal Word Processing and Forms Productions	3

**OFFICE ASSISTANT (NR)****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 telephone, 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)****CE 812**

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 (17.5 units)		Units
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
Electives	(Choose from list below)	5.5

Electives (5.5 units)		Units
ACC-65	Computerized Accounting	3
CAT-1A	Business Etiquette	1
CAT/CIS-34A	Introduction to Microsoft Word for Windows	1.5
CAT/CIS-34B	Intermediate Microsoft Word for Windows	1.5
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CAT/CIS-60	Introduction to Microsoft Access	1.5
CAT-62	Records Management	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
CAT/CIS-84	Word Processing: WordPerfect for Windows	3
CAT-88	Internships in Computer Applications and Office Technology	3
CAT/CIS-95A	Introduction to the Internet	1.5
CAT/CIS-98A	Introduction to Excel	1.5
CIS/CAT-98B	Advanced 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)****AS726/CE726**

This program generally 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++, Java or Visual Basic.
- 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 of Science Degree**

The Associate of 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)****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, Java, or Visual Basic.
- Design and use object oriented programs in one of these languages C++, Visual Basic, Java or PHP.
- Design and use advanced programming techniques in C++, or Visual Basic, 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-15A	Visual Basic Programming: Objects	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-15B	Visual Basic Programming: Advanced Objects	3
CIS-15C	Visual Basic Programming: Databases	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 of Science Degree**

The Associate of 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.

**SIMULATION AND GAMING: GAME ART (MN) AS739/CE739**

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/CSC-35	Introduction to Simulation and Game Development	3
CIS/CSC-38A	Simulation and Gaming/3D Modeling	4
CIS/CSC-38B	Simulation and Gaming/3D Animation	4
CIS/CSC-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)**

CIS/CSC-36	Introduction to Computer Game Design	3
CIS/CSC-37	Beginning Level Design for Computer Games	3
CIS-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 of Science Degree**

The Associate of 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 of Science Degree:

### **C++ PROGRAMMING (NR) 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 (15 units)		Units
BUS-10	Introduction to Business	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS/CSC-25	Introduction to Data Communications	3
CIS/CAT-76A	Introduction to Microsoft Expression Web	3
or		
CIS/CAT-76B	Introduction to Dreamweaver	3
Electives	(Choose from list below)	3

Electives (3 units)		Units
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-15B	Visual Basic Programming: Advanced Objects	3
CIS-15C	Visual Basic Programming: Databases	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-18B	Java Programming: Advanced Objects	3

### **JAVA PROGRAMMING (NR) 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
  - ODBC
  - 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

## PC PUBLISHING (MNR) CE815

### Certificate Program

#### Program Learning Outcomes

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

- Develop mastery of digital image editing, photo correcting, manipulating images, and vector drawing.
- Create and edit: objects, freehand drawing objects.
- Import and work with graphic images of varying digital formats.
- Use Adobe InDesign to develop page design, page layout, including vector drawings and bitmap drawings.

Required Courses (12 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 to Desktop Publishing using Adobe InDesign	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) 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	3
and		
CIS/CSC-28A	MS Access Programming	3
or		
CIS/CSC-62	MicroSoft Access DBMS: Comprehensive	3

## VISUAL BASIC PROGRAMMING (R) CE817

The successful student will be able to apply the principles of logical and programming concepts to design, create, test, debug, and implement specific Visual Basic solutions that incorporate a variety of typical Windows features as appropriate for typical gaming, business, scientific, and mathematics problems. Further, the student will either gain skills in object oriented programming, Office automation and Internet related applications or gain competence in developing database related applications.

### Certificate Program

#### Program Learning Outcomes

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

- Apply the principles of logical and programming concepts to develop specific Visual Basic solutions for gaming, business, scientific and mathematics problems.
- Design, create, test, debug, and implement Windows based applications in Visual Basic.
- Effectively incorporate a variety of Windows controls, multiple forms, graphics and multimedia, strings, arrays, files, objects and their properties and methods, as appropriate for a particular application.
- Design and create Visual Basic applications that make effective use of classes and class hierarchies, Internet related controls, Windows API, MS Office automation, and Active X controls, as appropriate for a particular application.
- OR Design and create Visual Basic applications that access, modify, and display external database data, allow validated user modifications of that data, and create professional reports from that data, as appropriate for a particular application.

Required Courses (12 units)		Units
CIS/CSC-5	Fundamentals of Programming Logic using C++	3
CIS/CSC-15A	Visual Basic Programming: Objects	3
CIS-15B	Visual Basic Programming: Advanced Objects	3
CIS-15C	Visual Basic Programming: Databases	3

**WEB MASTER (MNR)****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)****AS532/CE532****Certificate Program****Student 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 of Science Degree**

The Associate of 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.

**Student Learning Outcomes**

In addition to achieving the student learning outcomes for the construction technology certificate program, students who complete the Associate of 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 of Science Degree

The Associate of 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

#### Certificate Program

##### Major Core Requirements

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

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

In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from 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:

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)

AS535/CE535

#### CONCENTRATION

##### 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:

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-51 Elements of Supervision	3
MAG-53 Human Relations	3
MAG-56 Human Resources Management	3

### Associate of Science Degree

The Associate of 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 of 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**

CUL-20	Fundamentals of Baking	2
CUL-22	Cake Decorating I	2

### Associate of Science Degree

The Associate of 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)****AS621/CE621****Certificate Program**

Required Courses (42 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
Mat-64	Or Higher +	3

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

+ These courses may be taken prior to entrance into the Dental Assistant Program or the equivalent can be met through testing.

\*Students must take a minimum of DEA-40C and either DEA-40A or DEA-40B to complete the certificate program.

**Associate of Science Degree**

The Associate of 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)****AS724**

Program prerequisites: Anatomy and Physiology 2A, Anatomy and Physiology 2B, Chemistry 2A, Chemistry 2B, English 1A, Math 52, Microbiology 1, Physical Education 4, Psychology 1, Sociology 1, and Speech 1.

**Associate of Science Degree**

Required Course (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
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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
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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 of Science Degree**

The Associate of 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) AS723/CE723**  
**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 of Science Degree**

The Associate of 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)****AS539/CE539****Certificate Program****Student Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of drafting technology by completing a portfolio, which may include sketches, AutoCAD, models, demonstration of the seven stages of movement and rapid prototyping.

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**

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 of Science Degree**

The Associate of 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.

**Student Learning Outcomes**

In addition to achieving the student learning outcomes for the drafting technology certificate program, students who complete the Associate of 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) AS544/CE544 Certificate Program

#### Program Learning Outcomes

- 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
MUS-1	Teaching Music to Young Children	3
PHP-6	Introduction to Physical Education for Preschool and Elementary Children	3
PHP-30	First Aid and CPR	3
SOC-45	Childhood and Culture	3

### Child Development Permit

The Early Childhood 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 of 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](http://www.rcc.edu/cdpermit).

### Associate of Science Degree

The Associate of 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 AS601/CE601 ASSISTANT (MNR) Certificate Program

#### 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)

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 of Science Degree

The Associate of 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 of Science Degree:*

#### EARLY CHILDHOOD EDUCATION CE795

##### ASSISTANT TEACHER (MNR)

##### 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 (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 / TWELVE CORE UNITS (MNR) 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) CE 681

##### 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) AS603/CE603

##### Certificate Program

Required Courses (32-34 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
EAR-20	Child Development	3
ENG-1A	English Composition	4
or		
ENG-50	Basic English Composition	4
HIS-6	Political and Social History of the United States	3
or		
HIS-7	Political and Social History of the United States	3
MAT-52	Elementary Algebra	4
SPE-1	Public Speaking	3
or		
SPE-9	Interpersonal Communication	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
PHP-30	First Aid and CPR	3
SPA-3N	Spanish for Spanish Speakers	5

**Associate of Science Degree**

The Associate of 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) AS545/CE545**  
**Certificate Program**
**Student 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		
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 of Science Degree**

The Associate of 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.

**Student Learning Outcomes**

In addition to achieving the student learning outcome for the electronics computer systems certificate program, students who complete the Associate of 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) AS546/CE546**  
**Certificate Program**
**Student 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		
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 of Science Degree**

The Associate of 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.

**Student Learning Outcomes**

In addition to achieving the student learning outcome for the electronics technology certificate program, students who complete the Associate of 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 of Science Degree:*

**ANALOG AND DIGITAL MICROELECTRONICS (N) CE831  
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) CE834  
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) CE835  
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) CE837  
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) CE839  
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) CE836**
**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

**ELECTRONIC COMMUNICATIONS (N) CE838  
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

**ELECTRONICS DOCUMENTATION (N) CE844  
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

**GENERAL ELECTRONICS CORE (N) CE847  
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

**MICROCOMPUTER TECHNOLOGY (N) CE848  
Certificate Program**

Required Courses (12 units)		Units
ELE-26	Microprocessors and Microcontrollers	4
ELE-36	Advanced Microprocessors	4
ELE-38	Computer Systems Troubleshooting	4

**MICROPROCESSOR TECHNOLOGY (N) CE845  
Certificate Program**

Required Courses (12 units)		Units
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ELE-36	Advanced Microprocessors	4

**WIRELESS AND FIBER-OPTIC COMMUNICATIONS (N) CE846  
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



## 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.

### PARAMEDIC (M) AS585/CE585 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

### Associate of Science Degree

The Associate of 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 of Science Degree:*

### EMERGENCY MEDICAL TECHNICIAN (M) CE801 Certificate Program

Required Courses (7 units)		Units
EMS-50	Emergency Medical Services-Basic	6
EMS-51	Emergency Medical Services-Basic Clinical /Field	1



## 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) AS550/CE550 Certificate Program

#### Student 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), and 3-D modeling.

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

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 of Science Degree

The Associate of 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.

#### Student Learning Outcomes

In addition to achieving the student learning outcome for the engineering technician certificate program, students who complete the Associate of 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) AS551 Associate of Science Degree

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

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 of Science Degree**

The Associate of 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.

**Student 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 of 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 of Science Degree:*

**ENGINEERING GRAPHICS (N) CE796****Certificate Program****Student 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 PROD****AS641/CE641****SPECIALIST (R)****Certificate Program****Program Learning Outcomes**

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

- Utilize a variety of electronic media production equipment and facilities in the creation and completion of film, television and video projects, including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, and control room test equipment.
- Produce film and video segments, from concept to finished product, that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for moving and still visual images and audio and editing.
- Communicate effectively and work cooperatively in a team production environment.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the film, television and video production industry.

Required Courses (28 units)		Units
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
and		
Choose 3 units		3
FTV-38	Telecommunications Production Project	3
FTV-53	Telecommunications Laboratory	3

In addition, choose and complete courses from one emphasis below: 9

**DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS****Core Requirements 19**

Select another 9 units from the following:

FTV-51	Telecommunications Laboratory	1
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-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
ADM-78A	Multimedia Construction with Macromedia Director	3
ADM-78B	Multimedia Construction with Lingo	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** 19

Select another 9 units from the following:

FTV-12	History of Film	3
FTV-48	Short Film Production	3
FTV-51	Telecommunications Laboratory	1
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-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** 19

Select another 9 units from the following:

FTV/MUS-11	Sound Recording and Reinforcement Techniques	3
FTV-51	Telecommunications Laboratory	1
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-200	Telecommunications Work Experience	1-2-3-4
MUS-8A	Introduction to MIDI and Digital Audio	3

**TELEVISION PRODUCTION EMPHASIS****Core Requirements** 19

Select another 9 units from the following:

FTV-51	Telecommunications Laboratory	1
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-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 of Science Degree**

The Associate of 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 of Science Degree:

**BASIC TELEVISION PRODUCTION (R) CE842****Certificate Program****Program Learning Outcomes**

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

- Utilize a variety of electronic media production equipment and facilities in the creation and completion of film, television and video projects, including but not limited to film and video cameras, character generators, microphones, lighting instruments, audio mixers, teleprompters, editing software, and control room test equipment.
- Produce film and video segments, from concept to finished product, that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for moving and still visual images and audio and editing.
- Communicate effectively and work cooperatively in a team production environment.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the film, television and video production industry.

**Required Courses (16 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

**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)****AS826/CE826****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 of Science Degree**

The Associate of 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) AS827/CE827****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 of Science Degree**

The Associate of 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) AS555/CE555**

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
MAG-44	Principles of Management	3
PHI-12	Intro to Ethics: Contemporary Moral Issues	3
PHP-35	Foundation for Fitness and Wellness	3

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

**Associate of Science Degree**

The Associate of 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) AS669/CE669****Certificate Program**

Required Courses (19 units)		Units
FIT-S3	Basic Firefighter Academy	19

**Associate of Science Degree**

The Associate of 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 of Science Degree:*

### CORE CERTIFICATE IN GIS MAPPING (N) CE794 Certificate Program

Required Courses (9 units)		Units
GIS-1	Introduction to Geographic Information Systems	3
GIS-5	Cartography and Base Map Development	3
GIS-9	Spatial Analysis with GIS	3

### GEOGRAPHIC INFORMATION SYSTEMS (N) CE790 Certificate Program

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

#### Electives

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

## GENERAL BUSINESS

See BUSINESS ADMINISTRATION

## GRAPHICS TECHNOLOGY

See APPLIED DIGITAL MEDIA AND PRINTING

## HUMAN SERVICES

This program focuses on the general study and provision of human and social services to individuals and communities and prepares individuals to work in public and private human service agencies and organizations. This includes instruction in the social sciences, psychology, principles of social services, human services policy, planning and evaluation, social services law and administration, and applications to particular issues, services, localities, and populations.

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)

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 (21 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

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 of Science Degree

The Associate of 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 of Science Degree:*

### EMPLOYMENT SUPPORT SPECIALIZATION (MR) 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

## 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)

AS579/CE579

#### Certificate Program

#### Student Learning Outcomes

The Logistics Management Certificate prepares students for entry into and/or advancement within management career patterns of the logistics industry. Preparation for ongoing study of the field is also provided. Since understanding just one discipline within the supply chain is not enough, it is assured that graduates can: Identify the critical roles and objectives of managers in a variety of logistics activities (warehousing, traffic and transportation, service contracting, purchasing and supply management, international logistics, etc); understand how managers in various logistics disciplines can interact to efficiently use their combined personnel, facilities and capital; compare 3rd party logistics provider needs to those of their clients in negotiations, bidding, and contracts, as well as the challenges they face managing mutually beneficial relationships within legal and regulatory guidelines; contribute knowledge needed for multi-disciplinary logistics teams to effectively exceed end-user (customer) expectations by improving coordination between their operations.

Required Courses (21 units)		Units
BUS-80	Principles of Logistics	3
BUS/-81	Inventory Control	1.5
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-84	Computerized Logistics	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

#### Associate of Science Degree

The Associate of 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.

#### Student Learning Outcomes

In addition to achieving the program learning outcome for the logistics management certificate program, students who complete the Associate of 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)

AS732/CE732

#### 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	2
MAN-75A	Robotic Systems	4
Electives	(Choose from list below)	6

#### Electives

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 of Science Degree

The Associate of 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)

AS737/CE737

#### Certificate Program

#### Student 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 of Science Degree

The Associate of 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.



**Student Learning Outcomes**

In addition to achieving the program learning outcome for the automated systems technician certificate program, students who complete the Associate of Science Degree in manufacturing 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 of Science Degree:*

**COMPUTER-AIDED PRODUCTION TECHNOLOGY (N) CE799**  
**Certificate Program**

**Student 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 AS718/CE718**  
**ASSISTING (M)**

**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 of Science Degree**

The Associate of 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.

**MEDICAL TRANSCRIPTION (M)****AS701/CE701**

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 of Science Degree**

The Associate of 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 of 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)		Units
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 of Science Degree in Registered Nursing**

**Program Learning Outcomes**

Based on the nature of person/client, the stages of the life cycle and respecting individual differences, the graduate of the Riverside City College Associate Degree Nursing Program will:

**I. In the Provider of Care Role:**

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.

**A. Assessment**

- Assess the client's health status by completing a health history and performing a physical, cognitive, psychosocial, and functional assessment.
- Assess the client's response to actual/potential health problems and interventions.
- Assess client for changes in health status and identified needs and client's access to available community resources.
- Assess environmental factors that may affect the client's

health status and the strengths, resources, and needs of clients within the community.

- Assess the interaction patterns of the individual client and support person(s) for learning strengths, capabilities, barriers, spiritual, cultural, and educational needs.

#### B. Analysis/Nursing Diagnosis

- Identify client healthcare needs and select nursing diagnoses based on analysis and interpretation of evidence-based practice.
- Make sound clinical and management decisions ensuring individualized safe quality care while incorporating the impact of developmental, emotional, cultural, and spiritual influences.
- Identify client healthcare needs, participate in data collection for research, and quality improvement to meet client outcomes.

#### C. Planning

- Establish client-centered outcomes based on priorities of care identified in collaboration with client, family, and multidisciplinary healthcare team.
- Use evidence-based practice as a means to develop an individualized plan of care.
- Develop an individualized teaching plan based on assessed learning needs.
- Develop caring interventions for clients and their support persons to achieve the desired outcomes.

#### D. Implementation

- Coordinate and implement the individualized plan of care providing a safe physical and supportive psychosocial environment.
- Demonstrate caring behaviors toward the client and support person (s), protecting and promoting the client's dignity.
- Adapt nursing care in consideration of the client's values, customs, culture, spiritual beliefs, and/or habits.
- Demonstrate therapeutic communication skills when working with the healthcare team and assist the client to cope with and adapt to stressful events and changes in health status.
- Initiate interventions to achieve prioritized client outcomes regarding physiological and psychological safety, multidisciplinary treatment plan, and continuity of care in assisting the client to optimum comfort and functioning.
- Demonstrate competent technical skills, using current technology as a foundation for effective practice in a variety of settings.
- Incorporate practices in medication administration to ensure client safety and prevention of errors.
- Teach the client and significant support person(s) the information and skills needed to achieve desired outcomes.
- Report and document assessments, interventions, and progress toward client outcomes to the multidisciplinary team in an accurate and concise manner.
- Recommend community resources for home and community-based care.

#### E. Evaluation

- Collaborate with client(s), family, and the multidisciplinary healthcare team to determine the effectiveness of interventions and teaching plans in achieving identified client outcomes, reassess and modify the plan of care as appropriate.
- Use standards of nursing practice to evaluate quality of client care.
- Document and communicate evaluation results to multidisciplinary healthcare team as appropriate, abiding

by state and federal laws and regulation (HIPPA).

#### II. In the Manager of Care Role:

- 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.

#### III. In the Member Within the Discipline of Nursing Role:

- 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 of 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 (PSY-9 required prior to NRN-2)	3
SOC-1	Introduction to Sociology	3
or		
ANT-2	Cultural Anthropology	3
ENG-1A	English Composition	4
American Institutions		3
Communication and Analytical Thinking		6
SPE-1 or SPE-9 and 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 of Science Degree

The Associate of 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 of 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 and RN 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 of 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
<u>Level I Courses:</u>		
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 of Science Degree

The Associate of 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 of Science Degree

The Associate of 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 EDUCATION

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
PHP-4	Nutrition	3
PHP-10	Introduction to Physical Education	3
PHP-12	Sport Psychology	3
PHP-14	Athletic and Fitness Organization and Admin	3
PHP-16	Introduction to Athletic Training	3
PHP-30	First Aid and CPR	3
PHP-35	Foundations for Fitness and Wellness	3

In addition, choose and complete courses from one emphasis below: 3-16

#### 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 units)

Core Requirements		21
Take <u>one</u> of the following:		
PHP-42	Lifeguarding/Title 22 First Aid/ Water Safety Instructor	4
PHP-43	Personal Training	3
PHP-44	Yoga Instructor Training	3
PHP-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)

Core Requirements	21
PHP-21 Athletic Training Applications	2-2
(Must take two times)	
and	
Take <u>two</u> of the following:	
PHP-17 Athletic Training, Fall Sports, Lower Extremity	2
PHP-18 Athletic Training, Spring Sports, Upper Extremity	2
PHP-19 Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
PHP-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.

(Total of 30 units)

Core Requirements	21
Elective from Group 1 Electives	3
Elective from Group 2 Electives	3
Elective from Group 3 Electives	1
Elective from Group 4 Electives	1
Elective from Group 5 Electives	1

Group 1 Electives (3 units)

PHP-24 Sports Officiating, Fall Sports	3
PHP-25 Sports Officiating, Spring Sports	3

Group 2 Electives (3 units)

PHP-26 Foundations of Coaching	3
PHP-27 Football Theory	3
PHP-28 Basketball Theory	3
PHP-29 Soccer Theory	3
PHP-33 Baseball Theory	3
PHP-34 Softball Theory	3
PHP-42 Lifeguarding/Title 22 First Aid/ Water Safety Instructor	4

Group 3 Electives - Individual Activity Courses (1 unit)

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

Group 4 Electives - Team Activity Courses (1 unit)

PHP-A50 Baseball Fundamentals, Defensive	1
PHP-A51 Baseball Fundamentals, Offensive	1
PAP-A52 Fast Pitch Fundamentals, Offensive	1
PHP-A53 Fast Pitch Fundamentals, Defensive	1
PHP-A54 Fast Pitch Softball Fundamentals	1
PHP-A57 Basketball	1
PHP-A60 Football Fundamentals, Defensive	1
PHP-A61 Football Fundamentals, Offensive	1
PHP-A62 Flag Football	1
PHP-A64 Soccer	1
PHP-A67 Volleyball, Beginning	1
PHP-A68 Volleyball, Intermediate	1
PHP-A69 Volleyball, Advanced	1

Group 5 Electives - Fitness Activity Courses (1 unit)

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

**Associate of Science Degree**

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

## 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)

**AS501/CE501**

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

#### Certificate Program

Required Courses (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

#### Associate of Science Degree

The Associate of 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.

## REAL ESTATE

See BUSINESS ADMINISTRATION

## 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)

**AS536/CE536**
**(WESTERN ASSOCIATION OF FOOD CHAINS)**

#### 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 (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
MAG-44	Principles of Management	3
or		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-56	Human Resources Management	3
MAG-57	Oral Communications	3
or		
SPE-1	Public Speaking	3
or		
SPE-9	Interpersonal Communication	3
MKT-20	Principles of Marketing	3
MKT-42	Retail Management	3

#### Associate of Science Degree

The Associate of 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.

## 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) Certificate Program

AS505/CE505

#### 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 of Science Degree

The Associate of 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) Certificate Program

AS606/CE606

#### Program Learning Outcomes

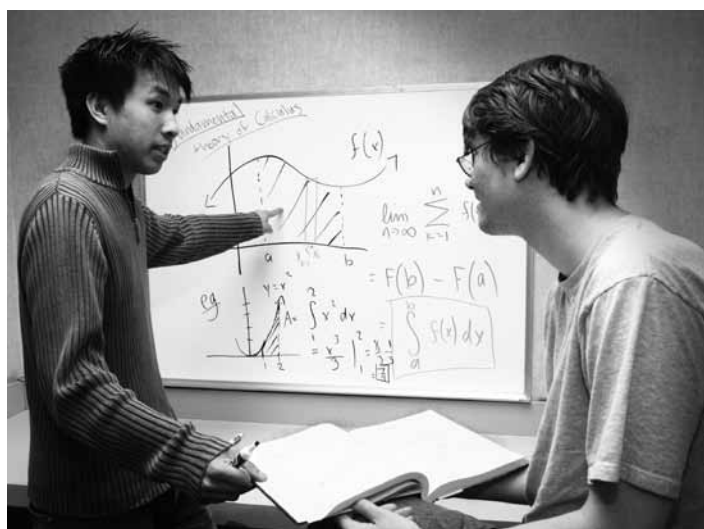
Upon successful completion of this program, students should be able to:

- Work safely within the welding industry.
- Obtain an American Welding Society (AWS) certification.
- Demonstrate skills necessary to obtain an entry-level job within the welding/construction industry.

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 of Science Degree

The Associate of 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.





**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](http://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 campuses. When in doubt, students are advised to confer with a counselor.

### DELIVERY METHODS

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

### NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Art 95 to 99; 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, Guidance 95; Mathematics 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 81, 83; Reading 81, 82, 83, 86, 87, 95; Spanish 85) 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) or CR (Credit). C-, D, F, NP (No Pass), NC (No Credit), 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 RCCD Catalog.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (951) 222-8808.

Petitions to challenge a prerequisite or to file a complaint of unlawful discrimination 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.

### 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 or 10A; or CAT-63A.

*Advisory:* CIS-1 or 90A.

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-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-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-200 - Administration of Justice 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.

**BASIC PEACE OFFICER TRAINING ACADEMY**

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

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

For Basic Academy applications and further information regarding this program, contact Department of Public Safety Education and Training at (951) 571-6316.

**ADJ-A3A - Child Abuse Investigations 2 units***Prerequisite: None.*

This course is designed to provide the student with an overview of the child abuse investigative process. The course will focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. 40 hours lecture.

**ADJ-A5A - Bicycle Patrol .5 unit***Prerequisite: None.*

This course is designed to provide the student with an overview of the tactical handling of a mountain bicycle for use during law enforcement operations. The course will focus on public relations, nutrition, bicycle maintenance, and riding techniques. 32 hours laboratory.

**ADJ-A6A - Interview and Interrogation Course .25 unit***Prerequisite: None.*

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses and suspects in a field setting. Methods for preparing for an interview, establishing rapport with people and interview strategies will be discussed. Additionally, methods for using a tape recorder and methods for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. 6 hours lecture and 2 hours laboratory.

**ADJ-A6B - Advanced Interview and Interrogation Course 1.5 units***Prerequisite: None.*

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions and confessions. 28 hours lecture and 4 hours laboratory.

**ADJ-A8A - Field Training Officer 1.5 units***Prerequisite: None.*

This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. 32 hours lecture and 8 hours laboratory.

**ADJ-A9A - Field Training Officer Update 1 unit***Prerequisite: None.*

This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. 24 hours lecture.

**ADJ-A10A - Vice Operations .25 unit***Prerequisite: ADJ-B1B.*

This course is designed as an overview of vice operations for law enforcement personnel. This course will include discussions on prostitution, solicitors of lewd sex acts, massage parlor investigations, pimping and pandering, pornography and bookmaking. 8 hours lecture.

**ADJ-A11A - Effective Writing for Law Enforcement .25 unit***Prerequisite: None.*

This course will give the law enforcement student a critical understanding of effective writing skills. The course will cover the various types of documents written by the professional and focus on form. 4 hours lecture and 4 hours laboratory.

**ADJ-A13A - Drug Use Recognition 1 unit***Prerequisite: None.*

This course is designed to provide updated skills training for law enforcement officers enforcing the provisions of 11550 H and S code. The course fulfills the Commission on POST two year, twenty-four hour training requirement for advanced officer training. The course will emphasize public safety when handling incidents involving explosive devices. 20 hours lecture and 4 hours laboratory.

**ADJ-A14A - Search Warrant Preparation Workshop .25 unit***Prerequisite: None.*

This course will instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The course will include construction of a "hero section," and supporting documentation needed to receive judicial endorsement. Also, practical exercises in search warrant preparation are reviewed. 6 hours lecture and 2 hours laboratory.

**ADJ-A14B - Search Warrant Execution Course .25 unit***Prerequisite: None.*

This course presents the elements needed in both formulating a proper search warrant entry plan and specific tactics commonly employed by target/narcotic teams for most law enforcement agencies. Students are taught entry techniques, marksmanship, close quarter battle tactics and teamwork. Additionally, this course offers the students the ability to practice the concepts taught in this course during "live fire" scenarios which are controlled by the staff who are firearms instructors. 2 hours lecture and 6 hours laboratory.

**ADJ-A29A - Courtroom Testimony and Demeanor .5 unit***Prerequisite: None.*

This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. 9 hours lecture.

**ADJ-A31A - Advanced Civil Procedures (POST) 1 unit***Prerequisite: None.*

This course is designed to provide the student with an understanding of advanced civil processes. The course will focus on common writ processes, levy processes, and claims of exemption. 24 hours lecture.

**ADJ-A33A - Public Safety Seminar .25 unit***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety training mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 8 hours lecture.

**ADJ-A33B - Public Safety Seminar .5 unit***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 16 hours lecture.

**ADJ-A33C - Public Safety Seminar 1 unit***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 24 hours lecture.

**ADJ-A33E - Public Safety Seminar 2 units***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 40 hours lecture.

**ADJ-A36A - Inland Boating Enforcement 1 unit***Prerequisite: None.*

This course provides law enforcement personnel with the knowledge and procedures necessary for the enforcement of state laws specific to inland waterways and lakes. The course will also include vessel theft, equipment violations, accident investigation, vessel towing, enforcement contacts, boating while intoxicated and the care and safe operation of the patrol boat. 24 hours lecture and 16 hours laboratory.

**ADJ-A37A - Latent Fingerprint Retrieval .5 unit***Prerequisite: None.*

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on identification, fiction ridges and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces and powder processing vs. chemical processing. 12 hours lecture and 4 hours laboratory.

**ADJ-A42A - Crime Scene Investigation .5 unit***Prerequisite: None.*

This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of 35 mm camera and its use and function in a crime scene investigation. 16 hours lecture.

**ADJ-A43A - Basic Computer-Aided Collision Diagramming Using AutoSketch .5 unit***Prerequisite: None.*

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

**ADJ-A44A - Laser Operator .25 unit***Limitation on enrollment: Must have successfully passed a 24-hour POST Radar certification class.*

This course provides students with a review on Doppler radar and the understanding of the historical development, concepts, characteristics, and properties of laser technology. It is designed to teach students the proper use of law enforcement laser in traffic enforcement as well as knowledge and skill for courtroom testimony related to laser use. 6 hours lecture and 2 hours laboratory.

**ADJ-A45A - Digital Photography for Law Enforcement .25 unit***Prerequisite: None.*

This course is designed to educate the student in the field of digital photography, as it would pertain to the day-to-day activities of the law enforcement professional. The student will learn the essentials needed for digital photography (i.e. light, area, size of object, and focal distances.) They will also be instructed in the familiarization of the digital camera and the software needed for authenticating and storing digital images. A segment in the rules of evidence as they pertain to digital images will be taught along with the fundamentals of crime scene photography. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only.)

**ADJ-A46A - Background Investigation 2 units***Prerequisite: ADJ-B1B.*

This course provides students with basic techniques and legal information necessary to conduct background investigations for law enforcement agencies. Topics covered will include Legal Aspects, Polygraph Examinations, Psychological Evaluation, Background Investigation Process, Role of the Background Investigator and Pre-Background Investigation Interview/Areas of Inquiry. 36 hours lecture.

**ADJ-A48A - Basic Investigator's Course 2 units***Prerequisite: ADJ-B1B.*

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

**ADJ-A50A - Raves and Rave Drugs .25 unit***Prerequisite: None.*

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

**ADJ-A56A - Elder Abuse/Racial Profiling 1st Responder .25 unit***Prerequisite: None.*

This course provides students with the information they need to successfully investigate elder abuse cases as the initial responder. It provides the student with knowledge in identifying various forms of elder abuse and abuse to dependant adults. It provides information on crime scene management, interview and interrogation techniques and documenting the cases. The course will help the student understand what racial profiling is and show how to avoid participating in it. It will cover various penal codes and amendments that deal with racial profiling and review civil rights history dealing with racial profiling. 8 hours lecture.

**ADJ-A57A - Casino-Related Crime Investigation .25 unit***Prerequisite: None.*

This course is designed for the patrol officer/deputy responding to gambling-related and casino/card room crimes and for the investigator assigned to investigate gambling-related offenses. This course will familiarize the law enforcement officer with the history of gaming in California, issues related to tribal casinos, crime trends in the gambling industry, investigative resources, evidence, as well as prosecutorial considerations in investigating gambling offenses. 8 hours lecture. (Pass/No Pass only.)

**ADJ-B1A - Introduction to Law Enforcement and Physical Conditioning for Basic Academy Students 1 unit***Prerequisite: None.*

This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory.

**ADJ-B1B - Basic Peace Officer Training Academy 18 units***Prerequisite: None.*

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

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

**ADJ-B3A - Basic Community Service Officer Academy 3 units***Prerequisite: None.*

This course provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. The course will emphasize the practical applications of weapon cleaning and servicing, handcuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. 60 hours lecture and 4 hours laboratory.

**ADJ-C1D - Basic Correctional Deputy Academy (C) 13 units***Prerequisite: None.*

The Basic Correctional Deputy Academy provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. 201 hours lecture and 117 hours laboratory.

**ADJ-C2A - Deputy Sheriff Supplemental Core Course 3 units***Prerequisite: None.*

*Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course provides the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is STC certified and meets the requirements of all agencies needing custody trained officers. 55 hours lecture and 17 hours laboratory.

**ADJ-C3B - Advanced Corrections Perishable Skills Training .25 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance professionalism through continued training in state mandated corrections topics. The students will participate in an assortment of defensive tactic maneuvers and will be required to demonstrate a proficiency of each tactic taught. 2 hours lecture and 10 hours laboratory.

**ADJ-C3C - Advanced Corrections Training .5 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' professionalism and career advancement through education and training. May be taken a total of 4 times. 12 hours lecture.

**ADJ-C4A - Advanced Corrections Training for Supervisors 1 unit***Prerequisite: None*

This mandated STC certified course is designed to enhance the on-the-job skills of the supervisor within corrections. Instruction includes preventing staff misconduct, personnel investigations, and advanced supervisory skills. 24 hours lecture.

**ADJ-C5A - Basic Writing Skills for Corrections .5 unit***Prerequisite: None.*

This course reviews the basic principles of law enforcement written communications. Fundamentals of note taking, memoranda and reports used in institutional settings for documentation will be reviewed. 16 hours lecture and 8 hours laboratory.

**ADJ-C6A - Corrections Training Officer 2 units***Prerequisite: None.*

This STC certified course is designed to enhance the on-the-job training skills of the corrections training officer. This course includes ethics, coaching techniques, effective supervision methods and learning styles. 40 hours lecture.

**ADJ-C7A - Writing Skills for Correctional V Deputy (Advanced) .5 unit***Prerequisite: None.*

This course is designed to provide the student with additional study in methods of criminal report writing. The course will focus on complex criminal investigations, crime scene organization, evidence preservation and effective criminal report writing. 12 hours lecture and 12 hours laboratory.

**ADJ-C8A - Facility Security Training .25 unit***Prerequisite: None.*

This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. 8 hours lecture.

**ADJ-C12A - First Aid/CPR Instructor Course 1.5 units***Prerequisite: None.*

This course is designed for professional law enforcement officers who wish to instruct basic CPR and first aid to students within their respective agencies. 32 hours lecture and 8 hours laboratory.

**ADJ-C13A - Stun-Tech R.E.A.C.T. Belt Training .25 unit***Prerequisite: None.*

This course is designed to provide training in the proper utilization of the less-lethal Stun-Tech R.E.A.C.T. belt for controlling potentially violent incarcerated persons. 6 hours lecture and 2 hours laboratory.

**ADJ-C18A - Basic Inmate Classification .5 unit***Prerequisite: None.*

This STC certified course is designed to provide entry-level training for correctional officers on basic inmate classification. The student will be able to identify any inmates housing problems and understand the liability involved with working in a classification unit. 14 hours lecture and 2 hours laboratory.

**ADJ-C19 - Corrections Mental Health Training .5 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' professionalism and ability to work with mentally ill inmates. May be taken a total of two times. 13 hours lecture and 3 hours laboratory.

**ADJ-C20A - Leadership Enhancement 1 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' ability to work in their current capacity and enhance their leadership skills. This course may be taken two times. 22 hours lecture and 2 hours laboratory.

**ADJ-C21A - Corrections Training Officer Update 1 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections Training Officers' professionalism and ability to train newly hired correctional deputies. May be taken a total of two times. 23 hours lecture and 1 hour laboratory. (Pass/No Pass only.)

**ADJ-D1A - Basic Public Safety Dispatch Course 5 units***Prerequisite: None.*

The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Complaint Desk Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management and local emergency medical service systems. 106 hours lecture and 14 hours laboratory.

**ADJ-D1B - Dispatcher Update 1 unit***Prerequisite: ADJ-D1A.*

This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course include updates in civil liability, ethics, suicidal callers and officer safety. 2 hours lecture.

**ADJ-D1C - Communications Training Officer 2 units***Prerequisite: ADJ-D1A.*

This course is designed to provide communications trainers with the skills, knowledge, roles and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture.

**ADJ-D3A - Responding to Suicidal Callers V .25 unit***Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers in coping with suicidal callers. Additionally, the student will learn effective strategies in maintaining and building a rapport with mentally disturbed persons who may wish to end their lives, until the responding agency arrives. Students will develop traits and skills in dealing with both the pre- and post- effects of suicidal callers. 8 hours lecture.

**ADJ-D4A - Dispatcher Role in Officer Safety .25 unit***Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers learn their role in assisting officers during high-risk incidents. Students will learn strategies to be more helpful and effective when working with field officers during felony stops, response to high-risk calls and building searches. 4 hours lecture and 4 hours laboratory.

**ADJ-D5A - Dispatcher Public Safety Advanced .5 unit***Prerequisite: None.*

This course develops dispatchers professionally and personally, by increasing their knowledge, skills and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. 16 hours lecture.

**ADJ-D6A - Crisis Negotiation Concepts .25 unit***Prerequisite: None.*

This course is designed to provide the student with a better understanding of identifying a crisis negotiation situation, as well as the understanding of the principles of crisis negotiation. The student will receive information on the various roles and responsibilities of a dispatcher, responding field units, and the crisis negotiations team. The course will discuss several techniques on how to combat stress during and after a crisis negotiation incident. The course will cover the importance of participating in critical incident debriefing. 8 hours lecture.

**ADJ-E1A - Emergency Services Academy 2.5 units***Prerequisite: None.*

This course is designed to provide the student with an overview of Special Weapons and Tactics Team (SWAT) operations. The course will focus on scouting, planning and execution of SWAT operations. 44 hours lecture and 36 hours laboratory.

**ADJ-P1A - Probation Officer Core Course 8 units***Prerequisite: None.*

This course is designed to provide an orientation to the role, responsibilities, and resources of the probation officer; to teach basic skills required in performances of the job; and to provide an orientation to the criminal justice system. This is an introductory course for entry level probation officers which meets the requirements of the Standards and Training for Local Corrections and Probation Officer program. 160 hours lecture and 16 hours laboratory.



**ADJ-P2A - Juvenile Counselor Core Training 7.5 units***Prerequisite: None.*

Responsibilities of the juvenile institutions counselor; handling emergencies; classification; dealing with assaultive clients; ethnic/cultural factors; indicators of medical physical problems, drug abuse, suicidal tendencies, gang affiliation; understanding the juvenile justice system and process; physical conditioning, daily tasks. This course is required of all juvenile institutional counselors within their first year of employment to meet the requirements of the Standards and Training for Local Corrections and Probation Officer program. 131.5 hours lecture and 28.5 hours laboratory.

**ADJ-P4A - Arrest, Search and Seizure 1.5 units***Prerequisite: None.*

This course provides the student with the knowledge and skills necessary to qualify for limited peace officer status powers as required by Penal Code 832. The course will emphasize laws of arrest, search and seizure, evidence and the investigative process. This course meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 30 hours lecture and 10 hours laboratory.

**ADJ-R1A2 - Level III Modular Academy Training 6.5 units***Prerequisite: None.*

*Limitation on enrollment: Fingerprint clearance through California State Department of Justice.*

This course is designed to meet the state mandated training requirements to be qualified as a Level III police reserve officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (POST) requirements for Level III Reserve Police certification. 113 hours lecture and 49 hours laboratory.

**ADJ-R1B - Level II Reserve Officer Training 11 units***Prerequisite: ADJ-R1A2.*

This course is designed to meet the state mandated training requirements to be qualified as a Level II police reserve officer. Curriculum covers victimology and crisis intervention, community relations, crimes against persons, crimes against property, general crime statutes, crimes against the justice system, laws of arrest, search and seizure, presentation of evidence, use of force, weaponless defense, unusual occurrences, hazardous materials, patrol techniques, vehicle pullovers, crimes against children, sex crimes, firearms and chemical agents, weaponless violations, persons with disabilities, crimes in progress, report writing, preliminary investigations and cultural diversity. This course satisfies Peace Officer Standards and Training (POST) requirements for Level II Police Officer certification. 189 hours lecture and 53 hours laboratory.

**ADJ-R1C - Level I Modular Academy 17 units***Prerequisite: ADJ- R1B.*

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

This course is the third module in the Regular Basic Course-Modular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I Police Reserve Officer as established by state law. 246 hours lecture and 205 hours laboratory.

**ADJ-R5A - Straight Stick Baton Update for Reserves .25 unit***Prerequisite: None.*

This course provides the Reserve Officer with an update on the basic techniques for the use of the straight stick baton. 8 hours laboratory. (Pass/No Pass only.)

**ADJ-R6A - Oleoresin Capsicum for Reserves .25 unit***Prerequisite: None.*

This course provides the Reserve Officer with instruction equivalent to the Basic Academy's presentation on aerosol chemical agents and an introduction to the use and effects of oleoresin capsicum (pepper spray) tear gas. Successful completion of this course is required for authorization to carry OC tear gas by Department Reserves. 3 hours lecture and 1 hour laboratory.

**ADJ-S1A - Supervisory Course 4 units***Prerequisite: Completion of ADJ-B1B or equivalent.*

A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. 80 hours lecture.

**ADJ-T1A - Traffic Collision Investigation: Basic 1.5 units***Prerequisite: None..*

A basic traffic collision investigation course which meets the requirements of 40600(A) of the California Vehicle Code. Topics include traffic law, accident reporting, scene management, skid mark diagramming and determining accident cause. The course includes practical exercises. 32 hours lecture and 8 hours laboratory.

**ADJ-T1B - Traffic Collision Investigation: Intermediate 1.5 units***Prerequisite: ADJ-B1B, CID and T1A.*

A course in the fundamentals of skid mark analysis and documentation which helps students develop advanced skills in accident investigation. The course includes a practical exercise. The class is designed to help students improve their mathematics skills which are necessary for the advanced investigation course. 32 hours lecture and 8 hours laboratory.

**ADJ-T1C - Traffic Collision Investigation: Advanced 3.5 units***Prerequisite: None.*

This course is designed to introduce the student to the fundamentals of vehicle dynamics. The course will emphasize analyzing evidence, collecting evidence, and preparing documentation. 68 hours lecture and 12 hours laboratory.

**ADJ-T1D - Traffic Collision Reconstruction 4 units***Prerequisite: None.*

This course is designed to provide the student with the skills necessary to investigate traffic collision reconstruction events. The correlation between actual investigations and mathematical models is emphasized. 72 hours lecture and 8 hours laboratory.

**ADJ-T2A - Radar Operations 1 unit***Prerequisite: None.*

This course is designed to train law enforcement personnel in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory.

**ADJ-T3A - Driving Under the Influence (DUI) 1 unit***Prerequisite: None.*

This course will provide the student with an historical perspective of laws covering persons driving under the influence of alcohol/drugs. The course will introduce the student to DUI statistics, enforcement techniques, handling DUI related traffic collisions and common field sobriety testing techniques. Additionally, DUI reporting techniques and issues related to case law will be covered. 20 hours lecture and 4 hours laboratory.

**ADJ-T5A - Techniques of Accident Investigation Training 1.5 units***Prerequisite: ADJ-B1B or CID.*

This course is designed to provide the student with the necessary skills to conduct basic traffic accident investigations. The course will focus on reporting procedures, investigation techniques, cause determination and vehicle damage assessment. 32 hours lecture and 8 hours laboratory. (Pass/No Pass only.)

**ADJ-T10A - Radar Enforcement Training-CHP 1.5 units***Prerequisite: ADJ-B1B or CID.*

This course is designed to provide the student with the operational skills necessary to conduct radar traffic enforcement. The course will focus on the legal issues, nomenclature and practical operation of police speed control radar. 24 hours lecture and 30 hours laboratory. (Pass/No Pass only.)

**ADJ-T13A - Communications Operator Training Phase I 4 units***Prerequisite: ADJ-B1B or CID.*

This course provides entry level CHP communications operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications and elementary operation procedures for Computer Assisted Dispatch (CAD). 40 hours lecture and 120 hours laboratory.

**ADJ-T13B - Initial Communication Operator Training Phase II 2 units***Prerequisite: ADJ-T13A.*

This course provides intermediate-level CHP communications operators with the basic functions of the position. The course will focus on departmental procedures for dispatchers, civil liability, dispatch scenarios, communication techniques and the development of the competent use of the Computer Assisted Dispatch (CAD) systems. 20 hours lecture and 60 hours laboratory.

**ADJ-T15A - CPR Refresher Course .25 unit***Prerequisite: ADJ-B1B or CID.*

This course provides updated training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. 4 hours lecture and 4 hours laboratory. (Pass/No Pass only.)

**ADJ-T16A - Communications Operators In-Service 1 unit***Prerequisite: ADJ-B1B or CID.*

This course provides CHP communication operators with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 25 hours lecture and 15 hours laboratory. (Pass/No Pass only.)

**ADJ-T17A - Communications Supervisors Training .5 unit***Prerequisite: ADJ-B1B or CID.*

This course provides CHP communication supervisors with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 15 hours lecture and 25 hours laboratory. (Pass/No Pass only.)

**ADJ-T18A - Spanish Language for Public Safety Officers 1 unit***Prerequisite: None.*

This course instructs students in Spanish required by peace officers. Students will learn sufficient command of the language to permit an officer to communicate with Spanish-speaking individuals. Officers must score a minimum of 70% on the written portion of the final examination. 20 hours lecture and 20 hours laboratory.

**ADJ-T26A - Civil Disturbance Training (CHP) .25 unit***Prerequisite: None.*

This course provides California Highway Patrol personnel with updates on operational guidelines and modes used in handling civil disturbance and crowd control incidents. 3 hours lecture and 5 hours laboratory.

**ADJ-T31A - Motor Vehicle Inspections-Basic 1.5 units***Prerequisite: ADJ-B1B.*

This course provides a collision investigator with basic information and skills necessary to conduct a mechanical systems inspection of a vehicle involved in a collision. The course covers how to conduct a complete motor vehicle inspection, from headlamps to exhaust system, in order to determine if any of the vehicle systems caused or contributed to the outcome of the incident. 32 hours lecture and 8 hours laboratory.

**ADJ-T35A - Speed Determination from Crush Analysis 2 units***Prerequisite: ADJ-T1C.*

This course is designed to assist experienced traffic investigators with analyzing crush deformation and the procedures for measuring vehicles involved in collisions for profile, crush deformation and principle direction of force (PDOF). 36 hours lecture and 4 hours laboratory.

**ADJ-T36A - Reconstruction of Automobile Collisions Involving Pedestrians or Bicycles 1 unit***Prerequisite: ADJ-B1B.*

This course emphasizes proper documentation and analysis of physical evidence related to bicycle/pedestrian collisions. 24 hours lecture.

**ADJ-T42A - Safety Services Program Update .25 unit***Prerequisite: None.*

This course provides members of the California Highway Patrol with updates on departmental jurisdictional policies, field operations, MOU completion and reimbursable service agreements. 8 hours lecture. (Pass/No Pass only.)

**ADJ-T44A - Workplace Violence Prevention Instructor Training 1 unit***Prerequisite: None.*

This course provides California Highway Patrol (CHP) supervisors and managers with information needed to instruct both uniformed and non-uniformed CHP personnel in identifying and preventing violence in the workplace. 24 hours lecture. (Pass/No Pass only.)

**ADJ-T46A - Equal Employment Opportunity (EEO) Counselor/Investigator Recertification .25 unit***Prerequisite: None.*

This course provides annual refresher training for incumbent CHP EEO counselors and investigators covering updates on program trends, case law and other relevant information to maintain appropriate skills and knowledge necessary to provide effective EEO counseling and investigations. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only.)

**ADJ-T47A - Enhanced Officer Safety Training (POST) .25 unit***Prerequisite: Basic POST certificate or equivalent.*

This course is designed to instill the personal resources necessary to instinctively react and succeed during hostile encounters. This training will enhance the student's ability to use personal as well as departmental weapons. 2 hours lecture and 6 hours laboratory. (Pass/No Pass only.)

**ADJ-T53A - Preliminary Alcohol Screening (PAS) Device Coordinator .25 unit***Prerequisite: None.*

The course provides students with information necessary to maintain and calibrate California Highway Patrol (CHP) departmental PAS devices and perform duties of an area PAS coordinator. 6 hours lecture and 2 hours laboratory.

**ADJ-T61A - Communications Training Specialist 1 unit***Prerequisite: None.*

This course provides instruction on how to become communications training instructors. Students are exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. 10 hours lecture and 30 hours laboratory. (Pass/No Pass only.)

**ADJ-T65A - National Highway Traffic Safety Administration (NHTSA) Standardized Child Safety Training 1 unit***Prerequisite: None.*

This course provides students with background and instruction necessary to properly install and evaluate safety aspects of a federally approved child safety seat. Upon completion, students will be certified by NHTSA to instruct on proper utilization of child restraint seats. 22 hours lecture and 18 hours laboratory.

**ADJ-T70A - CHP-Explorer Academy Level III 3 units***Prerequisite: None.*

This course is third in a series of four designed to provide California Highway Patrol (CHP) explorer cadets with an introduction of a California Highway Patrol Officer's responsibilities. The course will focus on accident investigations, criminal investigations, child abuse, cultural discrimination, controlled substances, crimes against persons and property, domestic violence, gang awareness, traffic enforcement, physical fitness, sexual assault and harassment, search and seizure, unusual occurrences, use of force, vehicle operations and pullovers, and weapons violations. 48 hours lecture and 32 hours laboratory.

**ADJ-T72A - Radioactive Materials Response and Enforcement Training .5 unit***Prerequisite: None.*

This course provides students with the knowledge and background necessary to effectively handle a radioactive incident and take appropriate enforcement action. 12 hours lecture and 4 hours laboratory.

**ADJ-T73A - General Hazardous Materials Inspection and Compliance Training Course 2 units***Prerequisite: None.*

This course provides students with instruction and procedures for inspecting hazardous materials shipments in accordance with hazardous materials regulations. Topics covered will include initiating hazardous material inspections, checking proper shipping papers, placarding, marking, labeling, packaging, loading and storage, conducting facility inspections, and documenting inspections. 36 hours lecture and 4 hours laboratory.

**ADJ-T75A - Specially Marked Patrol Vehicle (SMPV) Commercial Enforcement Training Class 1 unit***Prerequisite: None.*

This course provides students with knowledge and background necessary for Specialty Marked Patrol Vehicle (SMPV) commercial vehicle violation enforcement in accordance with California Highway Patrol (CHP) policy. 24 hours lecture.

**ADJ-W3A - Domestic Terrorism, Threats and Sabotage .25 unit***Prerequisite: None.*

This course provides an overview of major terrorist groups operating in Southern California. The student will learn what recent events that have taken place surrounding the activities of terrorist groups and trends. Some of the more specific topics will cover the identification of types and uses of explosives employed by terrorist organizations. Issues covering the law enforcement response will also be presented. 8 hours lecture.

**ADJ-W7A - Rangemaster Course .5 unit***Prerequisite: None.*

Designed to introduce the student to instructional methods and adult learning styles relative to teaching firearms. The course emphasizes general firearm safety measures, equipment safety, legal aspects, firing line management and fundamentals of shooting. 15 hours lecture and 25 hours laboratory.

**ADJ-W10A - Firearms .25 unit***Prerequisite: None.*

This course is designed to provide the student with firearms safety factors and precautions, firearms shooting principles including range firing of both handguns and shotguns. This course fulfills the firearms portion of ADJ-R1B (PC 832 Arrest and firearms). 8 hours lecture and 16 hours laboratory.

**ADJ-W14A - Take Down and Ground Control .25 unit***Prerequisite: None.*

This course is designed to provide the student with the skills necessary to achieve physical control of an uncooperative individual with the minimal amount of physical force. The course will emphasize the five basic components in defense and control. 4 hours lecture and 12 hours laboratory.

**ADJ-W20A - Less-Lethal Training .5 unit***Prerequisite: None.*

This course will familiarize the student with various types of uses for less-lethal munitions. Emphasis will be placed on general firearms safety measures, equipment safety, legal aspects, use and deployment of less-lethal munitions against noncompliant individuals. 10 hours lecture and 6 hours laboratory.

**ADJ-Y1A - Explorer Academy - Basic 2.5 units***Prerequisite: None.*

This course is designed to provide the police explorer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. May be taken a total of four times. 32 hours lecture and 66 hours laboratory.

**ADJ-Y1B - Explorer Academy-Advanced 2 units***Prerequisite: ADJ-Y1A.*

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

**ADJ-Y5A - Public Safety High School Internship Academy-Part 1 2.5 units***Prerequisite: None.*

*Limitation on enrollment: Consent of high school counselor as required by education code.*

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the first course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 49 hours lecture and 12 hours laboratory.

**ADJ-Y5B - Public Safety High School Internship Academy-Part 2 3.5 units***Prerequisite: None.*

*Limitation on enrollment: ADJ-Y5A and consent of high school counselor as required by education code.*

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the second course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 60 hours lecture and 33 hours laboratory.

**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.

**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-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-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.

**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 UC, CSU 3 units***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 UC, CSU 3 units***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.

**ART-6 - Art Appreciation UC, CSU 3 units***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.

**ART-6H - Honors Art Appreciation UC, CSU 3 units***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.

**ART-17 - Beginning Drawing UC, CSU 3 units***Prerequisite: None.*

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

**ART-18 - Intermediate Drawing UC, CSU 3 units***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.

**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.

**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.

**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.

**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.

**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.

**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 four times. 36 hours lecture and 72 hours laboratory.

**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.

**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.

**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.

**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 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 four times. 36 hours lecture and 72 hours laboratory.

**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 four times. 36 hours lecture and 72 hours laboratory.

**ART-51 - Animation Production** **3 units**  
**CSU***Prerequisite: ART 17.**Advisory: ART-22 and ART-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.

**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-11 - Introduction to Molecular and Cellular Biology (Majors)** **5 units**  
**UC\*, CSU***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.*

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-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.

**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 class 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.

**BIOTECHNOLOGY****BIT-1 - Introduction to Biotechnology 1 unit  
CSU***Prerequisite: None.*

Lecture course to introduce students to career options and general work skills in biotechnology. General work skills include record keeping, business ethics and safety. 18 hours lecture.

**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. (Letter grade, or Pass/No Pass option.)

**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-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-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-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:

ESL-54	-	Intermediate Writing and Grammar
ESL-55	-	Advanced Writing and Grammar
ESL-73	-	High Intermediate Reading and Vocabulary
HIS-8 and 9	-	History of the Americas
HIS-30 and 31	-	Introduction to Chicano Studies
SOC-10	-	Race and Ethnic Relations

## COMMUNICATION STUDIES

See SPEECH COMMUNICATIONS

### 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 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 APPLICATIONS AND COMPUTER 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-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-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-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.

**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.

**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-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.

**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-65 - Introduction to Microsoft PowerPoint 1.5 units**  
**(Same as CIS-65)***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.

**CAT-76A - Introduction to Microsoft Expression Web 3 units**  
**(Same as CIS-76A)***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 3 units**  
**(Same as CIS-76B)***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 3 units**  
**(Same as CIS-78A)***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 3 units**  
**(Same as CIS-78B)****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 3 units**  
**(Same as CIS-79)***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 3 units****(Same as CIS-80)***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 3 units****(Same as CIS-81)***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-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-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-1 or 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-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 HTML. 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.

**CIS-15A - Visual Basic Programming: Objects 3 units**  
(Same as CSC-15A)

UC, CSU

*Prerequisite: None.*

*Advisory: Previous programming experience writing function and using arrays on PC platforms as well as CIS/CSC-5.*

This course in Visual Basic programming assumes the student has existing fundamental programming skills. The course emphasizes object-based programming with an introduction to object-oriented-programming. Topics include event-driven programming, GUI design principles, modular programming, structured programming, string processing, arrays, file I/O, Windows common controls, graphics and multimedia programming, multiple forms, drag and drop functionality, debugging and error handling. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CIS-15B - Visual Basic Programming: Advanced Objects 3 units**  
CSU

*Prerequisite: None.*

*Advisory: Previous Visual Basic programming experience as well as CIS/CSC-15A.*

This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes object-oriented programming topics. Topics include dynamic cloning and resizing objects, multiple document interface, advanced Windows controls, OOP principles, designing classes and class hierarchies, inheritance, Office automation, COM, Windows API, ActiveX control creation and Internet controls. 54 hours lecture.

**CIS-15C - Visual Basic Programming: Databases 3 units**  
CSU

*Prerequisite: None.*

*Advisory: Previous Visual Basic programming experience as well as CIS/CSC-15A.*

This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes database programming topics and techniques. Topics include random access files, relational databases, MS Access programming, SQL Queries, Data Controls, Data-Bound Controls, ADO Programming, Data Forms, Data Reports, Data Validation, Universal Data Access and Remote Data Access. 54 hours lecture.

**CIS-17A - C++ Programming: Objects 3 units**  
(Same as CSC-17A)

UC, CSU

*Prerequisite: None.*

*Advisory: Previous programming experience writing functions arrays on PC platforms as well as CIS-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**  
**UC, CSU**

**(Same as CSC-18A)**

*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**  
**UC, CSU**

**(Same as CSC-18B)**

*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**  
**UC, CSU**

**(Same as CSC-18C)**

*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-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-21)**

**CSU**

*Prerequisite: CIS-1A.*

An introduction to operating system 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-35 - Introduction to Simulation and** **3 units**  
**Game Development**

**(Same as CSC-35)**

**CSU**

*Prerequisite: None.*

An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries—entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture and 18 hours laboratory.

**CIS-36 - Introduction to Computer Game Design** **3 units**  
**(Same as CSC-36)**

**CSU**

*Prerequisite: None.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game design. Students will explore analog game design principles and apply modern game design and development methodologies and principles to create their own electronic games. Topics include game genres, design documents, and game design principles such as level design, gameplay, balancing and user interface design. 54 hours lecture and 18 hours laboratory.

**CIS-37 - Beginning Level Design for Computer Games** **3 units**  
**(Same as CSC-37)**

**CSU**

*Prerequisite: None.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 3D computer games using a game engine such as Unreal. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

**CIS-38A - Simulation and Gaming/3D** **4 units**  
**Modeling for Real-Time Interactive Simulations**

**(Same as CSC-38A)**

**CSU**

*Prerequisite: None.*

Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using tri meshes and splines, applying basic surface detailing, understanding how model design effects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

**CIS-38B - Simulation and Gaming/3D Animation for Real-Time Interactive Simulations (Same as CSC-38B)** **4 units**  
CSU

*Prerequisite:* CIS/CSC-38A.

Animate both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

**CIS-38C - Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations (Same as CSC-38C)** **4 units**  
CSU

*Prerequisite:* CIS/CSC-38B.

Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composited and added to a game engine. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

**CIS-39 - Current Techniques in Game Art** **4 units**  
CSU

*Prerequisite:* None.

*Advisory:* Ability to manipulate graphics including layers and textures with Photoshop or concurrent enrollment in CIS-78A or ADM-71.

Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

**CIS-54A - Introduction to Flash (Same as CAT-54A)** **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 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-56A - Designing Web Graphics (Same as CAT-56A)** **3 units**

*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 (Same as CAT-60)** **1.5 units**

*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 (Same as CSC-61)** **3 units**

*Prerequisite:* None.

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

**CIS-65 - Introduction to Microsoft PowerPoint (Same as CAT-65)** **1.5 units**

*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.

**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. (Letter Grade, or Pass/No Pass option.)

**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-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 3 units**  
(Same as CAT-76B)*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 3 units**  
(Same as CAT-78A)*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 3 units**  
(Same as CAT-78B)  
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 3 units**  
(Same as CAT-79)*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 3 units**  
(Same as CAT-80)*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 3 units**  
using Adobe InDesign  
(Same as CAT-81)*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-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-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.

**DANCE****ACADEMIC COURSES****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.

**ACTIVITY COURSES****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-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-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-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-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.

**DENTAL ASSISTANT****Requirements for Eligibility:**

1. RCCD application on file and eligibility to attend RCCD.
2. A qualifying first time score on RCCD's "Ability to Benefit" test.
3. Valid CPR certification (BLS Healthcare Provider).
4. Verification of receiving the Hepatitis B vaccination, tetanus, MMR, and TB testing.

Meeting minimum requirements does not guarantee admission into the program.

**Selection Process:**

The following priority given to those candidates meeting the minimum requirements:

- **First Priority Selection:**  
Students meeting all GPA requirements and residing within the District. Applications will be assigned a number and all numbers will be randomly selected. Once the maximum number of students is selected, the other applications will be assigned to a waiting list according to the order they are selected. This waiting list is valid for that year only.
- **Second Priority Selection:**  
Students meeting all GPA requirements but not residing within the District. This category will be used only if there are not enough applicants to fill the program needs from the first priority selection category. The number of students selected from the second priority selection pool of applicants will depend on the number of applicants needed to fill the program.

**DEA-10 - Introduction to Dental Assisting and Chairside Assisting** **4 units***Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*  
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to the practice and history of dentistry including dental specialties, legal responsibilities and roles of the dental auxiliary, ethical decision making, dental terminology, dental charting, dental equipment, instrument identification, patient communication skills, and the provision of oral hygiene instructions. 54 hours lecture and 54 hours laboratory.

**DEA-20 - Infection Control for Dental Assistants** **2 units***Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*  
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to Center of Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) infection control standards and protocols, general safety protocols, general description of microorganisms, concepts of disease spread and its prevention, and how to manage hazardous chemicals used in dentistry. 36 hours lecture.



**DEA-21 - Introduction to Radiology for Dental Assistants 2 units***Prerequisite: None**Corequisite: DEA-20.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course includes the production, characteristics, and biological effects of radiation, the function, components and operation of the x-ray unit; radiation protection and monitoring; chemistry and techniques associated with x-ray film development. Introduction to anatomical landmarks, intraoral long-cone radiographic techniques for exposing bitewing, periapical and occlusal films are taught in this course. 18 hours lecture and 54 hours laboratory.

**DEA-22 - Introduction to Supervised Externships 1.5 units***Prerequisite: DEA-10.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to supervised clinical experience in chairside dental assisting. The students will be assigned to the RCC Dental Hygiene Clinic and local general practices. 4 hours lecture and 54 hours laboratory.

**DEA-23 - Introduction to Dental Sciences 3 units***Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course is an overview of embryologic development of structures of the head and neck, teeth, and oral cavity; histology of the hard and soft tissues of the oral cavity; the developmental and structural defects involving the oral cavity and teeth; introduction to diseases of the oral cavity including periodontal disease and caries; and general pathology found in the head and neck region. 54 hours lecture.

**DEA-24 - Dental Materials for the Dental Assistant 2 units***Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course includes the manipulation of dental materials commonly prepared and used by the dental assistant including temporary dressings, impression materials, cement bases and liners, topical agents, composites, resins, and amalgam. 18 hours lecture and 54 hours laboratory.

**DEA-30 - Intermediate Chairside Dental Assisting 2 units***Prerequisite: DEA-20, 23 and 24.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course covers clinical chairside dental assisting duties of the fabrication and cementation of a temporary crown, fabrication and delivery of bleaching splint, fabrication of a sports mouthguard, armamentarium and procedure for the placement of pit and fissure sealants. 18 hours lecture and 54 hours laboratory.

**DEA-31 - Radiology for Dental Assistants 1.5 units***Prerequisite: DEA-20 and 21.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course includes the evaluation of the quality of a radiographic film, recognition of anomalies, specialized techniques for the pedodontic, endodontic and edentulous patient, principles of panoramic and cephalometric films, and digital radiography. 18 hours lecture and 36 hours laboratory.

**DEA-32 - Intermediate Supervised Externships 1 unit***Prerequisite: DEA-20, 22, 24.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course provides the student with supervised clinical experience in chairside dental assisting. The student will be assigned to local general practices where they will assist dentists with basic dental procedures. 2 hours lecture and 36 hours laboratory.

**DEA-40A - Advanced Chairside Surgical Dental Assistants 4 units***Prerequisite: DEA-30 (A minimum of two years experience in a dental surgery practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).**Limitation on enrollment: Enrollment in the Dental Assistant program or valid California Registered Dental Assistant license.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. In addition, this course meets the Dental Board of California's licensing requirements for the Registered Surgical Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in a surgical practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, treatment planning, pain and anxiety management, oral and maxillofacial pathology, specific anatomy and physiology of the cardiovascular and circulatory system, and medically compromised patients as they relate to the surgery patient. 47 hours lecture and 99 hours laboratory.

**DEA-40B - Advanced Chairside Orthodontic Assistants Dental Assistant 3.5 units***Prerequisite: DEA-30 (A minimum of two years experience in a dental orthodontic practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).**Limitation on enrollment: Enrollment in the Dental Assistant program or a valid California Registered Dental Assistant license.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. In addition, this course meets the Dental Board of California's licensing requirements for the Registered Orthodontic Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in an orthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the orthodontic patient. 42 hours lecture and 104 hours laboratory.

### DEA-40C - Advanced Chairside Restorative Dental Assistant 4.5 units

*Prerequisite:* DEA-30 (A minimum of two years experience in a dental restorative practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).

*Limitation on enrollment:* Enrollment in the Dental Assistant program or a valid California Registered Dental Assistant license.

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. In addition, this course meets the Dental Board of California's licensing requirements for the Registered Restorative Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in a general or prosthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the restorative patient. 50 hours lecture and 114 hours laboratory.

### DEA-41 - Dental Office Procedures 4 units

*Prerequisite:* None.

*Limitation on enrollment:* Enrollment in the Dental Assistant program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course is an introduction to purchasing, inventory and cost control; banking and payroll procedures; billing and insurance procedures; collection of accounts; treatment plan and case presentations; and scheduling of patients. Additionally, the course will prepare the student to develop a resume and interviewing skills. 54 hours lecture and 54 hours laboratory.

## DENTAL HYGIENE

### DEH-10A - Pre-Clinical Dental Hygiene #1 2.5 units CSU

*Prerequisite:* AMY-2A, 2B, MIC-1, ENG-1A or 1AH, SPE-1 or 1H.

*Corequisite:* DEH-11, 12A, 12B, 13, 14, 15, 16, 17.

*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of pre-clinical experiences. This course is a laboratory course designed to orient the student to the role of the dental hygienist and develop basic skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstrated of skill acquisition and level of competency. Students will work on typodonts and classmates. Student will be required to do observations at specific local dental offices. 144 hours laboratory.



### DEH-10B - Pre-Clinical Dental Hygiene #2 1 unit CSU

*Prerequisite:* None.

*Corequisite:* DEH-19.

*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of DEH 10A and is designed to facilitate the development of clinical skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. 54 hours laboratory.

### DEH-11 - Principles of Dental Hygiene 2 units CSU

*Prerequisite:* AMY-2A, 2B, ENG-1A or 1AH, SPE-1 or 1H.

*Corequisite:* DEH-10A, 12A, 12B, 13, 14, 15, 16, 17.

*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will provide the student with the scientific knowledge and theory of the basic principles of dental hygiene techniques and procedures for the clinical aspect of dental hygiene. 36 hours lecture.

### DEH-12A - Principles of Oral Radiology 1 unit CSU

*Prerequisite:* AMY-2A, ENG-1A or 1AH, MAT-52.

*Corequisite:* DEH-10A, 11, 12B, 13, 14, 15, 16, 17.

*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the basic principles and techniques of exposing and processing dental radiographs. Emphasis will be placed on the concepts of radiologic imaging, quality assurance, legal aspects, hazardous waste management, radiation health, and basic radiologic imaging interpretation. 18 hours lecture.

### DEH-12B - Oral Radiology Laboratory 1 unit CSU

*Prerequisite:* AMY-2A, MAT-52.

*Corequisite:* DEH-10A, 11, 12A, 13, 14, 15, 16, 17.

*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This laboratory course is designed to provide the student the avenue to implement knowledge obtained from the lecture course: DEH-12A and 13. Students will experience exposing, processing, mounting, charting, critiquing and interpreting radiographs on manikins and patients. 54 hours laboratory.

**DEH-13 - Infection Control in Dentistry****1 unit****CSU***Prerequisite:* MIC-1, CHE-2A, 2B, ENG-1A or 1AH.*Corequisite:* DEH-10A, 11, 12A, 12B, 14, 15, 16, 17.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to provide the student with the principles and practical application of universal precaution and other infection control concepts. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC), and the Dental Board of California (DBC) standards will be presented and discussed. Procedures and policies learned will be applied in all clinical dental hygiene courses. 18 hours lecture.

**DEH-14 - Systems Analysis of Dental Anatomy, Morphology, Histology, Embryology****3.5 units****CSU***Prerequisite:* AMY-2A, 2B.*Corequisite:* DEH-10A, 11, 12A, 12B, 13, 15, 16, 17.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a systematic approach to histological structures and embryonic development of oral human tissues, morphological characteristics of teeth with emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. 67 hours lecture and 16 hours laboratory.

**DEH-15 - Head and Neck Anatomy****2 units****CSU***Prerequisite:* AMY-2A, 2B.*Corequisite:* DEH-10A, 11, 12A, 12B, 13, 14, 16, 17.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course emphasizes specialized and interrelated structures of the head and neck, and associated structures surrounding and including the oral cavity. 36 hours lecture.

**DEH-16 - Preventive Dentistry****1 unit****CSU***Prerequisite:* CHE-2A, 2B, MIC-1, ENG-1A or 1AH, SOC-1, PSY-1, SPE-1 or 1H, PHP-4.*Corequisite:* DEH-10A, 11, 12A, 12B, 13, 14, 15, 17.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course provides the fundamentals of preventive dentistry concepts and modalities including the dental assessment, diagnosis, treatment planning, and implementation of clinical preventive procedures. Emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. 18 hours lecture.

**DEH-17 - General Pathology****2 units****CSU***Prerequisite:* AMY-2A, 2B, MIC-1.*Corequisite:* DEH-10A, 11, 12A, 12B, 13, 14, 15, 16.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will learn about the basic pathologic mechanisms in human disease. There will be emphasis on the inflammation and repair, and immunity. Students will also learn about clinical aspects of diseases and disorders that will be encountered in the clinical setting. 36 hours lecture.

**DEH-19 - Pain Control****1.5 units****CSU***Prerequisite:* None.*Corequisite:* DEH-10B.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the theory, concepts, techniques, and drugs utilized in dentistry to achieve adequate pain control through local anesthesia and nitrous oxide/oxygen sedation. Students practice local anesthesia injections and administer nitrous oxide/oxygen on classmates. 25 hours lecture and 36 hours laboratory.

**DEH-20A - Clinical Dental Hygiene #1****3 units****CSU***Prerequisite:* None.*Corequisite:* DEH-21, 22, 23, 24, 25, 26, 27, 28.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and basic clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 162 hours laboratory.

**DEH-20B - Clinical Dental Hygiene #2****1 unit****CSU***Prerequisite:* None.*Limitation on enrollment:* Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early to moderate periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

**DEH-21 - Clinical Seminar #1**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-20A, 22, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. This course focuses on clinical issues and experiences of the students. Emphasis will be placed on communication, clinical protocols, chart management, and patient management and assessment issues. The dental hygiene portfolio will be introduced. 18 hours lecture.

**DEH-22 - Oral Radiology Interpretation**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-20A, 21, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course focuses on radiographic interpretation of full mouth series, periapical, and panoramic radiographs. Identification of anatomical landmarks, developmental defects, and lesions affecting the oral structures, carious lesions, periodontal disease and other maxillofacial radiographic pathology will be covered. 18 hours lecture.

**DEH-23 - Introduction to Periodontology**  
**CSU****2 units***Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to a continuation of the study of Periodontics. This course is an introduction of the basic concepts of Periodontics. Emphasis will be placed on the periodontium and the etiology, diagnosis, treatment planning, and prevention of periodontal disease. 36 hours lecture.

**DEH-24 - Ethics**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to ethics and professionalism as it relates to the profession of dental hygiene. Emphasis will be placed on the challenges of providing ethical care in the clinical setting. 18 hours lecture.

**DEH-25 - Medical and Dental Emergencies**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 24, 26, 27, and 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to planning for the patient's medical management, including prevention, anticipation of potential medical emergencies and implementing appropriate treatment. Emphasis is placed on a problem-based approach to management of medical emergencies. 18 hours lecture.

**DEH-26 - Dental Treatment of Geriatric and Medically Compromised Patients**  
**CSU****2 units***Prerequisite: None.**Corequisites: DEH-20A, 21, 22, 23, 24, 25, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to the special needs of the geriatric and medically compromised patients. Emphasis will be placed on the value of a thorough evaluation and risk assessment of patients, and determining the need for supplemental laboratory test and medical consultations. 36 hours lecture.

**DEH-27 - Oral Pathology**  
**CSU****3 units***Prerequisite: None.**Corequisites: DEH-20A, 21, 22, 23, 24, 25, 26, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course provides the student with an introduction to pathologic conditions that directly or indirectly affect the oral cavity and adjacent structures. Students will learn a spectrum of signs and symptoms accompanied by clinical slides to learn how to correctly make a differential diagnosis. 54 hours lecture.

**DEH-28 - Basic and Applied Pharmacology**  
**CSU****2 units***Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 24, 25, 26, 27.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course introduces the student to the basic principles of pharmacology. Emphasis is on the use, actions, and clinical implications / contraindications to medications. 36 hours lecture.

**DEH-30A - Clinical Dental Hygiene #3**  
**CSU****3.5 units***Prerequisite: None.**Corequisite: DEH-31, 32, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 192 hours laboratory.

**DEH-30B - Clinical Dental Hygiene #4**  
**CSU****1 unit***Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

**DEH-31 - Clinical Seminar #2**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 32, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that are implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis will be placed on assessment and treatment planning of moderate to advanced periodontal cases. The development of the dental hygiene portfolio will be continued. 18 hours lecture.

**DEH-32 - Dental Materials**  
**CSU****2.5 units***Prerequisite: None.**Corequisite: DEH-30A, 31, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is the study of the properties, composition and manipulation of materials used in dentistry. The study of dental materials provides the student with the scientific rationale for selecting and using specific materials as well as understanding the varied relationships of dental biomaterials. 36 hours lecture and 27 hours laboratory.

**DEH-33 - Periodontology**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students will expand their knowledge of Periodontology to include analysis of periodontal tissues, and the mechanisms and causes in various pathologic processes. Emphasis will be placed on therapeutic goals and techniques to attain and maintain periodontal health in the clinical setting. 18 hours lecture.

**DEH-34 - Community Dental Health Education #1**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Emphasis is placed on the role of the dental health educator. 18 hours lecture.

**DEH-35 - Community Dental Health Education Practicum #1**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student is introduced to a continuation of dental health education practicum that introduces concepts of school lesson planning, development and evaluation mechanisms. Students will also have the opportunity to coordinate dental health education with educational and community systems. 9 hours lecture and 27 hours laboratory.

**DEH-36 - Research Methodology**  
**CSU****2 units***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will allow the student to learn the fundamentals of research design and methodology, and acquire skills to critique scientific literature. The use of Internet and different search engines will be incorporated in this course. 36 hours lecture.

**DEH-37 - Nutrition in Dentistry**  
**CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 36.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to nutritional principles as they related to overall health of the patient with special emphasis on the nutrition as it relates to oral health. 18 hours lecture.

**DEH-40 - Clinical Dental Hygiene #5** **4 units**  
**CSU***Prerequisite: None.**Corequisite: DEH-41, 42, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. 216 hours laboratory.

**DEH-41 - Clinical Seminar #3** **1 unit**  
**CSU***Prerequisite: None.**Corequisite: DEH-40, 42, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis is on developing critical thinking skills when implementing dental hygiene treatment plans. The development of the dental hygiene portfolio will be completed in this course. 18 hours lecture.

**DEH-42 - Practice Management and Jurisprudence** **2 units**  
**CSU***Prerequisite: None.**Corequisite: DEH-40, 41, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to the dental economics of a dental hygiene practice within a private dental practice. Students will become familiar with dental office procedures including computer dental office management programs as well as tissue management systems. Emphasis will be placed on the scope of practice of dental professionals as outlined by the California State Dental Practice Act (DPA). 36 hours lecture.

**DEH-43 - Advanced Periodontology** **1 unit**  
**CSU***Prerequisite: None.**Corequisite: DEH-40, 41, 42, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students will perform an in-depth analysis of current literature and how to implement the information to accomplish evidence-based dental hygiene care. 18 hours lecture.

**DEH-44 - Community Dental Health Education #2** **1 unit**  
**CSU***Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. 18 hours lecture.

**DEH-45 - Community Dental Health Education Practicum #2** **1 unit**  
**CSU***Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 44, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of dental health practicum that emphasizes the assessment, diagnosis, planning, implementation, and evaluation of community programs. 9 hours lecture and 27 hours laboratory.

**DEH-46 - Advanced Topics in Dental Hygiene** **1 unit**  
**CSU***Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 44, 45.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course examines advanced topics in the field of dental hygiene to prepare students to transition into the private practice arena. Students will discuss how to integrate topics into their clinical practices. Latest clinical duties approved by the Dental Board of California will be discussed. 18 hours lecture.

**DEH-200 - Dental Hygiene Work Experience** **1-2-3-4 units**  
**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.



## DENTAL TECHNOLOGY

The curriculum prepares a student for employment in a private or commercial dental laboratory or dental office performing laboratory techniques and procedures. Emphasis is on fundamental laboratory procedures including all five specialized areas: dentures, crown and fixed partial dentures, ceramics, removable partial dentures, and orthodontic/ pedodontics. The two year (41 unit) full-time program provides for student-centered teaching. The student will receive a Dental Technology certificate upon completing the curriculum in Dental Technology, provided the student has maintained a "C" average or better in each course.

Four internal certificates may be earned while enrolled in the 41 unit certificate pattern. These certificates are in Basic Sciences, Orthodontic Techniques, Removable Techniques, and Fixed Techniques.

Riverside Community College District awards an Associate of Science Degree in Dental Technology upon successful completion of the prescribed two year program, plus meeting all other graduation requirements.

### Recommended Courses:

Health Science 1  
Sociology 1  
Art 22, Art 23, Art 24  
CIS-1A, CIS-96  
English 1A  
Math 35  
Speech 1 or 9  
Business Administration 30  
History 7 or Political Science 1  
Anatomy and Physiology 10

Requirements for admission to Dental Technology program:  
Completion of DEN-70.

Expenses of program:

1. Students are required to purchase a set of hand tools that cost about \$350 for both semesters.
2. Textbooks and supplies cost about \$200.
3. The student furnishes his or her own laboratory coat that is required for wear in the laboratory.
4. Students are urged to carry some form of health and accident insurance. Policies are available to college students at reasonable rates.

### **DEN-70 - Introduction to Dental Technology** **2 units** *Prerequisite: None.*

An introductory course to acquaint the student with the field of dental technology, the categories of training and employment, the professional relationship of the technician and the dentist, professional growth and trade associations and the ethics and laws governing laboratory practices. Fundamental, hands-on procedures for model and die work as necessary to five core specialties. Additional emphasis on manual dexterity and spatial relationship skills. Successful completion necessary for program admission. 9 hours lecture and 81 hours laboratory.

### **DEN-71 - Dental Morphology** **3 units**

*Prerequisite: None.*

Tooth anatomy, physiology and terminology will be covered to allow the student a thorough study of the terms unique to the dental profession; additional emphasis on the principles of occlusion. Students are required to carve tooth forms to develop manipulative skill and to learn tooth anatomy. 36 hours lecture and 54 hours laboratory.

### **DEN-72A - Dental Materials I** **1 unit**

*Prerequisite: None.*

Composition, characteristics, physical properties and use of nonmetallic materials used by the dental technician. Emphasis will be on gypsum products, duplicating materials, resins, waxes and polishing agents. Additional emphasis on infection control indications and procedures. 18 hours lecture.

### **DEN-72B - Dental Materials II** **1 unit**

*Prerequisite: None.*

Composition, characteristics, physical properties and use of metallic materials and dental porcelains used by the dental technician. Emphasis will be on precious, semi-precious and non-precious metals, their respective solders and proper techniques and situations for selection; additional emphasis on preventive maintenance, safety and hazardous communication. 18 hours lecture.

### **DEN-74 - Dental Anatomy and Physiology** **1 unit**

*Prerequisite: None.*

Designed to teach the student the anatomy of the head, face and the oral cavity. Emphasis on the bony anatomy of the head, muscles of mastication and their attachments, the blood and nerve supply and the movements of the mandible. 18 hours lecture.

### **DEN-75A - Complete Denture Techniques I** **3 units**

*Prerequisite: DEN-70.*

Theory and procedural steps involved in the construction of complete dentures, nightguards, relines, repairs and rebases. Involves the concepts behind model development articulation, and dental tooth arrangement. 18 hours lecture and 108 hours laboratory.

### **DEN-75B - Complete Denture Techniques II** **3 units**

*Prerequisite: DEN-75A.*

Theory and applied techniques for denture construction: investing, packing, tinting, resin processing, remount, selective grinding and finishing. Included theory and applied techniques in construction of relines, rebases and repairs. 18 hours lecture and 108 hours laboratory.

### **DEN-77A - Removable Partial Denture Techniques I** **3 units**

*Prerequisite: DEN-70.*

Theory and fundamental techniques in the construction of chromecobalt partial dentures; model preparation, refractory casts, elementary principles of survey and design, blockout, duplication and wax-up of refractory casts. 18 hours lecture and 108 hours laboratory.

### **DEN-77B - Removable Partial Denture Techniques II** **3 units**

*Prerequisite: DEN-77A.*

Theory and applied techniques in the construction of chrome-cobalt dentures; spruing, investing, casting and finishing of the metal frameworks; soldering and repair. Set-up, process and finish of dentures bases. 18 hours lecture and 108 hours laboratory.

**DEN-79A - Crown and Bridge Techniques I 3 units***Prerequisite: DEN-70.*

Theory and fundamental techniques in the construction of inlays, onlays and full metal crowns; emphasis on model preparation, waxing, investing, casting and finishing. The student will acquire an understanding of how the anatomical structures will influence the construction of a fixed dental prosthetic restoration. 18 hours lecture and 108 hours laboratory.

**DEN-79B - Crown and Bridge Techniques II 3 units***Prerequisite: DEN-79A.*

Theory and applied techniques for crown and bridge construction; principles of bridge design for aesthetics, function, sanitation and comfort; emphasis on abutments, retainers and pontics, bridge assembly utilizing soldered and cast connectors. 18 hours lecture and 108 hours laboratory.

**DEN-82 - Dental Laboratory Management 1 unit***Prerequisite: None.*

Fundamentals of accounting; financial statements, basic record keeping procedures, sales and cash receipts, transactions with individual dentists, end-of-period procedures, financial statement analysis and pricing, as they apply to the dental laboratory industry. 18 hours lecture.

**DEN-85 - Orthodontic/Pedodontic Techniques 3 units***Prerequisite: DEN-70.*

Designed to familiarize the student with the laboratory requirements of orthodontics; wire bending procedures and the fabrication of orthodontic appliances and pedodontic preventive appliances; emphasis on space maintainers, both fixed and removable, habit -breaking appliances, appliances for effective tooth movement. 18 hours lecture and 108 hours laboratory.

**DEN-89A - Dental Ceramics I 3 units***Prerequisite: DEN-79B.*

Theory and fundamental techniques for fabricating cast metal substructures; opaquing, porcelain manipulation, color control, blending, firing, shaping and glazing single crowns with emphasis on porcelain fused to metal restorations. 18 hours lecture and 108 hours laboratory.

**DEN-89B - Dental Ceramics II 3 units***Prerequisite: DEN-89A.*

Theory and advanced techniques for constructing porcelain fused to metal multiple crowns and bridgework; framework design, assembly, porcelain buildup, add-ons and staining; pre and post soldering, porcelain jacket crowns and porcelain veneers. 18 hours lecture and 108 hours laboratory.

**DEN-200 - Dental 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.

**EARLY CHILDHOOD EDUCATION****EAR-19 - Observation and Assessment 3 units****Methods in Early Childhood Education 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-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. 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** **1 unit**  
**Instruction/ Service Learning**  
**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.

**EMERGENCY MEDICAL SERVICES**

Prior to acceptance to the Emergency Medical Services Paramedic Program, students must have the following: a valid EMT-1 card and a valid American Heart Association Healthcare Provider level CPR card (both to remain current throughout the program), a high school diploma or GED, verification of at least 18 years of age, documentation of at least 1 year and 2000 hours of paid or volunteer service as an EMT-1 (50% of the experience must be in the prehospital setting,) and successful completion of AMY-10 or equivalent. Attendance at orientation and successful completion of paramedic preparatory class are also required. Students will receive further details upon acceptance into program.

Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. **Before taking any of these steps, attendance at orientation and successful completion of paramedic preparatory class are also mandatory.**

It is highly recommended that students take courses in medical terminology, medical math and English composition before the program begins.

**EMS-50 - Emergency Medical Services - Basic** **6 units**

*Prerequisite: None.*

*Corequisite: EMS-51.*

*Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.*

An entry-level course into the Emergency Medical Services career field that follows the current Department of Transportation (DOT) curriculum. Satisfactory completion of this course (when taken concurrently with EMS-51) prepares this student as an Emergency Medical Technician (EMT) for work in the prehospital emergency medical environment. May be taken a total of two times. 96 hours lecture and 64 hours laboratory.

**EMS-51 - Emergency Medical Services-** **1 unit**  
**Basic Clinical/Field**

*Prerequisite: None.*

*Corequisite: EMS-50.*

*Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.*

Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course is the second part of EMS 50/51 series and meets all state and national guidelines. May be taken a total of two times. 64 hours laboratory.

**EMS-60 - Patient Assessment and Airway Management 4 units***Prerequisite: None.**Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-61, 62, and 63.*

Enables Emergency Medical Technicians (EMTs) to refine their skills and develop to the level of a paramedic; concentrates on patient assessment and airway management techniques needed in dealing with sick and injured patients; integral component of the first semester of the RCC Paramedic Program. 62 hours lecture and 64 hours laboratory.

**EMS-61 - Introduction to Medical Pathophysiology 3 units***Prerequisite: None.**Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 62, and 63.*

Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; integral component of the first semester of the RCC Paramedic Program; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 62 hours lecture.

**EMS-62 - Emergency Pharmacology 4 units***Prerequisite: None.**Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 61, and 63.*

Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; integral component of the first semester of the RCC Paramedic Program; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 64 hours laboratory.

**EMS-63 - Cardiology 4 units***Prerequisite: None.**Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 61, and 62.*

Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies. This includes treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 62 hours lecture and 64 hours laboratory.

**EMS-70 - Trauma Management 4 units***Prerequisite: EMS-60, 61, 62 and 63.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-71 concurrently.*

The paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 64 hours lecture and 32 hours laboratory.

**EMS-71 - Clinical Medical Specialty I 2.5 units***Prerequisite: EMS-60, 61, 62 and 63.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-70 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

**EMS-80 - Medical Emergencies 4.5 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-81, 82 and 83 concurrently.*

Prepares the paramedic student for management of patients with medical emergencies; includes selection of appropriate treatment protocols, electrocardiogram interpretation, pharmacology, and interventions that lead to a viable outcome for a patient experiencing a medical emergency. 64 hours lecture and 64 hours laboratory.

**EMS-81 - Special Populations 4.5 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-80, 82 and 83 concurrently.*

Provides paramedic students to care for clients with special problems through a review of anatomy and physiology as well as the pathophysiological process of neonatology, pediatrics, geriatrics, abuse, assault, and patients with special needs, also includes discussion of acute interventions for chronic care patients. 64 hours lecture and 64 hours laboratory.

**EMS-82 - Special Topics 2 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-80, 81 and 83 concurrently.*

Provides second level paramedic students with an overview of issues and problems that are directly impacting the emergency provider. The paramedic student will be educated on how to deal with weapons of mass destruction, bioterrorism, urban terrorism threats and a variety of current topical issues that they will face in an unpredictable environment. 32 hours lecture and 32 hours laboratory.

**EMS-83 - Clinical Medical Specialty II 2.5 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-80, 81 and 82 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

**EMS-90 - Assessment Based Management 4.5 units***Prerequisite: EMS-80, 81, 82 and 83.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-91 concurrently.*

Prepares fourth level paramedic students to assess and make clinical/field judgments regarding the treatment of the ill or injured patient; focuses on refining existing knowledge and skills. 64 hours lecture and 64 hours laboratory.

**EMS-91 - Paramedic Field Internship 10 units***Prerequisite: EMS-80, 81, 82 and 83.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-90 concurrently.*

Concluding course of the Paramedic program; provides a minimum of 540 hours of field training under the supervision of an approved preceptor to third level paramedic students; enables students to further refine and develop skills necessary for certification as a Paramedic; includes a wide variety of patient care activities including medical histories; physical examination, patient management and supportive care of the sick injured in a field setting. 540-600 hours laboratory.



**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. (Letter Grade only.)

**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. (Letter Grade only.)

**ENG-1B - Critical Thinking and Writing** **4 units**  
**UC, CSU**

*Prerequisite: ENG-1A or 1AH.*

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. 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. (Letter Grade only.)

**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. (Letter Grade only.)

**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-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 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-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-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-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-40 - World Literature I: From Ancient Literatures through 1650 C.E.** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures through 1650 CE, 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: 1650 C.E. Through the Present** **3 units**  
UC, CSU

*Prerequisite:* None.

*Advisory:* ENG-1B or 1BH.

Significant works of world literature from the 1650 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-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. (Letter Grade only.)

**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. This course may be taken two times for credit. 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. This course may be taken two times for credit. 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. This course may be taken two times for credit. 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. This course may be taken two times for credit. 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-90B - Special Topics in English: The Research Paper Process** **1 unit**

*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-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-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-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-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-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-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.)

**FIRE TECHNOLOGY****FIT-1 - Fire Protection Organization 3 units****CSU***Prerequisite: None.*

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service, fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

**FIT-2 - Fire Behavior and Combustion 3 units****CSU***Prerequisite: None.*

Theory and fundamentals of how and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Adopted from the National Fire Academy Model Fire Science Associate Degree Curriculum. 54 hours lecture.

**FIT-3 - Fire Protection Equipment and Systems 3 units****CSU***Prerequisite: None.*

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture.

**FIT-4 - Building Construction for Fire Protection 3 units****CSU***Prerequisite: None.*

This course is the study of the components of building construction that relates to fire safety. The effects of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial and industrial occupancies. 54 hours lecture.

**FIT-5 - Fire Prevention 3 units****CSU***Prerequisite: None.*

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression. 54 hours lecture.

**FIT-6 - Fire Apparatus and Equipment** 3 units  
CSU*Prerequisite: None.*

Exposes the student to mechanized equipment operated by the fire service personnel and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. 54 hours lecture.

**FIT-7 - Principles of Fire and Emergency Services Safety and Survival** 3 units*Prerequisite: None.*

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services regarding first responder deaths and injuries. 54 hours lecture.

**FIT-8 - Strategies and Tactics** 3 units  
CSU*Prerequisite: None.*

Principles of fire control through utilization of manpower, equipment and extinguishing agents, fire command and control procedures; utilization of information on types of building construction in fire control; pre-fire planning; an organized approach to decision making on the fire ground. 54 hours lecture.

**FIT-9 - Fire Ground Hydraulics** 3 units  
CSU*Prerequisite: None.*

Provides a review of applied mathematics and hydraulic principles as they relate to fire service applications. Hydraulic formulas will be utilized and mental calculations required. Engine pressure, hose appliances, friction loss and nozzle pressure will be discussed. Adopted from the National Fire Academy Model Fire Science Associate Degree Curriculum. 54 hours lecture.

**FIT-14 - Wildland Fire Control** 3 units  
CSU*Prerequisite: None.*

This course provides students with a fundamental knowledge of factors affecting Wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in Wildland fire control. 54 hours lecture.

**FIT-200 - Fire Technology Work Experience** 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.

**FIT-A1A - Fire Investigation 1A** 2 units*Prerequisite: None.*

Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence; scientific aids; laws relating to arson; case preparation and report writing. This course meets the requirements of the California Fire Academy System. 40 hours lecture.

**FIT-A1B - Fire Investigation 1B** 2 units*Prerequisite: FIT-A1A.*

This course provides the participants with information to achieve a deeper understanding of fire investigation. This course builds on FITA1A and adds topics of discussion to include the juvenile fire setter, report writing, evidence collection and preservation procedures. 40 hours lecture.

**FIT-A2A - Fire Investigation 2A** 2 units*Prerequisite: FIT-A1B.*

This course provides the information to successfully investigate, apprehend, and convict arsonists and focuses heavily on the legal case preparation. May be taken a total of two times. 40 hours lecture.

**FIT-A2B - Fire Investigation 2B** 2 units*Prerequisite: FIT-A2A.*

This course provides advanced instruction in fire scene investigation, case preparation and courtroom presentation. May be taken a total of two times. 40 hours lecture.

**FIT-C1A - Command 1A, Command Principles for Command Officers** 2 units*Prerequisite: None.*

Designed to provide fire company officers with information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision making, the act of commanding, the authority, the personnel, organization structure and preplanning and training techniques. 40 hours lecture.

**FIT-C1B - Command 1B, Hazardous Materials** 2 units*Prerequisite: FIT-C1A.*

Designed to provide fire company officers with information and experience in hazardous materials and incident management skills. Emphasizes utilization of command principles, special techniques and emergency planning. 40 hours lecture.

**FIT-C1C - Fire Command 1C, I-Zone Firefighting for Company Officers** 2 units*Prerequisite: FIT-C1A.*

This course is designed around the responsibilities of the company officer at a wildland/urban interface incident. It will bring the structural company officer out of the city and into the urban interface. 40 hours lecture.

**FIT-C2A - Command 2A, Command Tactics at Major Fires** 2 units*Prerequisite: FIT-C1A.*

This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations and communication/management techniques for use in unified command structures and areas of geographical division separation. 40 hours lecture.

**FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents** **2 units**

*Prerequisite: FIT-C1B and C2A.*

This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community's hazardous materials problems, legislation, litigation and liabilities of hazardous materials response. 40 hours lecture.

**FIT-C2C - Command 2C, High Rise Fire Tactics** **2 units**

*Prerequisite: FIT-C2A.*

This course is approached from a system basis and is applied to both small and large high rise buildings. Topics include: prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the Incident Command System and specific responsibilities. Case studies and simulation are used. 40 hours lecture.

**FIT-C2D - Command 2D, Planning for Large Scale Disasters** **2 units**

*Prerequisite: FIT-C1A and C1B.*

This course is designed for supervisory and managerial fire service personnel. The course critically examines the need for emergency disaster/multi-hazard management systems, preplanning, multidisciplinary work groups while stressing the importance of the integrated team approach to managing emergencies. This course also reviews the Standard Emergency Management System. 40 hours lecture.

**FIT-C2E - Fire Command 2E, Wildland Firefighting Tactics** **1 unit**

*Prerequisite: FIT-C1A and C1B.*

Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. 24 hours lecture and 16 hours laboratory.

**FIT-C2M - Incident Management 2** **1 unit**

*Prerequisite: None.*

Provides line and staff officers and potential line and staff officers with the basic management knowledge necessary to perform and coordinate in a management/supervisory capacity during a fire incident. Specifically designed for California Department of Forestry and Fire Protection employees. 18 hours lecture and 18 hours laboratory.

**FIT-C19A - Introduction to Wildland Fire Behavior (S-190)** **.25 unit**

*Prerequisite: None.*

This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. 8 hours lecture.

**FIT-C19B - Intermediate Wildland Fire Behavior (S-290)** **.5 unit**

*Prerequisite: FIT-C19A.*

This intermediate course is designed to meet the training requirements to work in the operations section of the Incident Command System. This course is a skill course that is designed to instruct prospective fireline supervisors in wildland behavior for effective and safe fire management operations. 16 hours lecture and 16 hours laboratory.

**FIT-C20 - Basic Incident Command System (I-200)** **.5 unit**

*Prerequisite: None.*

Provides public safety workers and potential public safety workers with the knowledge necessary to perform in a support capacity at an incident or event being managed within the organizational guidelines, defined terminology, and common responsibilities and roles of the Incident Command System. 12 hours lecture and 4 hours laboratory.

**FIT-C30 - Intermediate Incident Command System (I-300)** **.5 unit**

*Prerequisite: FIT-C20.*

This course provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion. The course provides guidelines for organizational growth during an emergency incident, and demobilization procedures for an emergency incident that is ending. 12 hours lecture and 12 hours laboratory.

**FIT-C33A - Strike Team Leader All Risk (S-330)** **1.5 unit**

*Prerequisite: FIT-C30.*

This course provides students with the necessary information to become a State certified Strike Team Leader – All Risk. May be taken a total of two times. 28 hours lecture and 4 hours laboratory.

**FIT-C39 - Division/Group Supervisor (S-339)** **.25 unit**

*Prerequisite: FIT-C30 and C33A.*

*Advisory: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.*

This course provides potential Division/Group supervisors with the management skills necessary to perform specific functions within the Incident Command System (ICS). 8 hours lecture and 16 hours laboratory.

**FIT-C40 - Advanced Incident Command System (I-400)** **.5 unit**

*Prerequisite: FIT-C20 and C30.*

This course provides public safety managers with the knowledge and skills associated with executive-level authority and decision making within the Incident Command System. Managerial theories, progressive discipline, conflict resolution, and emergency incident action planning will be discussed. This course emphasizes fiscal accountability and responsibility, and allocation of emergency resources. 12 hours lecture and 12 hours laboratory.

**FIT-C41 - Safety Officer (I-404)** **1 unit**

*Prerequisite: FIT-C33A, C34A or C34C; and C39 and C40.*

This course introduces new safety officers to the tasks and responsibilities associated with being an emergency incident Safety Officer within the framework of the Incident Command System.

Students will analyze safety hazards, draft safety messages and memos, brief other students on safety topics, and prepare documents and forms associated with on-the-job injuries or deaths. 24 hours lecture 8 hours laboratory.



**FIT-C42 - Information Officer (I-403)****1 unit***Prerequisite: None.**Advisory: FIT-C20, C30 and C40.*

This course delivers the information needed for functioning as a Public Information Officer in an emergency incident. After completing this course the student will be able to represent an emergency response agency to the media and the public. The course will cover public relations, dealing with the media and the issuing of press releases. 24 hours lecture and 8 hours laboratory.

**FIT-C43 - Operations Section Chief All Risk (S-430)****1 unit***Prerequisite: FIT-C39 and C40.*

Limitation on enrollment: Must be associated with a fire department at the Company Officer level. This course meets all requirements of the Firescope All Risk qualification system for the position of Operations Section Chief. Additionally, this course complies with the Wildland Fire Qualifications System set forth in 310-1 and the National Wildfire Coordinating Group. 24 hours lecture and 8 hours laboratory.

**FIT-E2A - First Responder Medical****2 units***Prerequisite: None.*

This course is specifically designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 38 hours lecture and 18 hours laboratory.

**FIT-E3D - Emergency Medical Technician Continuing Education****1 unit***Prerequisite: None.**Limitation on enrollment: Must have current EMT certification*

This course is designed to provide fire service personnel with annually required continuing education in pre-hospital emergency medical care at the EMT-1 level. May be taken a total of four times. 20 hours lecture and 12 hours laboratory.

**FIT-E7A - Public Safety First Aid and Cardiopulmonary Resuscitation****.5 unit***Prerequisite: None.*

This course is designed specifically for non-first responder personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 16 hours lecture and 16 hours laboratory.

**FIT-H2 - Hazardous Materials First Responder Operational****.5 unit***Prerequisite: None.*

Provides public safety workers and potential public safety workers who are likely first responders with an improved capability to respond to Hazardous Materials events in a safe and competent manner, within typical resource and capability limitations at the operational level. 14 hours lecture and 2 hours laboratory.

**FIT-H3 - Hazardous Materials First Responder Operational-Decontamination****.25 unit***Prerequisite: FIT-H2.*

Provides Hazardous Materials First Responder Operational certified individuals with an improved capability to respond to hazardous materials incidents and mitigate HazMat team members and victims possible or probable contamination. 4 hours lecture and 4 hours laboratory.

**FIT-I1A - Instructor 1A, Instructional Techniques****2 units***Prerequisite: None.*

This is the first of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation and effectiveness. Activities include student teaching demonstrations. 40 hours lecture.

**FIT-I1B - Instructor 1B, Instructional Techniques****2 units***Prerequisite: FIT-I1A.*

This is the second of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. 40 hours lecture.

**FIT-I2A - Instructor 2A, Techniques of Evaluation****2 units***Prerequisite: FIT-I1A and I1B.*

This is the first of a three course series which provides the instructor and/or supervisor with the techniques of evaluation. It includes construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security and evaluation of test results to determine instructor and student effectiveness. This is an essential course for writing valid, objective tests. 40 hours lecture.

**FIT-I2B - Instructor 2B, Group Discussion Techniques****2 units***Prerequisite: FIT-I1A and I1B.*

This course is designed to provide the instructor and/or supervisor with leadership skills. Group dynamics, problem solving techniques and interpersonal relations are developed and utilized in conducting actual staff meetings, brainstorming sessions and organized, effective conference meetings. Skills are also developed in conducting formal public meetings such as panel discussions and forums. 40 hours lecture.

**FIT-I2C - Instructor 2C, Employing Audio Visual Aids****2 units***Prerequisite: FIT-I1A and I1B.*

This course covers the principles of media in the instructional process; selection of A/V and instructional media; employment of basic and advanced forms of instructional media; use of computers in the instructional process; and individualized instruction program. 40 hours lecture.

**FIT-I3 - Fire Instructor 3, Master Instructor****.5 unit***Prerequisite: FIT-I1A, I1B, I2A, I2B and I2C.*

This is the final course in a series of courses designed to educate and train professional instructors for the fire service. This course is accredited by the California State Board of Fire Services and is one of the prerequisites for teaching any of the Instructor series courses through the Office of the California State Fire Marshal. 16 hours lecture and 24 hours laboratory.

**FIT-M1 - Fire Management Management 1/Supervision 2 units for Company Officers***Prerequisite: None.*

This course is designed to prepare or enhance the first line supervisor's ability to supervise subordinates. The course introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about decision making, time management, leadership styles, personal evaluations and counseling guidelines. 40 hours lecture.

**FIT-M2A - Organizational Development and Human Relations 2 units***Prerequisite: FIT-M1.*

This course provides the student with the basic grounding in some of the principles of managing in organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. 40 hours lecture.

**FIT-M2B - Fire Management 2B, Fire Service Financial Management 2 units***Prerequisite: FIT-M1.*

This course is designed to provide insight into the cyclical nature of budgeting financial management. As a management course, the student will become familiar with the essential elements of the financial planning, budget justification and budget controls. 40 hours lecture.

**FIT-M2C - Management 2C, Personnel and Labor Relations 2 units***Prerequisite: FIT-M1 and M2A.*

This course is designed to provide the fire manager with advanced knowledge and insight into fire personnel, human resource, diversity management, legal mandates, labor relations and related areas. Methodology will include presentations, case study, exercises and focused discussions. This course is approved by the California State Fire Marshal. 40 hours lecture.

**FIT-M2D - Fire Management 2D, Master Planning in the Fire Science 2 units***Prerequisite: FIT-M1.*

This course is intended to provide fire department officers with the capability to plan and manage the local fire protection system. Completion of this course will provide the participants with information and discussion centering around program planning, master planning, forecasting, system analysis, system design, policy analysis and others. 40 hours lecture.

**FIT-M2E - Contemporary Issues and Concepts 2 units***Prerequisite: FIT-M2A and M2B.*

This course provides an overview of contemporary management issues and concepts. Key topics include governmental relations, changing/setting policy formation, program management, personnel, labor relations, and legal environment. 40 hours lecture.

**FIT-M20 - Developing a Personal Philosophy of Leadership 1 unit***Prerequisite: None.*

This course will introduce the California Public Safety Leadership Certificate Program, providing the participant with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Each participant will explore his or her own core values and begin to develop a personal philosophy of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional, and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. 24 hours lecture and 16 hours laboratory.

**FIT-M21 - Leading Others 1.5 units***Prerequisite: None.*

This course provides students with the knowledge, skills, and abilities to effectively lead others. The participant will explore various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Students will gain an understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship of leaders and followers. 32 hours lecture and 8 hours laboratory.

**FIT-M22 - Organizational Leadership 1 unit***Prerequisite: None.*

This course provides students with an opportunity to explore the leadership process within organizational settings. The leader-follower relationship is discussed, as well as the influence of organizational culture on leadership effectiveness. Students will gain an understanding of the components and processes of a learning organization and gain insights into the concept of defensive reasoning within organizations. Case studies, video analysis, selected readings, and group activities will be used to help students further understand theories and principles of organizational leadership. 20 hours lecture and 20 hours laboratory.

**FIT-M23 - Ethics and the Challenge of Leadership 1 unit***Prerequisite: None.*

In this course students will explore theories and practices of ethical leadership including the use of ethical decision-making models. Students will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Students will develop strategies for leading in the challenging public safety environment. 24 hours lecture and 16 hours laboratory.

**FIT-P1A - Prevention 1A, Fire Inspection Practices 2 units***Prerequisite: None.*

This course of study provides a broad technical overview of fire prevention codes, ordinances and fire prevention practices. 40 hours lecture.

**FIT-P1B - Prevention 1B, Code Enforcement 2 units***Prerequisite: FIT-P1A.*

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports and processing plans. 40 hours lecture.

**FIT-P1C - Prevention 1C, Flammable Liquids and Gases 2 units***Prerequisite: FIT-P1A and P1B.*

This course focuses on the special hazards associated with flammable combustible liquids and gases. Some topics of discussion include: bulk storage and handling, transportation of flammable gases and liquids and more. 40 hours lecture.

**FIT-R1A - Rescue Systems 1.5 unit***Prerequisite: None.*

This course includes: heavy rescue team organization; heavy rescue considerations (blocked access, structural damage, environmental considerations); use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges; use of ladders in specialized rescue situations; and simulated rescue exercises. 45 hours laboratory.

**FIT-R2A - Confined Space Rescue - Awareness Level .5 unit***Prerequisite: None.*

This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring and confined area operation perimeters. 9 hours lecture.

**FIT-R2B - Confined Space Rescue- Operational Level 1 unit***Prerequisite: FIT-R2A.*

This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. 12 hours lecture and 28 hours laboratory.

**FIT-R3 - Basic Automobile Extrication .25 unit***Prerequisite: None.*

This course includes team organization, rescue and safety considerations, use of hand tools, use of hydraulic tools, use of pneumatic tools, use of wood cribbing and air bags, vehicle and victim stabilization techniques and scene management. 4 hours lecture and 12 hours laboratory.

**FIT-R4 - Low Angle Rescue-Introduction to Rescue Systems .25 unit***Prerequisite: None.*

Designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems. 4 hours lecture and 20 hours laboratory.

**FIT-R7 - Trench Rescue for Fire Service Personnel .25 unit***Prerequisite: None.*

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques and below grade rescue safety procedures. 4 hours lecture and 12 hours laboratory.

**FIT-R10 - Rapid Intervention Crews and Tactics .25 unit***Prerequisite: FIT-S3 or equivalent. Designed specifically for in-service fire department personnel.*

This course provides students with the knowledge to identify potential life threatening situations that may arise during a structural firefighting incident and the skills necessary to perform rescues on trapped firefighters as well as self-rescue techniques. May be taken a total of two times. 4 hours lecture and 12 hours laboratory.

**FIT-S1A - Fire Apparatus Driver/Operator 1A, Emergency Vehicle Operations 1 unit***Prerequisite: None.**Advisory: California Firefighter I Certification.**Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.*

This course is designed to provide the student with information on driving techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. 24 hours lecture and 16 hours laboratory.

**FIT-S1B - Fire Apparatus Driver/Operator 1B, Pump Operations 1 unit***Prerequisite: None.**Advisory: California Firefighter I Certification.**Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.*

This course is designed to provide the student with information, theory, methods and techniques for operating fire service pumps. 24 hours lecture and 16 hours laboratory.

**FIT-S2 - Truck Operations 3 units***Prerequisite: None.*

This course includes aerial physics, ground ladder testing, positive power ventilation techniques, vertical ventilation techniques, special rescue considerations for aerial apparatus and standard truck equipment, high rise building incident command procedures, elevator construction, fire service systems and rescue techniques, building search and rescue techniques, salvage and overhaul operations, methods of commercial and residential forcible entry, chain saw safety and maintenance and rapid intervention crew tactics. 45 hours lecture and 50 hours laboratory.

**FIT-S3 - Basic Firefighter Academy 19 units**

*Prerequisite: Emergency Medical Technician Basic Licensure (EMS 50 and 51 or equivalent) and Fire Protection Organization (FIT-I or equivalent.)*

*Advisory: Basic English Composition (ENG-50), Elementary Algebra (MAT-52) and Reading Level II (REA-82) or qualifying test scores*

*Limitation on enrollment: Successful completion within one year of a Certified Physical Abilities Test and a Fire Academy Medical Clearance (once student has been offered a spot in the program.)*

Provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. Includes basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the "Incident Command System" and an introduction to the potential dangers of hazardous materials. Students will also learn to use, inspect and maintain various types of fire fighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I. 235 hours lecture and 325 hours laboratory.

**FIT-S3A - Introduction to Fire Academy and Physical Conditioning for Fire Academy Students 1 unit**

*Prerequisite: None.*

This course is a six-week physical conditioning and Fire Academy orientation program to prepare future Fire Academy cadets for the physical and emotional demands of the Fire Academy. Students will participate in muscular strength development, cardio-respiratory endurance training, body composition assessment, physical agility and flexibility training. Additionally, students will be introduced to the paramilitary format of the Fire Academy, and the expectations that are placed on Fire Academy cadets. 24 hours lecture and 24 hours laboratory.

**FIT-S4 - CDF Firefighter 1 - Basic Academy 2 units**

*Prerequisite: None.*

This course introduces the novice firefighter to the duties required in both wildland and structural firefighting as part of an engine crew. It is comprised from the minimum training requirements for entry-level seasonal firefighters for the California Department of Forestry and Fire Protection. Fundamentals of wildland fire control and techniques in structural fire control are covered with a strong emphasis on safety. Subjects covered include: fire behavior and terminology, tools used in firefighting, protective clothing and safety equipment, strategies and tactics used in firefighting, storage and deployment of fire hose. 30 hours lecture and 42 hours laboratory.

**FIT-S5A - Wildland Safety and Survival .25 unit**

*Prerequisite: None.*

Provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is, an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter's job. 8 hours lecture.

**FIT-S13 - Fire Control 3, Structural Firefighting .25 unit**

*Prerequisite: None.*

This course utilizes the burning of buildings to provide students with hands-on firefighting experience in fire behavior within a building, ventilation, self-contained breathing apparatus, use and survival techniques, interior fire attack, exterior fire attack, and basic fire investigation as it relates to fire fighting. 6 hours lecture and 18 hours laboratory.

**FIT-S14 - Fire Control 4, Oil and Gas Fire Fighting .25 unit**

*Prerequisite: None.*

This course utilizes live fire situations to provide hands-on experience in combating fire involving liquefied petroleum gas and flammable liquid fires. Subjects include flammable liquid and gas fire behavior, safety, extinguishing agents, transportation fires, water flow requirements and live fire fighting. 6 hours lecture and 6 hours laboratory.

**FIT-S17 - Volunteer Firefighter Trainee Academy 1.5 units**

*Prerequisite: None.*

This course introduces recruit firefighters to the duties required of the trainee volunteer firefighter. It is comprised of the minimum training requirements for entry-level volunteer firefighters for the Riverside County Fire Department. Subjects covered include fire station orientation, fire terminology, communicable disease awareness, tools used in firefighting, protective clothing and safety equipment, storage and deployment of fire hose. 31 hours lecture and 19 hours laboratory.

**FIT-S21 - Public Safety Honor Guard Academy 1.5 units**

*Prerequisite: None.*

This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the Incident Command System. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory.

**FIT-T11A Training Instructor 1A 1.5 units**

*Prerequisite: None.*

The first of a three-course series designed to prepare fire service personnel for the teaching and training responsibilities under the positions of fire officer and training officer. This course required to become a certified instructor for the California State Fire Marshal's State Fire Training system. 27 hours lecture and 16 hours laboratory.

**FIT-T11B Training Instructor 1B 1.5 units**

*Prerequisite: FIT-T11A.*

The second of a three-course series designed to teach fire service instructors and training officers the methods and techniques of instruction. This course is certified by the California State Fire Marshal, and is applicable to the SFM Fire Officer and SFM Fire Service Instructor tracks of the California State Fire Marshal Professional Development and Certification System. 20 hours lecture and 27 hours laboratory.

**FIT-TI1C Instructional Development Techniques 1.5 units***Prerequisite: FIT-TI1B.*

The third of a three-course series for fire service instructors. This course is certified by the California State Fire Marshal, and is part of the professional development track Fire Instructor series within the California State Fire Marshal system. 27 hours lecture and 16 hours laboratory.

**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 GEO-1 and GEO-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 GEO-1 and GEO-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-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.

**GUIDANCE****GUI-45 - Introduction to College 1 unit**  
CSU*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 1 unit**  
CSU*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 3 units**  
UC, CSU*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 2 units**  
CSU*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 CSU 1 unit**

*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 a MVC 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 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 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 UC, CSU 3 units**

*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 UC, CSU 3 units**

*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 UC, CSU 3 units**

*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 3 units**  
**of the United States**  
**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 levels.*

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 levels.*

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-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-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-30 - Introduction to Chicano Studies** **3 units** **UC, CSU**

*Prerequisite: None.*

*Advisory: Qualifying reading placement levels.*

Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950's. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 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 levels.*

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.

## **HOMELAND SECURITY**

### **HLS-1 - Introduction to Homeland Security** **3 units**

*Prerequisite: None.*

Course is designed to introduce students to a comprehensive overview of homeland security from an all-hazard, multidisciplinary perspective. Students will examine threats to homeland security, including natural and technological disasters, as well as acts of domestic and international terrorism, including weapons of mass destruction. Students will review the roles and responsibilities of government agencies, private organizations, and individual citizens in homeland security including but not limited to law enforcement, fire, EMS, public health, education, mental health, and special districts (water, utilities, sanitation). Students will meet the state and federal requirements for certification in SEMS/ NIMS by completing: IS 100 (Introduction to Incident Command), IS 200 (ICS for Single Resources and Initial Action Incidents), IS 700 (National Incident Management System: An Introduction) and IS 800 (National Response Plan: An Introduction). 54 hours lecture.

### **HLS-2 - Preparedness for Emergencies, Disasters and Homeland Security Incidents** **3 units**

*Prerequisite: HLS-1.*

This course is designed to instruct students in the theory and practice of basic preparedness for major incidents such as terrorist attacks, disasters both natural and man-made. Students will receive a comprehensive examination of mitigation and preparation from a multi-disciplinary perspective. Specific topics of discussion include trainings and exercises, supplies and equipment and necessary documentation. 54 hours lecture.

### **HLS-3 - Response to Emergencies, Disasters and Homeland Security Incidents** **3 units**

*Prerequisite: HLS-1.*

This course is designed to instruct students in the theory and practice of response to major incidents such as terrorist attacks and disasters both natural and man-made. Students will undertake a comprehensive examination of response structure from local, state and Federal agency perspectives. Specific topics of discussion include differences in roles and responsibilities, Incident Command System, communication among response agencies and the role of volunteer agencies in response. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **HLS-4 - Recovery in Emergencies, Disasters and Homeland Security Incidents** **3 units**

*Prerequisite: HLS-1.*

This course is designed to introduce students to recovery issues that may ensue following a disaster, emergency, or homeland security incident. Students will conduct a comprehensive, examination of recovery from a multi-disciplinary perspective. Specific topics of discussion and analysis include recovery planning, supplies and equipment and necessary documentation. 54 hours lecture.

**HLS-5 - Investigation of Emergencies, Disasters and Homeland Security Incidents 3 units***Prerequisite: HLS-1.*

This course is designed to instruct first responders, emergency personnel and community members in the theory and practice of basic investigative techniques, challenges and strategies for major incidents such as terrorist attacks, manmade and natural disasters. Students will receive a comprehensive examination of investigation from a multidisciplinary perspective. Specific topics of discussion include different types of investigations, legal issues, resources and necessary documentation. 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 CSU 3 units***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 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.

**HUMANITIES****HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period UC, CSU 3 units***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 UC, CSU 3 units***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 UC, CSU 3 units***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 UC, CSU 3 units***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 (Same as ENG-8) UC, CSU 3 units***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-10 - World Religions UC, CSU 3 units***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  
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

**HUM-23 - The Bible as Literature  
(Same as ENG-23)  
UC, CSU****3 units***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  
(Same as PHI-35)  
UC, CSU****3 units***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.)

**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  
CSU****3 units***Prerequisite: JOU-1.*

Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

**JOU-7 - Mass Communications  
UC, CSU****3 units***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-20 - Newspaper  
CSU****3 units***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-200 - Journalism 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.

**Also see PHOTOGRAPHY****LIBRARY****LIB-1 - Information Competency  
UC, CSU****1 unit***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.

**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-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-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-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-41 - Techniques of Selling** 3 units  
CSU*Prerequisite: None.*

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture.

**MKT-42 - Retail Management** 3 units  
CSU*Prerequisite: None.*

Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture.

**MKT-200 - Marketing Work Experience** 1-2-3-4 units  
CSU\**Prerequisite: None.**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-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.

**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-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.)

**MEDICAL ASSISTING**

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate of 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***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***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. Sight-singing, 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 sight-singing and ear training. Keyboard requirements include playing chord progressions using secondary triads and two-octave scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS-3, 12, 39, 79 and P12:

MUS-28	Riverside Community Symphony
MUS-33	Showcase Singers
MUS-38	Beginning Applied Music Training
MUS-41	Chamber Singers
MUS-42	Wind Ensemble
MUS-44	Jazz Ensemble
MUS-48	Marching Band
MUS-61	Auxiliary March Units
MUS-65	Basic Musicianship
MUS-66	Advanced Auxiliary Units
MUS-68	Community Symphony
MUS-73	Showcase Ensemble
MUS-77	Guitar Ensemble
MUS-78	Beginning Applied Music Training II
MUS-81	Consort Singers
MUS-82	Wind Symphony
MUS-84	Jazz Orchestra
MUS-88	Pageantry Ensemble
MUS-P28	Symphony Strings
MUS-P77	Advanced Guitar Ensemble
THE-37	Musical Theater Techniques
THE-52	Musical Theater Touring Ensemble

**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 a 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 a 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 an open score and analyze the motives, themes, harmony and form of a composition. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**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 and applied music (one-on-one instruction) each semester they are enrolled.

### 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-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-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. (Letter Grade, or Pass/No Pass option.)

### 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. (Letter Grade, or Pass/No Pass option.)

### 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-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.

## OFFICE ADMINISTRATION

See **COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY**

## 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-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-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-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-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-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**

It is recommended that students enroll in physical education activity courses or academic physical education courses (that satisfy the Self Development requirement of the Associate of 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 of Arts Degree requirements in this catalog.

**ACADEMIC COURSES****PHP-4 - Nutrition** 3 units  
UC, CSU*Prerequisite: None.*

The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

**PHP-30 - First Aid and CPR** 3 units  
UC, CSU*Prerequisite: None.*

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. Fees for required certificates will be charged to the student and are not covered by BOGW. 54 hours lecture.

**PHP-35 - Foundation for Fitness and Wellness** 3 units  
CSU*Prerequisite: None.*

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory.

**PHP-36 - Wellness: Lifestyle Choices** 3 units  
CSU*Prerequisite: None.*

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

**PHP-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.

**ACTIVITY COURSES**

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate of Science Degree.

**PHP-A11 - Tennis, Beginning** 1 unit  
UC\*, CSU*Prerequisite: None.*

This beginning course is for the inexperienced or starting player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

**PHP-A12 - Tennis, Intermediate** 1 unit  
UC\*, CSU*Prerequisite: None.**Advisory: PHP-A11.*

Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

**PHP-A13 - Tennis, Advanced** 1 unit  
UC\*, CSU*Prerequisite: None.**Advisory: PHP-A12.*

This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

**PHP-A15 - Bowling, Beginning** 1 unit  
UC\*, CSU*Prerequisite: None.*

This course is designed to 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 PHP-A15, PHP-A16 and PHP-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A16 - Bowling, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: PHP-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 PHP-A15, PHP-A16 and PHP-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A17 - Bowling, Advanced** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: PHP-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 PHP-A15, PHP-A16 and PHP-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-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.)

**PHP-A40 - Karate, Beginning** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. 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 PHP-A40 and PHP-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A41 - Karate, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: PHP-A40.*

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take PHP-A40 and PHP-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-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 PHP-A43 and PHP-A44 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A44 - T'ai-chi Ch'uan, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: PHP-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 PHP-A43 and PHP-A44 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A46 - Hatha Yoga, Beginning** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course offers beginning hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take PHP-A46 and PHP-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A47 - Hatha Yoga, Intermediate**  
**UC\*, CSU****1 unit***Prerequisite: None.**Advisory: PHP-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 PHP-A46 and PHP-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A64 - Soccer**  
**UC\*, CSU****1 unit***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.)

**PHP-A75 - Walking for Fitness**  
**UC\*, CSU****1 unit***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. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A81 - Physical Fitness**  
**UC\*, CSU****1 unit***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.)

**PHP-A83 - Kickboxing Aerobics**  
**UC\*, CSU****1 unit***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.)

**PHP-A85 - Bicycling**  
**UC\*, CSU****1 unit***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.)

**PHP-A86 - Step Aerobics**  
**UC\*, CSU****1 unit***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 PHP-A86, PHP-A87, and PHP-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A87 - Step Aerobics, Intermediate**  
**UC\*, CSU****1 unit***Prerequisite: None.**Advisory: PHP-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 PHP-A86, PHP-A87, and PHP-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**PHP-A88 - Step Aerobics, Advanced**  
**UC\*, CSU****1 unit***Prerequisite: None.**Advisory: PHP-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 PHP-A86, PHP-A87, and PHP-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)



**PHP-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.)

**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 Modern Science****3 units****(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.

**PHYSICIAN ASSISTANT****PHT-1 - Applied Clinical Skills****2 units****CSU***Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student will learn basic clinical skills applicable to the clinical environment including interpretation and theory of body fluids and tissue and their implications in arriving at preliminary diagnosis. Topics include clinical biochemistry, hematology and urinalysis. 27 hours lecture and 27 hours laboratory.

**PHT-2 - Medicine Science I****6.5 units****CSU***Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

**PHT-3 - History and Physical Assessment I****4 units****CSU***Prerequisite: None.**Corequisite: PHT-2.*

*Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history, physical and neurological exam and progressive case presentations which correlate with the pathophysiology of disease systems covered in the PHT- 2 Medical Science I course. 54 hours lecture and 54 hours laboratory.

**PHT-4 - Applied Clinical Skills II****4 units****CSU***Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the basic skills and concepts of electrocardiology and radiology applicable to the clinical setting. 54 hours lecture and 54 hours laboratory.

**PHT-5 - Medicine Science II****6.5 units****CSU***Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

**PHT-6 - History and Physical Assessment II** 4 units  
CSU*Prerequisite: Completion of all first semester courses.**Corequisite: Concurrent enrollment in PHT- 5.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements of an approved Physician Assistant program. The student is exposed to the continuation of clinical data gathering skills related to history and physical assessment. Emphasis will be on a normal history, physical and neurological exam and progressive case studies will correlate with the clinical symptoms covered in PHT-5. The student will also learn how to perform an obstetric and gynecological exam and examination of the male genitalia and prostate using patient simulations and patient models. Includes practical experiences of history taking and physical assessment supervised by individual preceptors. 54 hours lecture and 54 hours laboratory.

**PHT-7 - Medical Pharmacology** 4 units  
CSU*Prerequisite: Completion of all first semester courses.**Corequisite: Concurrent enrollment in PHT-4, 5, and 6.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorptions, distribution, metabolism, excretions and therapeutic use of drugs. 72 hours lecture.

**PHT-8 - Applied Clinical Skills III** 3 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the basic skills and concepts of cardiopulmonary resuscitation, aseptic technique, operating room principles and guidelines, wound closure, bandaging and splinting, casting, parenteral medication administration, intravenous access, venipuncture, nasogastric intubation and bladder catheterization and standard precautions. 36 hours lecture and 54 hours laboratory.

**PHT-9 - Medicine Science III** 6.5 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

**PHT-10 - Clinical Nutrition** 3 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the science of nutrition as it relates to good health, health promotion, disease prevention, the diagnosis, assessment and treatment of the nutritional aspects of acute and chronic illnesses. 54 hours lecture.

**PHT-11 - Internal Medicine I** 6 units  
CSU*Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine where, under supervision, they participate in a variety of patient care activities including rotation through Intensive and Coronary Care Units and the Emergency Room. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend grand and special conferences participating, where possible, in the elucidation of diagnoses and formulation of therapeutic plans. 336 hours laboratory.

**PHT-12 - Internal Medicine II** 6 units  
CSU*Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine, where, under supervision, they participate in a variety of patient care activities including rotations in the Intensive and Coronary Care Units. Students are assigned to patients for medical history, physical examination, diagnostic testing and patient management. Students attend daily ward rounds, grand rounds, and special conferences and participate in discussions of diagnostic problems and formulation of patient management plans. 336 hours laboratory.

**PHT-13 - General Surgery** 4 units  
CSU*Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Surgery where, under supervision, they participate in a wide variety of patient care activities including surgical history review, physical examination, diagnostic testing, technical and surgical procedures and management of the surgical patient. Students attend daily ward rounds, special conferences with participation in pre-operative and post-operative care of patients. Includes rotations through the Trauma Unit and Emergency Room. 224 hours laboratory.

**PHT-14 - Surgery II 6 units**  
**CSU***Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to a continuation of Surgery Internship with the Department of Orthopedic Surgery. 336 hours laboratory.

**PHT-15 - Pediatrics 6 units**  
**CSU***Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Pediatrics where they, under supervision, participate in a variety of pediatric patient care activities. Students are assigned to pediatric patients for medical history review, physical examination, diagnostic testing, and participation in supportive role in the patient's therapeutic management. They attend daily ward rounds, grand rounds, and special conferences and participate on discussion of diagnostic problems and formulation of patient management plans. 336 hours laboratory.

**PHT-16 - Obstetrics/Gynecology 6 units**  
**CSU***Prerequisite: Advanced standing in the Physician Assistant program including completion of all first year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Obstetrics and Gynecology where, under supervision, they participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Students are assigned to patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role during labor and delivery or gynecologic surgery. They also attend daily grand rounds and special conferences with participation in the discussion of diagnostic problems and patient management plans. 336 hours laboratory.

**PHT-17 - Family Practice 6 units**  
**CSU***Prerequisite: Advanced standing in the Physician Assistant program including completion of all first year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Practice where, under supervision, they participate in a variety of patient care activities. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend daily grand rounds and special conferences with participating, where possible, in the elucidation of diagnosis and formulation of therapeutic plans. 336 hours laboratory.

**PHT-18 - Psychiatry/Mental Health 4 units**  
**CSU***Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Psychiatry and Mental Health where, under supervision, they participate in a variety of patient care activities. Students perform psychiatric interviews and mental status examinations and participate in discussions and formulation of therapeutic plans. 224 hours laboratory.

**PHT-19 - Emergency Medicine 4 units**  
**CSU***Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Emergency Medicine where, under supervision, they participate in a variety of patient care activities including medical history review, physical examination, advanced life support, basic life support, suturing, splinting, insertion of central lines, venipuncture, intravenous access, and minor surgical procedures. Students participate in discussion on diagnostic problems and formulate therapeutic plans. 224 hours laboratory.

**PHT-20 - Medical Genetics 3 units**  
**CSU***Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Medical Genetics course introduces students to the human genome and human genetic research. The course covers the principles of heredity at the cellular and molecular levels; genetic and molecular analysis of representative human traits in conjunction with their clinical manifestation. Genetic variation in individuals and its application in forensic medicine; gene mining for the advance medicine; genetics of cancer, immunogenetics, and pharmacogenetics will also be discussed. Emphasis is placed on understanding the role of genetic and environmental factors in maintaining health, prevention and management of disease in individuals and populations; on identification of genetic predispositions based on family pedigree in the context of clinical preventive practice; and on genetic testing and counseling. The ethical, legal and social implications of genomics for individuals and health care systems will be discussed. Controversial, thought-provoking topics related to the treatment of genetic diseases such as stem cell research and gene therapy will be included. Genomics of emerging pathogens in the aspect of world health will be recognized. Designed to meet the requisites in basic medical sciences for professional programs. 54 hours lecture combined with problem-based learning and virtual laboratory setting.

**PHYSICS****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-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 an 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-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-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.

**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-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-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 materials. Instruction in reading skills at a more advanced level than those covered in REA-82. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture. (Non-degree credit course. Letter Grade, 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. (Pass/No Pass only.)

**REA-87 - Reading Tutorial .5 unit***Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. 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.

**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-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-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-35 - Sociology of the Black Community** **3 units**  
**UC, CSU***Prerequisite: None.*

Identification and analysis of the sociology of Black people in today's society. 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-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-2H - Honors Spanish 2** **5 units**  
**UC, CSU***Prerequisite: SPA-1, 1H or 1B.**Limitation on enrollment: Enrollment in the Honors program.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. 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-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.

**SPEECH COMMUNICATION****SPE-1 - Public Speaking** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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.)

**SPE-1H - Honors Public Speaking** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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 SPE-1 and SPE-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPE-3A - Argumentation and Debate** **3 units**  
**UC\*, CSU***Prerequisite: None.**Advisory: SPE-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.)

**SPE-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.)

**SPE-6 – Dynamics of Small Group Communication** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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 become 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.)

**SPE-7 – Oral Interpretation of Literature** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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.)

**SPE-9 – Interpersonal Communication** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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.)

**SPE-9H – Honors Interpersonal Communication** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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. 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 SPE-9 and SPE-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPE-12 – Intercultural Communication** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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.

**SPE-13 – Gender and Communication** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: SPE-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.)

**SPE-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.)

**SPEECH LANGUAGE PATHOLOGY****SLP-1 – Foundations of Speech-Language** **4 units**  
**Pathology Assisting**  
**CSU***Prerequisite: None.*

A study of the legal and ethical issues, academic content, and technical and interpersonal skills needed by students who are preparing to work as Speech-Language Pathology Assistants (SLPAs). Includes the role and responsibilities of SLPAs, an introduction to the knowledge and skills needed to assist Speech-Language Pathologists (SLPs) in various work settings, basic anatomy and physiology of the speech, language, and hearing mechanisms, and an overview of communication disorders. 72 hours lecture.

**SLP-2 - Remediation: Hearing and Speech Disorders** 4 units  
CSU*Prerequisite: None.*

The roles and responsibilities of speech-language pathology assistants when working with children and adults who have hearing and speech disorders. Course covers types and degrees of hearing loss, listening devices such as hearing aids, cochlear implants and FM systems, and introduction to screening and intervention approaches used with children and adults. Major emphasis on various remediation techniques used to address auditory and speech goals, design and development of materials and data collection techniques to monitor progress on goals. 72 hours lecture.

**SLP-3 - Remediation: Language, Literacy and Communication** 4 units  
CSU*Prerequisite: None.*

The roles and responsibilities of speech-language pathology assistants (SLPAs) when working with children and adults who have language, cognitive, and/or communication disorders or who need support in order to succeed in the academic or work setting. Course covers adult language disorders related to head injury, dementia and stroke; language disorders of children; communication disorders of special populations; language goals related to academics for the school-age client; and screening and intervention procedures used with adults and children. 72 hours lecture.

**SLP-4 - Field Work in Speech-Language Pathology Assisting** 3 units  
CSU*Prerequisite: SLP-1.**Limitation on enrollment: Enrollment in the SLPA program.*

Supervised field work experience assisting with the clinical management of children and/or adults with communicative disorders in educational and/or medical settings. Opportunities to interact with clients/patients while implementing a prescribed remedial plan, assisting with screening or evaluation under the direction of a speech-language pathologist, record keeping and management of clinical data, development of materials, setting up clinical equipment and materials, and performing various clerical duties as needed. 162 hours laboratory.

**SLP-5 - SLPA Workplace Issues** 3 units  
CSU*Prerequisite: SLP-1.*

Class discussions and assignments in this course are designed to address a variety of issues related to the work setting. Challenging situations encountered in the students' field work experiences are presented in class with the purpose of discussing and identifying potential solutions which are to be implemented and evaluated. Students participate in an on-going self-evaluation to identify areas of strength demonstrated in the work setting and to measure progress on skills that need improvement. 54 hours lecture.

**SUPERVISION**See **MANAGEMENT****THEATER ARTS****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-32 - Acting Fundamentals-Theater Games and Exercises** 3 units  
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-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.

**WORK EXPERIENCE****WKX-200 - 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 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.

**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.

**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.

**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.**Corequisite: 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-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 - Dynamic Activities for Older Adults 0 units***Prerequisite: None.*

Students aged 55 years and older at all levels of fitness will learn basic information about helpful and harmful activities and exercises in reference to the aging process and will be exposed to information regarding common physical health problems of older adults. Students will learn and perform basic movements and exercises designed to increase strength, flexibility, balance, coordination and cardiovascular fitness designed to help counteract some of the side affects of aging. Students will participate in discussions about the importance of a healthy life style in preventing disease, and will learn to monitor their own fitness level to discover the appropriate level of exercise that will be of benefit to their bodies. The class is designed to make the tasks of daily living more enjoyable. 24 hours laboratory; Positive Attendance.

**SCE-814 - T'ai-Chi Ch'uan for Older Adults 0 units***Prerequisite: None.*

This course introduces the Yang style of T'ai-chi Ch'uan, a traditional Chinese exercise method used to help improve mental and physical faculties that may slow as a result of the aging process. This internal form of Kung Fu improves balance and agility in seniors, can lower blood pressure, improve arthritis and reduce stress. Students will be taught this technique along with the importance of a healthy life style in preventing disease. Students will be taught in a progressive systematic manner. Classes are designed for students 55 years and older. 24 hours laboratory; Positive Attendance.

**SCE-815 - Yoga for Older Adults 0 units***Prerequisite: None.*

Students 55 years and older will learn the principles of yoga exercises and how their practice can increase levels of health and fitness. Students will learn techniques to improve their breathing, concentration, flexibility, strength, balance and endurance as well as techniques to help them relax. Students will be exposed to information regarding health and fitness for older adults, including the importance of exercise and good nutrition. Students will learn to monitor their own fitness level in a way designed to help them live a healthier and longer life. 24 hours laboratory; Positive Attendance.

**SCE-816 - Swim and Water Exercise for Older Adults 0 units***Prerequisite: None.*

Students 55 years and older will learn basic swimming skills or low-level water aerobics including water safety in and around a pool. Students will learn aquatic exercises designed to increase strength, flexibility, balance, coordination and cardiovascular fitness and relieve stress and muscle tension. 24 hours laboratory; Positive Attendance.

**SCE-820 - Music for Active Seniors 0 units***Prerequisite: None.*

This course will focus on listening to, participating in and learning the history of music deemed to be of interest to older adults. Classes will include live instrumental 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 are able to be active, mobile participants. 30 hours laboratory; Positive Attendance.

**SCE-821 - Music Therapy for Frail Seniors 0 units***Prerequisite: None.*

This course will focus on listening to, participating in and learning the history of music deemed to be of interest to seniors. Class will include 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-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.*

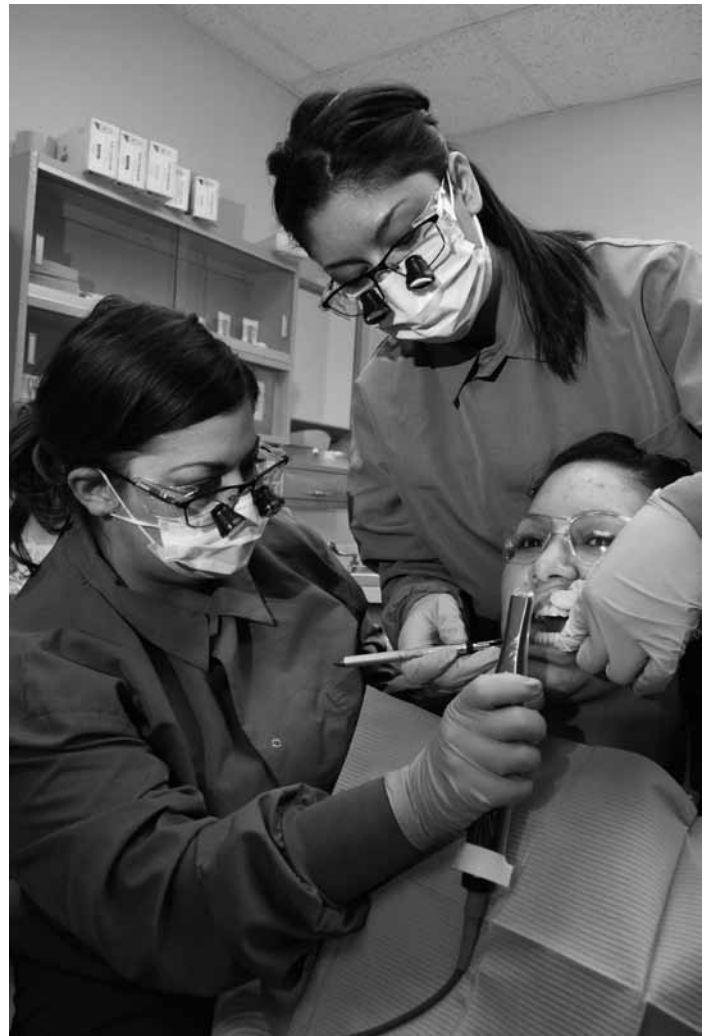
This course is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course 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-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 50<sup>th</sup> Distinguished Faculty Lecturer is*

**MR. JOSEPH ECKSTEIN  
ASSOCIATE PROFESSOR  
GEOGRAPHY**

Joe Eckstein received his Honours B.A. in geography from the University of Western Ontario, London, Canada in 1974 and a B.Ed. in 1976. He had the great opportunity of living and studying in downtown London, England and was the only student to achieve his M.Sc. in geography from the London School of Economics in 1975. For 13 years he taught geography and history at a high school 75 miles northwest of Toronto. On a sabbatical, he met his wife, Peggy, a Californian, on a bicycle trip to China in 1984. Together they taught at a high school in Hong Kong from 1989-1990. Eckstein was hired to teach full time at Riverside Community College in 1992.

On his arrival at RCC, Eckstein taught geography at two campuses in one day. He happily taught a split schedule on two campuses per week. Having taught on all three campuses, his academic home eventually became Norco College. Also, he has served on accreditation, Senate, CTA board, and is the chair of the Math and Science department at Norco. He has been a faculty member for RCC's Study Abroad in Oxford, England in 1997 and 2001 causing Tony Blair to win both elections. He will teach in the Study Abroad program in Florence, Italy fall 2010. He has participated as a student in RCC Study Abroad tours in Prague, Greece, and Turkey. Joe Eckstein was the 2010 RCCD Distinguished Faculty Lecturer. His presentation was entitled, "The Things That Maps Don't Tell Us," and was presented on May 12, 2010 in the Salvatore G. Rotella Digital Library and Learning Center Auditorium at Riverside City College.

**FACULTY COMMENCEMENT SPEAKER 2010****JOSE DURAN, BA, MBA****ASSOCIATE PROFESSOR****BUSINESS AND COMPUTER INFORMATION**

Brief Look at Jose's career:

Like many of my colleagues, I began my teaching career for RCC as a part-time faculty member around 1983, just before the city was incorporated and Riverside Raceway disappeared.

Prior to coming aboard full-time, my work experience included 15 years in the grocery industry—Alpha Beta Markets. After seeing no light at the end of that tunnel, I left and worked in sales and sales management with two major corporations—Xerox and Control Data Corporation. [Trivia: Chester Carlson, the inventor of the xerographic process and founder of what was to become Xerox was a graduate of RCC.] Years later, I was an economic development representative for the Business Labor Council covering Riverside County. In this capacity, I marketed a state funded stimulus program to bring industry and employment into the Inland Empire.

About this time RCC began to recognize the importance of delivering education to the community rather than expecting the (Moreno Valley and Norco) communities to come to Riverside. I began teaching part-time for RCC at Moreno Valley High School in modular units. After two years, of part-time teaching I was offered a one year contract with no other guarantees. I took hold of the opportunity and began teaching full-time in 1986 at the Riverside campus. A few years later, Warmington Development donated land to the district with the promise that RCC would build a campus/college on the site.

Now after almost 24 years, I see the sunset of my career slowly appearing on the horizon. As one of the first faculty to begin teaching on this campus, being Moreno Valley College's first commencement speaker is an honor and privilege.

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.

## MORENO VALLEY COLLEGE FACULTY

**AMEZQUITA, ANNA MARIE** Associate Professor,  
English

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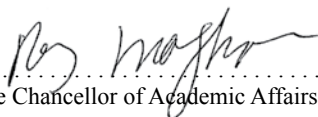
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In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school  
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Spring Semester Schedule . . . . .	December
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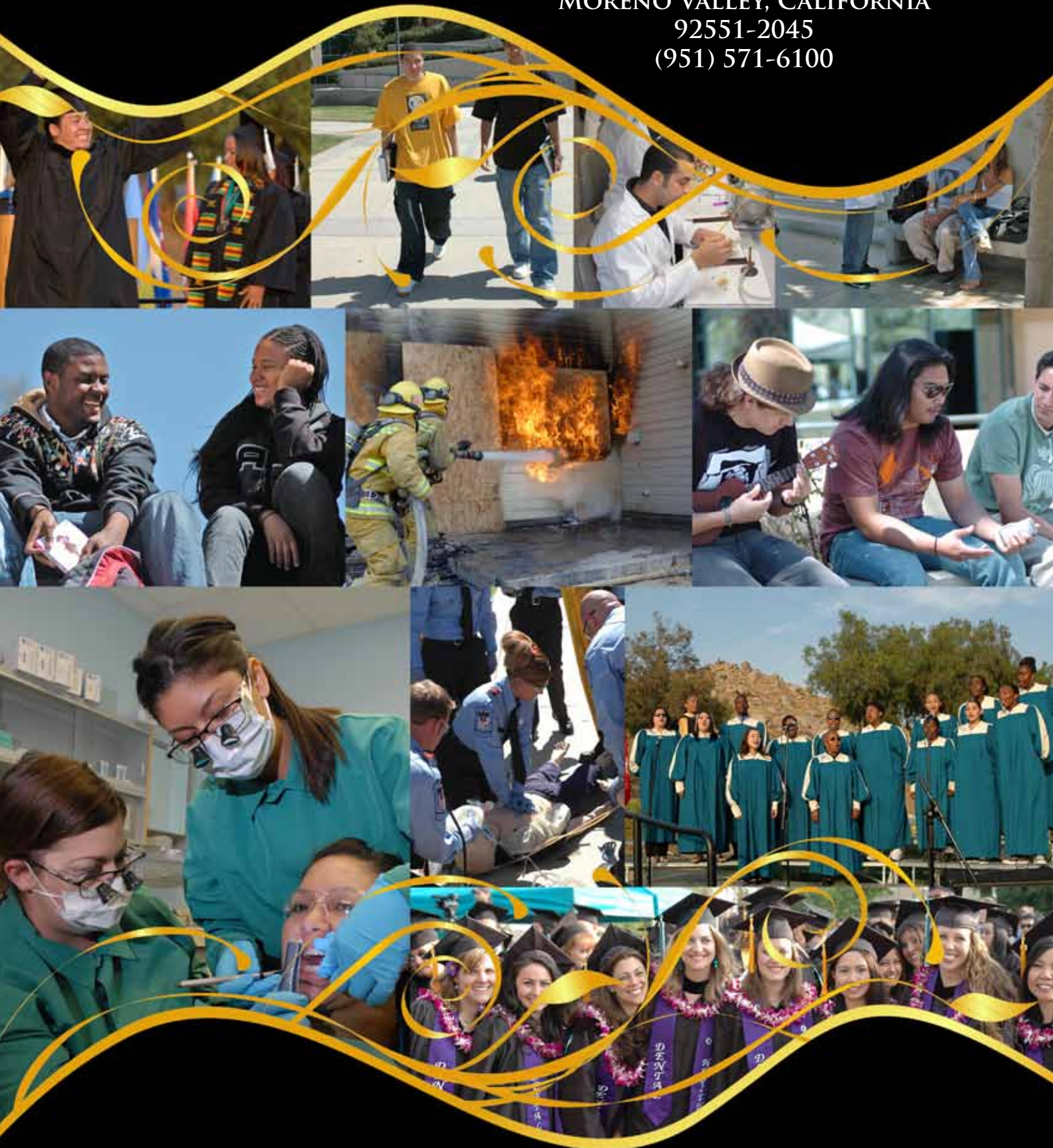
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Catalog, 2010-2011

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