

2011-2012 CATALOG

NORCO COLLEGE



RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

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



**Dr. Debbie DiThomas
Interim President, Norco College**

BOARD OF TRUSTEES

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

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

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

TABLE OF CONTENTS

BOARD OF TRUSTEES	REQUIREMENTS FOR COLLEGE TRANSFER
Inside Front Cover	Graduation Requirements for Transfer 43
COLLEGE ADMINISTRATION	University of California 43
v	Associate in Arts for Transfer Degrees 43
ACADEMIC CALENDAR	Certificate of Achievement in California State
vi	University General Education (CSUGE) 45
GENERAL INFORMATION	Certificate of Achievement in Intersegmental
1	General Education Transfer Curriculum (IGETC) 48
Mission Statement 2	Independent California Colleges and Universities 6:
Vision, Goals and Core Commitments 2	Transferability of Courses 6:
Academic Freedom 2	CURRICULAR PATTERNS 51
Accreditation 3	Transfer Programs 52
Academic Year 3	Workshop Courses 56
Who May Attend 3	Cooperative Work Experience Education 56
Admission and Registration of Students 3	General Work Experience Education 56
Limitations on Enrollment 4	Occupational Work Experience Education 56
Matriculation 5	High School Articulated Courses 56
Fees/Residency Requirements 7	Associate of Science Degrees/College Certificates 58
Transcripts 8	Associate Degree and Certificate Patterns 63
Refunds 8	COURSE DESCRIPTIONS 111
STUDENT INFORMATION 9	Credit Courses 113
Academic Appeals by Students 10	Non-Credit Courses 187
Academic Honesty 10	FACULTY 189
Academic Renewal 10	Norco College 191
The Arts 10	DISTRICT 195
Career, Transfer and Job Placement Center 11	Administration 197
Counseling Center 11	Mission Statement 198
Disabled Student Services 11	Goals, Vision and Values 198
Discipline 12	Functions 198
Extended Opportunity Program and Services 12	History and Development 199
Student Financial Services 12	District Memberships 199
Food Services 16	Strategic Communications and Relations 199
Health Services 16	RCCD Foundation 199
Honors Program 16	Open Campus 200
International Education 17	Reserve Officer Training Corps 200
International Student Center 17	Family Educational Rights and Privacy Act 200
Library/Learning Resources Center 17	Repeat Policy 201
Student Services/Clubs and Organizations 17	Commitment to Diversity, Non-Discrimination and
Student Employment Services 18	Prohibition of Harassment and Retaliation Policies 203
Standards of Scholarship: Probation and Dismissal 19	Academic Administration 208
Standards of Student Conduct 19	Emeriti 209
TRiO Programs 24	INDEX 211
Tutorial Services 24	
Veterans Assistance 25	
GRADUATION REQUIREMENTS 27	
Associate Degree 28	
General Education Student Learning Outcomes 28	
Graduation Requirements for the Associate Degree 28	
Scholastic Honors at Commencement 35	
Dean's List 35	
Grading System 35	
Credit by Examination 38	

GREETINGS FROM OUR PRESIDENT

Welcome to Norco College! Our motto is “Today’s Students, Tomorrow’s Leaders.” Faculty, staff and administrators work hard to make sure that Norco College students succeed—in the classroom and in life.

At Norco College we emphasize high academic standards, a dynamic learning environment, and the importance of treating students as individuals. Whether you want to earn an associate’s degree, transfer to a four-year university, complete a career technical certificate or develop new job skills, Norco College offers programs to help you achieve your goal.

One of the many benefits of attending Norco College is the strong link between the college and local industry. Programs in emerging technologies, logistics, game design, and industrial tech contribute to a comprehensive liberal arts and sciences curriculum. Attaining a degree or certificate in these and other programs ensures our graduates can compete in the fast-changing 21st century workplace.

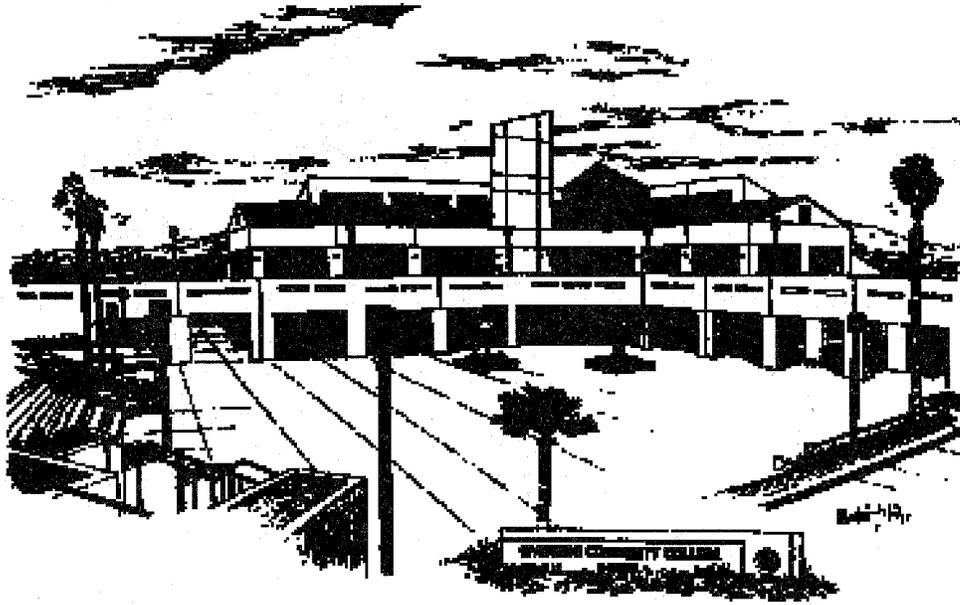
During your time here, I encourage you to take advantage of the outstanding student resources Norco College offers. Use this college catalog as a starting point, then access even more information available in the online schedule of classes, the norcocollege.edu website, the student notebook, and in various college departments. And remember, that our supportive staff and faculty are always willing to provide assistance and guidance.

At Norco College, students are an important part of the college community. We look forward to the times we will connect on campus: in the classroom or in the beautiful new Center for Student Success, at student club activities and performing events, or during achievement and other campus events. The experiences we share today shape our futures. Come to Norco College and achieve your dreams.



Debbie DiThomas, Ed.D.
Interim President
Norco College
Riverside Community College District

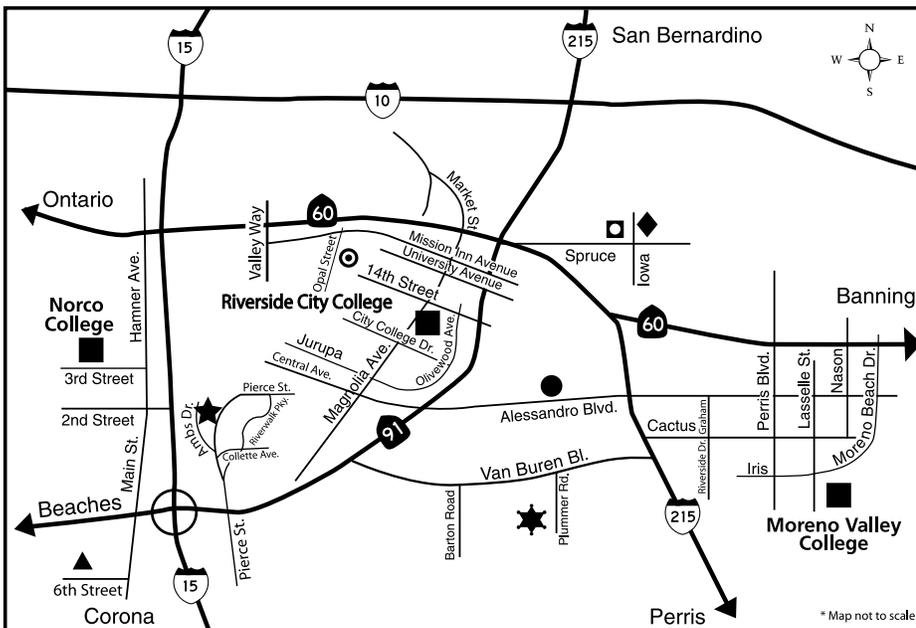




RIVERSIDE COMMUNITY COLLEGE DISTRICT

NORCO COLLEGE

2001 Third Street
 Norco, California 92860-2600
 (951) 372-7000
www.norcocollege.edu

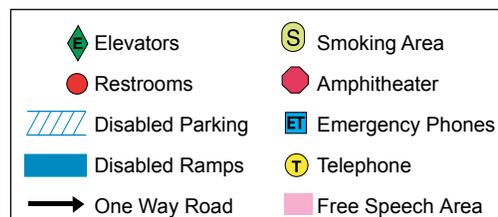


- Norco College
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000
- Riverside Community College Systems Office (RCCSO)
450 E. Alessandro Blvd.
Riverside, CA 92508
(951) 222-8039
- ★ Ben Clark Training Center
16791 Davis Avenue
Riverside, CA 92518
(951) 486-2800
- ▲ RCCD Economic Development
152 E.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

NORCO COLLEGE



- | | |
|-------------------------------------|--|
| A Student Services - (SSV) | J Early Childhood Education Center - (ECEN) |
| B Science & Technology - (ST) | K Center for Applied and Competitive Technologies (CACT) |
| C Theater - (THTR) | L West End Quad - (WEQ) |
| D Humanities - (HUM) | M1 Facilities |
| E College Safety and Police | N Applied Technology - (ATEC) |
| F Central Plants | O JFK Middle College High School - (JFK) |
| G Wilfred J. Airey Library - (LIBR) | P Portables A & B |
| H Head Start | Q Industrial Technology (IT) |
| I Bookstore | R Sports Complex |
| | S Center for Student Success (CSS)
The Corral (Cafeteria and Dining Room) |



NORCO COLLEGE

Dr. Debbie DiThomas
Interim President

Vacant
Vice President, Student Services

Dr. Diane Dieckmeyer
Interim Vice President, Academic Affairs

Mr. Laurens Thurman
Interim College Business Officer

Dr. Carol G.A. Farrar
Interim Dean of Instruction

Dr. Monica Green
Dean, Student Services

Mr. Greg Aycock
Dean, Student Success/Project Director, Title V

Mr. Mark DeAsis
Director, Enrollment Services

Ms. Lisa McAllister
Director, Health Services

Mr. Steve Monsanto
Director, Plant/Operations & Maintenance

Mr. Gustavo Ocegueda
Associate Dean, Grants and College Support Programs

Mr. Kevin Fleming
Associate Dean, Career and Technical Education

Mr. Damon Nance
Dean, Technology and Learning Resources

Dr. Koji Uesugi
Associate Dean, Special Funded Programs



Riverside Community College District

2011-2012 ACADEMIC CALENDAR

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		

July 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
31						

August 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	31			

September 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	

October 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	31					

November 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			

December 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	31

January 2012						
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	31				

February 2012						
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			

March 2012						
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	31

April 2012						
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					

May 2012						
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	31		

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

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

Graduation: June 8, 2012

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



Section I

GENERAL INFORMATION

MISSION STATEMENT

Norco College provides educational programs, services, and learning environments for a diverse community. We equip our students with the knowledge and skills to attain their goals in higher, career/technical, and continuing education; workforce development; and personal enrichment. To meet the evolving community needs, Norco College emphasizes the development of technological programs. As a continuing process we listen to our community and respond to its needs while engaging in self-examination, learning outcomes assessment, ongoing dialogue, planning, and improvement.

VISION STATEMENT

Norco College is a dynamic center for learning, student success, cultural enrichment, and community development and is an innovative leader in providing relevant, accessible, and affordable educational programs.

GOALS

Goal 1: Increase student retention, persistence, and success

Goal 2: Improve the quality of student life

Goal 3: Increase student access

Goal 4: Enhance academic programs and the learning environment to meet student and community needs

Goal 5: Enhance institutional effectiveness

These strategic goals, while not identical to, complement the Riverside Community College District's Strategic Themes adopted October 2008.

CORE COMMITMENTS

Norco College is dedicated to following a set of enduring Core Commitments that guide it through changing times and give rise to our Vision, Mission, and Strategic Goals.

MUTUAL RESPECT

Belief in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all interactions

COLLEGIALITY

Being a supportive community that is distinctive in its civility, where the views of each individual are respected, humor and enjoyment of work are encouraged, and success is celebrated

INCLUSIVENESS

Embracing diversity in all its forms — global as well as local — and creating a supportive climate that encourages a variety of perspectives and opinions

INTEGRITY

Maintaining an open, honest, and ethical environment

INNOVATION

Valuing creative solutions and continuing to seek inventive ways to improve instruction and service to students and to the community

QUALITY

Achieving excellence in the broad range of academic programs and services provided to students and to the community, fostering an environment of inquiry, learning and culture, and providing professional development opportunities for faculty and staff

ACCESS

Providing open admissions and comprehensive educational opportunities for all students

STUDENT SUCCESS

Being an institution that places high value on the academic and personal success of students in and outside of the classroom and where meeting student needs drives all decisions regarding educational programs and services

CIVIC ENGAGEMENT

Being fully engaged with the local community by listening to needs; establishing programs and partnerships to meet regional needs; forming alliances with other educational institutions to create a continuum of educational opportunities; and communicating information about Norco programs and services to the external community

ENVIRONMENTAL STEWARDSHIP

Being mindful of the impact we have on the environment, as individuals and as a community, and fostering environmental responsibility among students.

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.”

ACADEMIC YEAR

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

ACCREDITATION

Norco College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation reports are available in the Norco College Library as well as on the Norco College website at www.norcocollege.edu.

Norco 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 non quota immigrant students, and by the United States Department of Education. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed at Norco College.

PROGRAM LENGTH

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

WHO MAY ATTEND

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

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

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

Open Enrollment

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

High School/Concurrent Enrollment

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

ADMISSION AND REGISTRATION OF STUDENTS

Students need to apply if:

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

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

Schedule of Classes

The Schedule of Classes is available at www.norcocollege.edu. Open classes can be viewed on WebAdvisor at www.norcocollege.edu.

Registration

Registration appointment dates and times as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.norcocollege.edu approximately 6-8 weeks before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, 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. Approved high school concurrent students must register in person at Admissions.

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.norcocollege.edu for payment and refund deadlines. My Account Summary can be viewed or printed on WebAdvisor.

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

Waitlists

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

Procedure for Adding and Dropping Classes

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

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

Units for Full -Time/Part-Time Status

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

Attendance

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

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

**For information on auditing classes,
see the Graduation Requirements section.**

LIMITATIONS ON ENROLLMENT

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

Remedial Limitation

Riverside Community College District Board Policy 4222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic

skills courses. These courses include reading, writing, computation, learning skills and study skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions to Remedial Limitation

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

Prerequisite

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

Corequisite

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

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

Advisory

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

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at RCCD or other institutions and wish to obtain a Riverside City, Moreno Valley or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation"

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

Health Requirements

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

MATRICULATION

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

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Disability Resource Center. To request this service, call: (951) 372-7070 or TDD (951) 372-7010.

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

Norco College schedules the Accuplacer test on both a walk-in and appointment basis and PTESL testing is done on an appointment basis. Appointments may be made by phone (see number below) or online at <http://www.rcc.edu/services/assessment/appointments.cfm>. Both tests are available at all RCCD colleges. Hours of operation are posted outside each Assessment Center and are available online (see link below.) Students can also call to confirm hours of service: Norco (951) 372-7156.

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

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

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

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

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

Orientation/Counseling

All first-time college students must complete a freshman on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Norco 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 are encouraged to complete Guidance 45, Introduction to College during their first semester at RCCD.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to Norco 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 Norco (951) 372-7101.

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 enrollment fee.

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

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

A student who meets the qualifications for the Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees. Students are not eligible for any state supported financial aid such as the Board of Governors Waiver, 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 from the Health Services 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.norcollege.edu, price includes shipping and handling. To waive shipping and handling, permits may be purchased using a college computer and paid for at the cashier's office. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

Transportation Fee

Fee provides free transportation on RTA fixed routes for students with Riverside City College and Moreno Valley College photo ID cards. Fees vary according to full-time or part-time status. Transportation fees are not assessed for Norco College students.

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 term upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books and materials is approximately \$1000, but if used books are purchased, the cost can be reduced.

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue

in these classes. Whenever possible, the RCCD Bookstore at all three colleges will attempt to stock the required supplies.

Check Policy:

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

1. Your name and address MUST be preprinted on the check.
2. If the check is in your parent's name, we require that you have student ID and driver's license, along with the Drivers License 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 WebAdvisor at www.norcocollege.edu, or in the Admissions office at the Student Service building.

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

Other Transcripts

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

International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized

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

REFUND DEADLINES FOR FEES

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

Holdings on Records

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

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

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

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

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



Section II
STUDENT INFORMATION

ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Board Policy 5500 for details.

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

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

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

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 and Discipline Procedures section in the catalog. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

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 Riverside City college, and the Student Services offices at Moreno Valley and Norco Colleges. For information on challenge procedures, see page 6.

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

THE ARTS

ART

The visual arts at Norco College play a significant role in students' lives. Classes in painting, drawing, figure drawing, design, art history, computer/digital/gaming art, and illustration give students access to outstanding studio facilities and faculty. Our industry-recognized faculty are here to facilitate creation and further student opportunities in many areas of art.

MUSIC

Norco College offers a variety of musical and performance opportunities for students. At the core of the music program is the Norco Choir. The Norco Choir represents the college at major events including convocation, graduation and community outreach. Music@Norco also offers opportunities in commercial music performance. Students can take music classes in performance which will lead to recording and other opportunities. Also offered are courses in piano, guitar, music theory and music business. Students are encouraged to make music activities a significant and memorable part of college life.

THEATER ARTS

Theater Arts have long been an important component of the Norco college and the Norco community. The theater department provides students opportunities in major productions including musical theater. Students are also offered the opportunity to work both on stage and backstage. Also offered are courses in acting, stage play, character development and auditioning for the stage.

CAREER, TRANSFER AND JOB PLACEMENT CENTER

The Career, Transfer and Job Placement Center is dedicated to assisting students with resources to enhance their academic success, ultimately leading to prosperous and satisfying career options. The Center maintains an open and welcoming environment that promotes and encourages student development and self-exploration. One of the primary goals of the Career, Transfer and Job Placement Center is to coordinate career and transfer services and activities that support student success.

The Career, Transfer and Job Placement Center is committed to providing resources, information, and services to students who are interested in researching careers and transfer options to accredited baccalaureate four-year universities. Our services include:

- Transfer advisement and assistance
- Transfer advisement with university representatives
- College catalogs (UC, CSU, private universities and out of state schools)
- Access to AICCU (California's independent universities)
- Access to CSU Mentor, University of California
- Information on majors and the admissions process
- Articulation agreements with four-year universities
- Transfer application assistance and workshops
- College handbooks and brochures
- Computers with internet access
- Scholarship Resources
- Career explorations programs (Eureka)
- Occupational resources
- Career and transfer events

For more information call: (951) 372-7043, (951) 372-7147 or email CTJPC@norcocollege.edu.

COUNSELING CENTER

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

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

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

How to Use the Counseling Center

Students may contact the clerk in the Counseling Center or by visiting www.norcocollege.edu to schedule an appointment to see a counselor. Counseling hours vary by term and college. Appointments can be made by calling (951) 372-7101. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DISABLED STUDENT SERVICES

The Disability Resource Center (DRC) also known as Disabled Student Programs and Services (DSP&S), at RCCD's two other colleges, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities). The office on the Norco College is located in the Center for Student Success (second floor).

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 Disability Resource Center to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: (951) 372-7070 and TDD (951) 372-7010 or email DRC@norcocollege.edu.

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

DISCIPLINE

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

EARLY AND MIDDLE COLLEGE PROGRAMS

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

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

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

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

For more information call: (951) 372-7128, or email EOPS@norcocollege.edu.

Cooperative Agencies Resources for Education (CARE)

The aim of CARE is to assist single parents receiving Temporary Assistance for Needy Families (TANF) 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 TANF/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 more information call (951) 372-7128 or email EOPS@norcocollege.edu.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) Department at Norco College is committed to providing financial assistance to all students to help them in attaining their educational and professional goals. Our student-centered employees will provide professional knowledge and personalized service to assist students in obtaining the best use of all financial resources available for a successful future. We'll make college accessible, you make it count!

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at: www.norcocollege.edu and select "Student Services". The FAFSA application must be completed for each academic year. The Norco College Title IV code of 041761 must be listed on your FAFSA record(s) in order for our department to receive your application. If you are a Norco College student, please make sure to list the school code for your home college on the FAFSA application. You can locate school codes by selecting the "School Code Search" link on the main page of the FAFSA website. The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd to ensure priority processing and to maximize your funding.

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

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

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

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

Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$20.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list Norco College School code #041761 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 WebAdvisor 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.
 - If you are not a California resident, you may be eligible to apply for:
 - a non-resident tuition exemption through the AB 540 program if you meet specific requirements and are an

undocumented immigrant student. See Admissions and Records for additional information or view our consumer guide online.

- a non-resident tuition deferment if you are eligible for financial aid. This deferment to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester. For more information, view the “information for non-resident” chapter in our consumer guide online at www.norcollege.edu.

- **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 the amount. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than ½ time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS Office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

- **Federal Supplemental Educational Opportunity Grant (FSEOG) (up to \$1000 for the academic year at Norco College and is subject to change)** is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

- **Cal Grants** (up to \$1551 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend Norco College 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 Norco College 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 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 Norco College to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's enrollment prior to the disbursement being released to the student. All disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

- **Child Development Grant Program** (\$1000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children's center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office (please check their website for hours and locations). The deadline to submit this application is June 15th. A FAFSA application is required for Norco College 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 for enrollment and Satisfactory Academic Progress prior to the disbursement being released to the student. All disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

- **Federal Work Study** (earn up to \$4000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case by case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the Norco College

school code #041761. 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 website at Student Financial Services website at www.norcocollege.edu for the link to the student employment job listings.

- **Federal Direct Loan Program** – Norco College (NC) participates in the Federal Direct Loan Program. At Norco College it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

Norco College 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 the National Student Loan Data System located at <http://www.nslds.ed.gov>. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at www.pin.ed.gov.

- Students must be meeting the SFS **Satisfactory Academic Progress (SAP)** standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at Norco College 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 the **“Direct Loan Request Form”** to the Norco College Student Financial Services office.
- Student must also have a current Student Educational Plan (SEP) on file with Norco College which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the **“Direct Loan Request Form”** regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.
- Please refer to our consumer guide online at: www.norcocollege.edu for a full list of requirements for applying for a student loan at Norco College.
- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year you wish to apply for a loan at Norco College. 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 Norco College. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

Scholarships

Norco College offers scholarships through the Riverside Community College District Foundation office and from various 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 are available on our website early in the fall semester at www.norcollege.edu.
- **Scholarship Information Workshops** are held at Norco 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 Norco College 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 Norco College during the academic year after they graduate from high school. Information is available at www.norcollege.edu. In January and February of each year and also at each high school within the Norco College High School zone.
- **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 campus 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 Norco College High School zone and also at www.norcollege.edu in January and February of each year.

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

- A list of scholarships Norco College has been notified of is available online at www.norcollege.edu or in the SFS office.
- You may also find additional scholarship resources in the reference section of any library or on the internet at free scholarship search sites such as www.fastweb.com, www.scholarshipexperts.com, www.scholarships.com, www.scholarsite.com, and www.scholarshiphunter.com.
- If you are awarded a scholarship from a source outside of Norco College, 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 Norco College. 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 Norco College.

Student Financial Services Counseling

The SFS Counseling services are available through the SFS office at Norco College.

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

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

Computer Access

Computers are available in the SFS lobby 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

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

• Ability to Benefit

To receive financial assistance, a student must be qualified to study at the postsecondary level. A student qualifies to apply for financial aid 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 Norco College or another accredited college or university. Students are ineligible to receive Title IV aid while earning the six credit hours. If you need to take the ATB test because you do not have a high school diploma or GED, please contact your college Assessment Center to take the test.

• Student Educational Plan

You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Counselors are available at the SFS office. To schedule an appointment with an SFS Counselor please contact the counseling department at: www.norcollege.edu or you may call (951) 372-7101.

• Citizen or eligible non-citizen

To be eligible for federal and state financial assistance, you must be a US citizen or eligible non-citizen with proof of permanent residence (alien registration card, I-94 or I-551). Citizenship or permanent residency is not required to receive most scholarship aid.

• Return of Title IV funds

If you receive federal or state financial assistance and you drop or fail to successfully complete your courses you may need to REPAY a portion of your financial assistance. (See our Consumer Guide for more information regarding Return of Title IV Funds)

- Students cannot receive financial assistance at two institutions at the same time (with exception of the Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District in order to receive financial

assistance. All units taken within the RCC District (Moreno Valley College, Norco College, and Riverside City College) will be paid for by your home college, if eligible.

• **Satisfactory Academic Progress**

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to appeal through the SFS appeal process. For additional information regarding our SAP standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at: www.norcollege.edu.

• **Contact information**

Be sure to keep your mailing address, phone number and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor or in person at the Admissions and Records office. Visit your RCCD email regularly, as all updates and communications are sent to your RCCD email account.

• **Social Security number**

Be sure that your social security number is on file with Norco College, as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without your social security number on file.

• **Disbursement and Deadline information**

Deadlines for turning in required documents are located on our Disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA, turned in all documents requested by the SFS office, and enrolled accordingly. For dates of deadlines and disbursement, please view our Consumer Guide on our website at www.norcollege.edu or pick up a disbursement schedule at the Student Financial Services Department at Norco College.

- **Veterans:** applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

You can find more information regarding Student Financial Services and access forms for download on our website at www.norco.college.edu. If you have any questions, please contact us by e-mail at studentfinancialservices@norcollege.edu.

Norco College
Riverside Community College District
Student Financial Services Office

"We'll make college accessible, you make it count!"

FOOD SERVICES

When school is in session, the Corral is open for breakfast, lunch and dinner offering baked goods, basic staples such as burgers and fries along with comfort foods. Hot and cold sandwiches, coffee, drinks and grab-and-go foods are also available.

Hours of Operation:
Mon – Thurs: 7am- 8pm
Friday: 7am – 1pm
Sat – Sun: Closed

In addition, vending machines are conveniently located in the Corral.

HEALTH SERVICES

The Health Services office is located in the Library building. The office is open Monday and Thursday 8:00 a.m. to 5:00 p.m., Tuesday and Wednesday 8:00 a.m. to 4:30 p.m., and Fridays 8:00 a.m. to 2:00 p.m. Hours may vary so check the college website for updated information or call (951) 372-7046.

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.

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

HONORS PROGRAM

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

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

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

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

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

Benefits

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

- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- Transfer agreements, including UC Irvine and UCLA.
- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions

and scholarships.

- Workshops to help students prepare university and scholarship applications and application essays.
- The opportunity to present work at student research conferences.
- A community of dedicated, motivated students and faculty.

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

INFORMATION CENTER

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

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

INTERNATIONAL EDUCATION

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

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

INTERNATIONAL STUDENT CENTER

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

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

LIBRARY/LEARNING RESOURCE CENTER (LLRC)

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

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

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

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

Friday: 8:00 a.m. – 3:00 p.m.

Circulation Services: (951) 222-8651

Reference Desk: (951) 222-8652

Moreno Valley Library (Moreno Valley College)

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

Friday: 8:00 a.m. – 5:00 p.m.

Circulation Services: (951) 571 – 6111

Reference Desk: (951) 571 – 6447

Wilfred Airey Library (Norco College)

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

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

Circulation Services: (951) 372 – 7019

Reference Desk: (951) 372 – 7115

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

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

PUBLICATIONS

Students enrolled on the Norco College publish their own student newspaper, the Norco Voice. The newspaper, which is student produced, reports on issues and events pertaining to not only the RCCD college, but also the broader communities. The Norco Voice is free and can be obtained in newspaper dispensers provided in various locations on campus.

SOCIAL EVENTS

An extensive program of activities is provided by the Associated Students Norco College (ASNC). A calendar of these events is maintained in the Library 101. New and exciting activities are always planned. Please stop by and find out how you can get involved. You may also check out our web site at www.norcocollege.edu/asrcc/index.cfm

CLUBS AND ORGANIZATIONS

The ASNC 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 ASNC. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities/Government offices.

Honors

AGS (Alpha Gamma Sigma)

Athletics

Soccer Club

Religious

Mustangs for Christ

Academic

Choir

Norco Scholars Association

Norco Voice (Journalism)

Puente

Talented Tenth Program (T3p)

Business

SIFE (Students in Free Enterprise)

Entrepreneur Club

Social and Cultural

Le Club Francais

Anthropology

LPEC (Latinos Promoting education and Culture)

Special Interest

AOP (Artistic Outreach Program)

ECEC (Early Childhood Education Club)

Karate

COLLEGE HOUR

Norco 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. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASNC. A master calendar of these events is maintained in the Student Activities Office.

DEAN OF STUDENT SERVICES

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

EDUCATIONAL SERVICE-SOCIAL

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

FERPA

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

HONOR SOCIETY

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

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

SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products is prohibited

on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated. On the Norco College, three designated smoking areas are available.

STUDENT ACTIVITIES OFFICE

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

Programs and Services

- Support for the Associated Students of Riverside Community College District
- Support for college clubs and organizations
- College 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. The Student Activities Office is located in the Center for Student Success, 1st Floor.

STUDENT GOVERNMENT

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

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

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

Riverside Community College District strongly encourages student participation. Students who wish to become involved should visit the Student Activities Office in the Center for Student Success, 1st floor.

STUDENT EMPLOYMENT SERVICES

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

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

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

1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov.
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least 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 1st through June 30th)

Types of FWS Programs

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

2. District (non-work study) Employment

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

Students must:

- Maintain at least 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.

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

3. CalWORKs Work Study

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

Students must:

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

Student Employment Services location and contact information

Norco: Student Services Building
2nd Floor
(951) 372-7190

STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or

evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during fall/spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

Standards for Probation

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

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

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their college.

Standards for Dismissal

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

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

STANDARDS OF STUDENT CONDUCT

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

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

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

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
 - A. Forms of Dishonesty include, but are not limited to:

1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
 3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
 14. Unauthorized entry upon or use of District facilities.
 15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
 19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
 20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at <http://www.rcc.edu/administration/board/policies/6060.pdf>.
 21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
 22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
 23. Gambling, of any type, on District property.
 24. Bringing pets (with the exception of service animals) on District Property.
 25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
 26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for

vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.

27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Chief Instructional Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Disciplinary Action

- A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
- B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.
 1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 2. Reprimand: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student's conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.
 3. Social Suspension: Social suspension limits a student's attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.
 4. "Temporary Suspension": This suspension is invoked by a

classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.

5. Interim Suspension: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.
6. Restitution: This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.
7. Disciplinary Suspension: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.
8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.
9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.
- C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
 1. The faculty member may: a) reduce the score on test(s) or assignment(s) b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.
 2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

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

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

- Notice – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the

conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline. The verbal notice will include the following:

- the specific section of the Standards of Student Conduct that the student is accused of violating.
- a short statement of the facts supporting the accusation.
- the nature of the discipline that is being considered.

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

Student Grievance Procedure for Student-Related Issues

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

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

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

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

For extended suspension or expulsion, the student may request a formal hearing within five (5) days of receiving a written decision from the Chief Executive Officer of the College.

Hearing Procedures

Request for Hearing:

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

Schedule of Hearing:

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

Hearing Panel:

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

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

Hearing Panel Chair:

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

Conduct of Hearing:

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

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

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

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

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

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

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

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding

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

Chief Executive Officer's Decision:

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

Chancellor's Decision:

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

Board of Trustees' Decision:

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

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

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

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

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

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a

new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

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

General Grievance Process For Matters Other Than Disciplinary: Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process

- a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the abovementioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.
- b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
- c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
- d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
 1. For academic matters, the conference will be with the College Chief Instructional Officer.
 2. For nonacademic matters, the conference will be with the College Chief of Student Services Officer.
- e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
- f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty (120) days from the date of the incident giving rise to the grievance.

2. Formal Hearing

- a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.
- b. A grievance withdrawn from the formal hearing stage will

- be deemed without merit and cannot be refiled.
- c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
 - (1) One (1) student appointed by the ASRCC College President.
 - (2) One (1) faculty member appointed by the College Academic Senate President.
 - (3) One (1) manager appointed by the Chief Executive Officer of the College.
 - (4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.
 - d. The College Student Grievance Committee will:
 - (1) Set a reasonable time limit for the hearing.
 - (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
 - (3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
 - (4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.
 - (5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.
 - (6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
 - (7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.
 - e. The formal hearing shall be closed to the public.
 - f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
 - g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
 - (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision,
 - (2) Modify the recommended decision,
 - (3) Recommend action to the Board of Trustees.

3. Appeals:

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

Office of Primary Responsibility:

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

TRiO PROGRAMS

The TRiO Programs are federally funded by the U.S. Department of Education. Participants must meet specific federal guidelines and program expectations.

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

Services include:

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

To be eligible for SSS, a student must be:

- A first generation college student, low income, or disabled
- Interested in transferring to a four-year institution
- A full-time student (12 units or more)
- Maintain a 2.5 grade point average or better
- Enroll at Norco College

For more information call (951) 372-7149. TRiO programs are located in Portable A (behind the bookstore).

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.

Norco College

Library Building, 1st Floor
Telephone number: (951) 372-7143
Fax number: (951) 372-7076

VETERANS ASSISTANCE

Norco 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 for updated information.

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

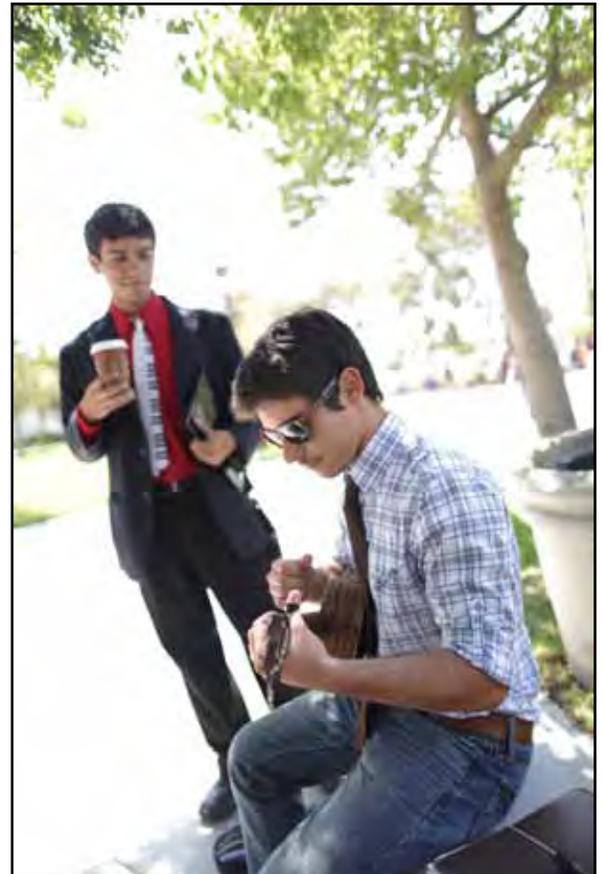
While waiting for the *Certificate of Eligibility* veterans should continue with the college’s policies and procedures in order to enroll and be certified for payment. Veterans apply online to Moreno Valley, Norco and Riverside City College and complete any required assessment testing and online orientation.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

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

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 the college every term in order to request benefits and to avoid being dropped for non-payment.

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

Contact the Veterans’ Services at (951) 372-7142 or email veterans.services@norcocollege.edu for more information. Information is also available at www.norcocollege.edu.





Section III
GRADUATION REQUIREMENTS

ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE

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

GENERAL EDUCATION

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

Critical Thinking

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

Information Skills

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

Communication Skills

- Write with precision and clarity to express complex thought

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

Breadth of Knowledge

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

Application of Knowledge

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

Global Awareness

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

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

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

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

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

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

I. RESIDENCE REQUIREMENT

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

II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

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

III. GRADE POINT AVERAGE REQUIREMENT

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

IV. UNIT REQUIREMENT

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

ASSOCIATE IN ARTS

ADMINISTRATION AND INFORMATION SYSTEMS

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

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

PROGRAM LEARNING OUTCOMES:

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

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

Accounting (ACC): **1A**

Business Administration (BUS): **10, **18A**

Computer Information Systems (CIS): **1A**

Economics (ECO): **7, 7H, 8**

Political Science (POL): **8**

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

Accounting (ACC): **1A, 1B, 38**

Business Administration (BUS): **10, **18A, **18B, *20, 22**

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

Computer Information Systems (CIS): **1A, 1B, 2, 3, 5**

Computer Applications and Office Technology (CAT): **3, 31**

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

Library (LIB): **1**

Management (MAG): **44**

Marketing (MKT): **20**

Political Science (POL): **6, 8**

A course may only be counted once.

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

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

COMMUNICATION, MEDIA, AND LANGUAGES

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Communication Studies, 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 successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): **8**

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

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

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

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

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

Library (LIB): **1**

Photography (PHO): **12**

World Languages includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FINE AND APPLIED ARTS

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

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

PROGRAM LEARNING OUTCOMES:

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

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

The student must successfully complete 18 units of study across a maximum of 3 disciplines with 9 units from 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:

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

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

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

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

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

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

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

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

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

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

HUMANITIES, PHILOSOPHY, AND ARTS

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language,

philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

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

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

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

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200

Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67

English (ENG): 11, 12, 17, 38

Music (MUS): 38, 39, P12

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

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

PHYSICAL EDUCATION, HEALTH AND WELLNESS

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

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

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

Required Courses (take 3 units in each of the two disciplines):

Health Science (HES): 1

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

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

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

Biology (BIO): **17, 30, 34**

Early Childhood Education (EAR): 26

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

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

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

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

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

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

SOCIAL AND BEHAVIORAL STUDIES

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

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

PROGRAM LEARNING OUTCOMES:

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

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.

4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

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

INCLUDED DISCIPLINES AND COURSES:

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

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

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

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

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

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

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

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

Library Science (LIB): **1**

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

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

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

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

ASSOCIATE IN SCIENCE

CAREER AND TECHNICAL PROGRAMS

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

MATH AND SCIENCE

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

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

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

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

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

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

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

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

Anthropology (ANT): **1**

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

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

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

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

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

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

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

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

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

Health Science (HES): **1**

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

Microbiology (MIC): **1**

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

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

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

Psychology (PSY): **2**

A course may only be counted once.

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

DEGREE CHANGE ALERT!

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

V. BASIC SKILLS COMPETENCY REQUIREMENT (0-7 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination (recommended by the math department and approved by the curriculum committee), or by the successful completion of a Riverside Community College District mathematics course with a "C" or higher selected from Math 1-36, or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
 1. a satisfactory score on RCCD's placement test equivalent to placement in college level reading;
OR
 2. completion of Reading 83 with a "C" or higher;
OR
 3. a minimum grade of "C" in each general education course;
OR
 4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District's reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.
 5. Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a "C" grade or better.

VI. GENERAL EDUCATION REQUIREMENTS

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

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

A. NATURAL SCIENCES (3 UNITS)

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

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

1. American Institutions (3 units)
History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53
or
Political Science 1 or 1H, 5
AND
2. Social and Behavioral Sciences (3 units)
Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history (except as listed in "1" above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

C. HUMANITIES (3 UNITS)

Any course for which the student is eligible in American Sign Language 1, Architecture/Engineering 36, art, Communication Studies 7, Dance 3, 4, 5, 6, 7, 8, 9, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

D. LANGUAGE AND RATIONALITY (10 UNITS)

1. English composition (4 units)
Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 1A or English 1AH, with a grade of "C" or better.
2. Communication and analytical thinking (6-8 units)
Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:
Communication Studies 1 or 1H, or 9 or 9H
Computer Information Systems 1A through 30
English 1B or 1BH
Mathematics 1-36
Philosophy 11, Philosophy/Math 32

VII. ADDITIONAL DEGREE REQUIREMENTS

- A. Health Education (3 Units)
Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.
- B. Self Development (2 or 3 units)
 1. Kinesiology (two activities courses)
Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.

KIN-6	Physical Education for Pre-School and Elementary Children
KIN-29	Soccer Theory and Practice
KIN-42	Lifeguarding/Title 22 First Aid/Water Safety Instructor
KIN-47	Hiking and Backpacking
DAN-3	World Dance Survey
DAN-5	Movement Education for Pre-School and Elementary Children
MUS-45	Marching Band Woodwind Methods

MUS-46	Marching Band Brass Methods
MUS-47	Marching Band Percussion Methods
MUS-48	Marching Band
MUS-59	Winter Marching Band Clinic
MUS-60	Summer Marching Band Clinic
MUS-61	Auxiliary Marching Units

2. Fitness and Wellness (3 units)

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

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

VIII. CERTIFICATE PROGRAM

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

IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

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

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

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

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

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

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

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

X. SECOND DEGREES

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

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

XI. CATALOG RIGHTS

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

SCHOLASTIC HONORS AT COMMENCEMENT

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

DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

GRADING SYSTEM

Grades

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

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

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

Students should refer to WebAdvisor for withdrawal deadlines.

An “I” is given only in cases where a student has been unable to

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

Grade Points

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

Grade Changes

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

Extenuating Circumstances Petition

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

Auditing Classes

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

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 30% of course for short term courses.
5. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
6. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked

to leave to make room for the credit student. Instructor's discretion is strongly recommended.

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 City, Moreno Valley and Norco colleges.

Pass/No Pass Classes

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

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 City, Moreno Valley, or Norco by the end of the fifth week of the semester or by the end of the first 30% of a shorter-than-semester term.

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

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

Final Examinations-Final Grades

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

Advanced Placement

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

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

Students who have successfully completed courses in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English

IB 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 48 in the catalog.) Official Placement Scores should be sent to the Admissions and Records Office for official evaluation.

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

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



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

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

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

CREDIT BY EXAMINATION

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

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

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

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

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

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

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

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

Credit for College-Level Examination Program (CLEP)

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** Credit granted for CLEP will not be posted on the student's RCCD transcript. CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

CLEP GENERAL EXAM

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

SUBJECT EXAMS**Composition and Literature**

American Lit	50	3	English Literature Elective
Analysis and Interpretation of Literature	50	3	English Literature Elective
English Literature Freshman College Composition	50	3	English Literature Elective
		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	50	3	History 7
1865 to Present			
Introduction to Educational Psychology	50	3	Psychology Elective
Principles of Macroeconomics	50	3	Economics 7
Principles of Microeconomics	50	3	Economics 8
Introductory Psychology	50	3	Psychology 1
Introductory Sociology	50	3	Sociology 1
Western Civilization I			
Ancient Near East to 1648	50	3	History 4
Western Civilization II			
1648 to Present	50	3	History 5

Sciences and Math

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

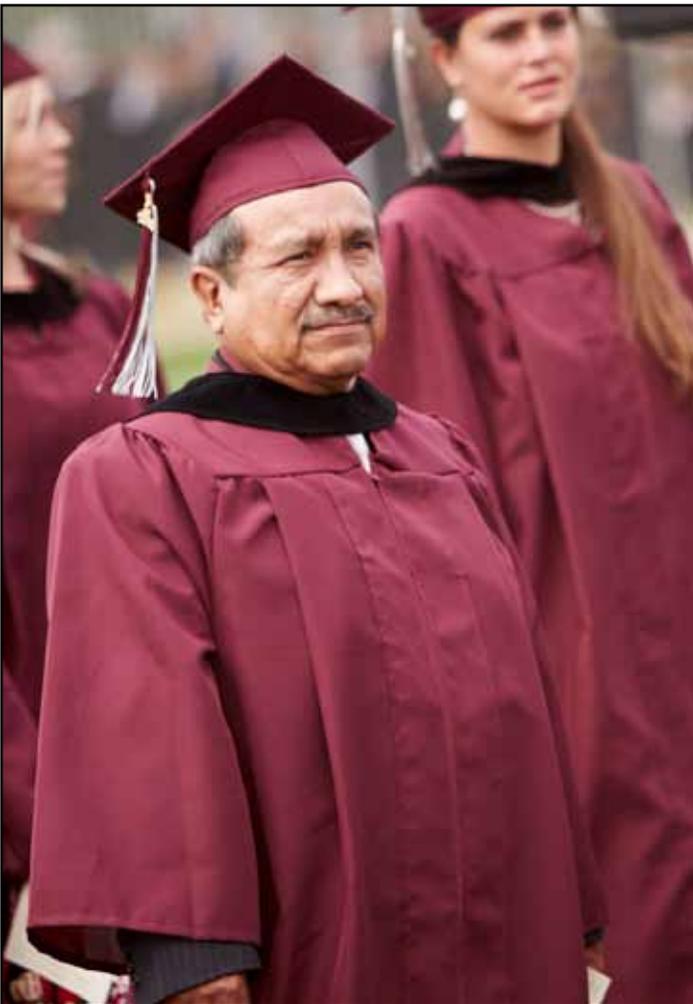
Business

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

Military Credit

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







Section IV

**REQUIREMENTS FOR
COLLEGE TRANSFER**

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

University of California (UC)

UC Website: www.ucop.edu/pathways

- UC, Berkeley
- UC, Davis
- UC, Irvine
- UC, Los Angeles
- UC, Merced
- UC, Riverside
- UC, San Diego
- UC, San Francisco
- UC, Santa Barbara
- UC, Santa Cruz



California State University (CSU)

CSU Website: www.csu.mentor.edu

- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Domingues Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- Humbolt State University
- San Diego State University
- San Francisco State University
- San Jose State University

REQUIREMENTS FOR COLLEGE TRANSFER GRADUATION REQUIREMENTS

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

REQUIREMENTS FOR ADMISSION TO THE UNIVERSITY OF CALIFORNIA

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

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

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

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

Students with High School Deficiencies

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

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

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

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

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

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

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

ASSOCIATE IN ARTS FOR TRANSFER DEGREE

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

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

COMMUNICATION STUDIES MAA587/NAA587/AA587

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

Program Learning Outcomes

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

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

Required Courses (18-19 units)		Units
COM-1/1H(MNR)	Public Speaking	3
COM-9/9H (MNR)	Interpersonal Communication	3
Electives	from Group A	3
Electives	from Group B	6
Electives	from Group C	3-4
Electives Group A (3 units)		Units
COM-2 (MNR)	Persuasion in Rhetorical Perspective	3
COM-3 (MNR)	Argumentation and Debate	3
COM-6 (MNR)	Dynamics of Small Group Communication	3
Electives Group B (6 units)		Units
Any course not taken in group A		
COM-7 (MNR)	Oral Interpretation of Literature	3
COM-12 (MNR)	Intercultural Communication	3
Electives Group C (3-4 units)		Units
Any COM course not taken in group A or B above		1-3
COM-5 (MNR)	Parliamentary Procedure	1
COM-11 (MNR)	Storytelling	3
COM-13 (MNR)	Gender and Communication	3
COM-19 (MNR)	Reader's Theater	3
ANT-2 (MNR)	Cultural Anthropology	3
JOU-7 (MNR)	Mass Communications	3
PSY-1 (MNR)	General Psychology	3
SOC-1 (MNR)	Introduction to Sociology	3

Associate in Arts for Transfer Degree

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

SOCIOLOGY

MAA695/NAA695/AA695

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

Program Learning Outcomes

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

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

inquiry.

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

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

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

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

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

Associate in Arts for Transfer Degree

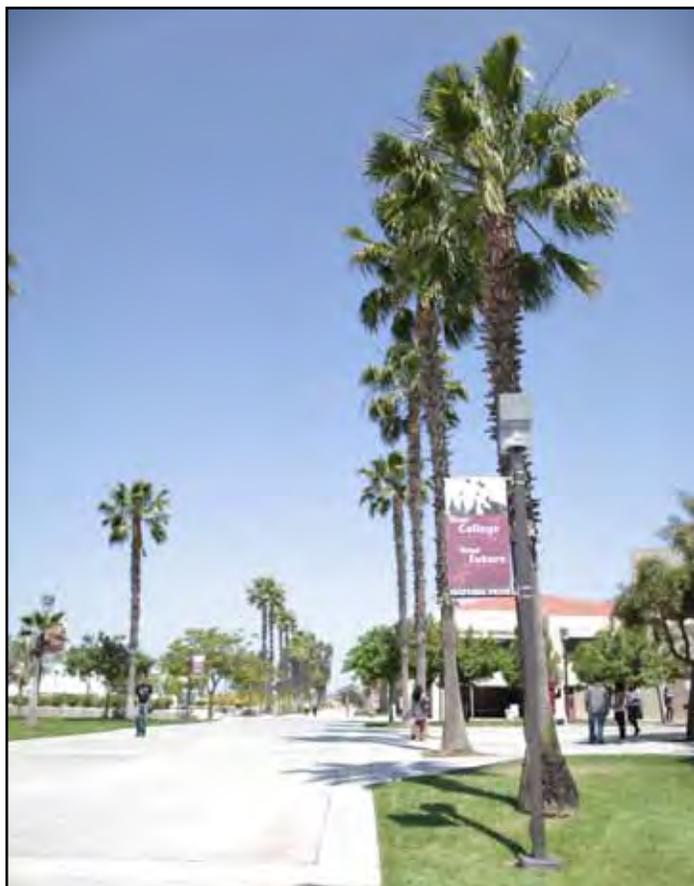
The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education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

CERTIFICATE OF ACHIEVEMENT IN CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSUGE) 2009-2010

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

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor's degree. Of these 48 units, 9 units must be completed in upper division (junior and senior years) and up to 39 units may be completed in lower division (freshman and sophomore years). Students may complete these general education units at Riverside Community College District for transfer and it is to the student's advantage to have these units of general education CERTIFIED. Certification is a legal agreement the California State University system and the community colleges in California to assure that 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 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.



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.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2011-2012

The courses listed below will fulfill the lower division general education requirements for all CSU campuses.

To obtain a Bachelor's degree from a CSU campus, a student must complete 48 units of general education. A community college can certify 39 of these units as having fulfilled the CSU lower division general education requirements. The remaining 9 units of upper-division general education coursework are to be taken at the CSU campus after transfer.

A. English Language Communication and Critical Thinking (min. 9 semester units) – Select one course from each group: *Grades of “C” or better are required.*

A-1: Oral Communication:

COM-1 Public Speaking (Formerly SPE-1) or
COM-1H Honors Public Speaking (Formerly SPE-1H)
COM-9 Interpersonal Communication (Formerly SPE-9) or
COM-9H Honors Interpersonal Communication (Formerly SPE-9H)

A-3: Critical Thinking:

COM-2 Persuasion in Rhetorical Perspective (Formerly SPE-2)
COM-3 Argumentation and Debate (Formerly SPE-3A)
ENG-1B Critical Thinking and Writing or
ENG-1BH Honors Critical Thinking and Writing

A-2: Written Communication:

ENG-1A English Composition or
ENG-1AH Honors English Composition

MAT-32 Introduction to Symbolic Logic (Same as PHI-32)

PHI-11 Critical Thinking

PHI-32 Introduction to Symbolic Logic (Same as MAT-32)

B. Scientific Inquiry and Quantitative Reasoning (min. 9 semester units) – Select one course from each group:

Also, one of the science courses must have a lab---see underlined courses.

B-1: Physical Science:

CHE-1A General Chemistry I
CHE-1B General Chemistry II
CHE-2A Introductory Chemistry I
CHE-3 Fundamentals of Chemistry
CHE-10 Chemistry for Everyone
CHE-12A Organic Chemistry I
CHE-12B Organic Chemistry II

GEG-1 Physical Geography or
GEG-1H Honors Physical Geography
GEG-1L Physical Geography Lab
(GEG-1L has a Corequisite of GEG-1 or 1H)
GEG-5 Weather and Climate
PHY-2A General Physics I
PHY-2B General Physics II

PHY-4A Mechanics
PHY-4B Electricity and Magnetism
PHY-4C Heat, Light and Waves
PHY-10 Introductory General Physics
PHY-11 Physics Lab
(PHY-11 has a Corequisite of PHY-10)

B-2: Life Science:

AMY-2A Anatomy and Physiology I
AMY-2B Anatomy and Physiology II
AMY-10 Survey of Human Anat. and Phys.
ANT-1 Physical Anthropology
BIO-1 General Biology
BIO-2A General Zoology I, Invertebrates
BIO-2B General Zoology II, Vertebrates

BIO-3 Field Botany
BIO-5 General Botany
BIO-6 Introduction to Zoology
BIO-7 Marine Biology
BIO-8 Principles of Ecology
BIO-9 Intro. to the Nat. Hist. of So. Cal.
BIO-10 Principles of Life Science

BIO-11 Intro. to Molecular and Cellular Biology
BIO-12 Intro. to Organismal and Population Biology
BIO-17 Human Biology
BIO-34 Human Genetics
BIO-36 Environmental Science
MIC-1 Microbiology
PSY-2 Physiological Psychology

B-3: Laboratory Activity:

This requirement is satisfied by completion of any course in B-1 or B-2 with a laboratory. Lab courses are underlined.

B-4: Mathematics/Quantitative Reasoning (Grade of “C” or better is required):

MAT-1A Calculus I
MAT-1B Calculus II
MAT-1C Calculus III
MAT-2 Differential Equations
MAT-3 Linear Algebra

MAT-4 Finite Mathematics
MAT-5 Calculus, A Short Course
MAT/CSC-6 Discrete Mathematics for
Computer Science
MAT-10 Pre-Calculus

MAT-11 College Algebra
MAT-12 Statistics or
MAT-12H Honors Statistics
MAT-25 A Survey of Mathematics
MAT-36 Trigonometry

C. Arts and Humanities (min. 9 semester units) – Select three courses, *with at least one course from “Arts” and one course from “Humanities”*:

C-1: Arts:

ARE-35 History of Architecture – Beginning through Gothic
ARE-36 History of Architecture – Renaissance to Modern
ART-1 History of Western Art: Prehistoric, Ancient and Medieval
ART-2 History of Western Art: Renaissance through Contemporary
ART-5 History of Non-Western Art

ART-6 Art Appreciation or
ART-6H Honors Art Appreciation
ART-7 Women Artists in History
ART-8 Mexican Art History
ART-9 African Art History
ART-10 Modern and Contemporary Art History
COM-11 Storytelling
(Formerly SPE-11)
DAN-6 Dance Appreciation

MUS-3 Fundamentals of Music
MUS-19 Music Appreciation
MUS-25 Jazz Appreciation
MUS-26 Film Music Appreciation
MUS-89 Music of Multicultural America
THE-3 Introduction to the Theater
THE-29 Musical Theater Appreciation

C-2: Humanities:

AML-1 American Sign Language 1
AML-2 American Sign Language 2
ENG-1B Critical Thinking and Writing or
ENG-1BH Honors Critical Thinking and Writing
ENG-6 British Literature I: Anglo-Saxon through 18th century
ENG-7 British Literature II: Romanticism through Postmodernism

ENG-8 Introduction to Mythology
(Same as HUM-8)
ENG-9 Introduction to Shakespeare
ENG-11 Creative Writing
ENG-14 American Literature I: Pre- Contact through the Civil War
ENG-15 American Literature II: 1860 to Present
ENG-18 Survey of Native American Literature
ENG-20 Survey of African American Literature

ENG-23 The Bible as Literature
(Same as HUM-23)
ENG-30 Children's Literature
ENG-35 Images of Women in Literature
ENG-40 World Literature I: Ancient Literature through 1650 C.E.
ENG-41 World Literature II: 1650 C.E. through the Present
ENG-44 Poetry from the 20th century to the Present
ENG-45 Modern Drama

C-2: Humanities (continued):

ENG-48 Short Story and Novel from 20th century to the present

FRE-1 French 1

FRE-2 French 2

FRE-3 French 3

FRE-8 Intermediate Conversation

FRE-11 Culture and Civilization

HIS-1 History of World Civilizations I

HIS-2 History of World Civilizations II

HIS-6 Political and Social History of the U.S. or

HIS-6H Honors Political and Social History of the U.S.

HIS-7 Political and Social History of the U.S. or

HIS-7H Honors Political and Social History of the U.S.

HIS-14 African American History I

HIS-25 History of Mexico

HIS-26 History of California

HIS-31 Introduction to Chicano Studies

HIS-34 History of Women in America

HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or

HUM-4H Honors Arts and Ideas: Ancient World through the Late Medieval Period

HUM-5 Arts and Ideas: The Renaissance through the Modern Era or

HUM-5H Honors Arts and Ideas: The Renaissance through the Modern Era

HUM-8 Introduction to Mythology

(Same as ENG-8)

HUM-10 World Religions or

HUM-10H Honors World Religions

HUM-11 Religion in America

HUM-16 Arts and Ideas: American Culture

HUM-18 Death: An Interdisciplinary Perspective

HUM-23 The Bible as Literature

HUM-35 Philosophy of Religion

(Same as PHI-35)

JPN-1 Japanese 1

JPN-2 Japanese 2

JPN-3 Japanese 3

JPN-4 Japanese 4

JPN-11 Culture and Civilization

PHI-10 Introduction to Philosophy or

PHI-10H Honors Introduction to Philosophy

PHI-12 Introduction to Ethics:

Contemporary Moral Issues

PHI-15 Bio-Medical Ethics

PHI-33 Intro. to Social and Political Philosophy

PHI-35 Philosophy of Religion

(Same as HUM-35)

SPA-1 Spanish 1

SPA-2 Spanish 2 or

SPA-2H Honors Spanish 2

SPA-3 Spanish 3

SPA-3N Spanish for Native Speakers

SPA-4 Spanish 4

SPA-8 Intermediate Conversation

SPA-11 Spanish Culture and Civilization

SPA-12 Latin American Culture and Civilization

D. Social Sciences (min. 9 semester units) – Select three courses from at least two disciplines:**D-1: Anthropology and Archaeology:**

ANT-2 Cultural Anthropology

ANT-3 Prehistoric Cultures

ANT-5 Cultures of Ancient Mexico

ANT-6 Introduction to Archaeology

ANT-7 Anthropology of Religion

ANT-8 Language and Culture

D-2: Economics:

ECO-4 Introduction to Economics

ECO-6 Introduction to Political Economy

ECO-7 Principles of Macroeconomics or

ECO-7H Honors Principles of Macroeconomics

ECO-8 Principles of Microeconomics

D-3: Ethnic Studies:

ANT-4 Native American Cultures

HIS-14 African American History I

HIS-31 Introduction to Chicano Studies

SOC-10 Race and Ethnic Relations

D-4: Gender Studies:

COM-13 Gender and Communication

(Formerly SPE-13)

HIS-34 History of Women in America

SOC-15 Women in American Society

D-5: Geography:

GEG-2 Human Geography

GEG-3 World Regional Geography

GEG-4 Geography of California

GEG-6 Geography of the U.S. and Canada

D-6: History:

HIS-1 History of World Civilizations I

HIS-2 History of World Civilizations II

HIS-6 Political and Social History of the U.S. or

HIS-6H Honors Political and Social History of the U.S.

HIS-7 Political and Social History of the U.S. or

HIS-7H Honors Political and Social History of the U.S.

HIS-25 History of Mexico

HIS-26 History of California

HIS-31 Introduction to Chicano Studies

D-7: Interdisciplinary Social or Behavioral:

COM-9 Interpersonal Communication

(Formerly SPE-9) or

COM-9H Honors Interpersonal Communication

(Formerly SPE-9H)

COM-12 Intercultural Communication

(Formerly SPE-12)

EAR-20 Child Development

D-8: Political Science, Government and Legal Institutions:

POL-1 American Politics or

POL-1H Honors American Politics

POL-2 Comparative Politics

POL-4 Intro. to World Politics or

POL-4H Honors Intro. to World Politics

POL-5 The Law and Politics

POL-7A Current Political Issues

POL-11 Political Theory

POL-13 Intro. to American Foreign Policy

D-9: Psychology:

PSY-1 General Psychology

PSY-9 Developmental Psychology

PSY-33 Theories of Personality

PSY-35 Abnormal Psychology

D-0: Sociology and Criminology:

SOC-1 Introduction to Sociology

SOC-2 American Social Problems

SOC-3 Social Inequality in American Society

SOC-20 Introduction to Criminology

SOC-50 Introduction to Social Research Methods

PSY-9 Developmental Psychology

PSY-33 Theories of Personality

SOC-12 Marriage and Family Relations

E. Lifelong Learning and Self-Development (min. 3 semester units)

BIO-30 Human Reproduction and Sexual Behavior

EAR-20 Child Development

GUI-47 Career Exploration and Life Planning

HES-1 Health Science

PHP-4 Nutrition

PHP-35 Foundation for Fitness and Wellness

PHP-36 Wellness: Lifestyle Choices

United States History, Constitution and Government (6 semester units)

Although this is not part of the general education requirements, it is a CSU graduation requirement that you can complete at a community college before you transfer. HIS-6 or 6H or 7 or 7H may also be used to partially fulfill area C or D. POL-1 or 1H may also be used to partially fulfill area D.

1. U.S. History (3 units)

HIS-6 Political and Social History of the U.S. or

HIS-6H Honors Political and Social History of the U.S.

HIS-7 Political and Social History of the U.S. or

HIS-7H Honors Political and Social History of the U.S.

2. Constitution and Government (3 units)

POL-1 American Politics or

POL-1H Honors American Politics

Notes:

- Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.
- Upper division transfer students will need to complete a minimum of 60 transferable units, their "Golden 4" courses, and at least 30 units of general education.
- "Golden 4 Courses" in Areas A-1, A-2, A-3, and B-4 must be completed with grades of "C" or better.
- Some CSU campuses may require specific general education courses based upon the major. Check with a counselor to ensure proper academic planning.
- It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2011-2012 FOR TRANSFER TO CSU AND UC

If you choose to follow the 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 of the subject areas below for a minimum total of 34 units with a min. “C” grade or better (A grade of “C-“ is not acceptable.)**

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

Area 1 - English Communication (min. 6-9 semester units) -

CSU – 3 courses required; select one from each group:

UC – 2 courses required; select one from group 1A and one from group 1B:

1A - English Composition:

ENG-1A English Composition or
ENG-1AH Honors English Composition

1B - Critical Thinking – English Composition:

ENG-1B Critical Thinking and Writing or
(Must be taken Fall 1993 or later)
ENG-1BH Honors Critical Thinking and Writing

1C - Oral Communication: (CSU requirement only)

COM-1 Public Speaking (Formerly SPE-1) or
COM-1H Honors Public Speaking (Formerly SPE-1H)
COM-9 Interpersonal Communication (Formerly SPE-9) or
COM-9H Honors Interpersonal Communication

Area 2 – Mathematical Concepts and Quantitative Reasoning (min. 3 semester units) – select one course:

MAT-1A Calculus I**	MAT-4 Finite Mathematics	MAT-11 College Algebra**
MAT-1B Calculus II	MAT-5 Calculus, A Short Course**	MAT-12 Statistics or
MAT-1C Calculus III	MAT/CSC-6 Discrete Mathematics for Computer Science	MAT-12H Honors Statistics
MAT-2 Differential Equations	MAT-10 Precalculus**	MAT-25 A Survey of Mathematics
MAT-3 Linear Algebra		

Area 3 – Arts and Humanities (min. 9 semester units) –

Select three courses, with at least one course from the “Arts and one course from the “Humanities”:

3A – Arts:

ARE-35 History of Architecture - Beginning through Gothic	ART-6 Art Appreciation or	MUS-3 Fundamentals of Music
ARE-36 History of Architecture - Renaissance through Modern	ART-6H Honors Art Appreciation	MUS-19 Music Appreciation
ART-1 History of Western Art: Pre- Historic, Ancient, and Medieval	ART-7 Women Artists in History	MUS-25 Jazz Appreciation
ART-2 History of Western Art: Rena- Issuance through Contemporary	ART-8 Mexican Art History	MUS-26 Film Music Appreciation
	ART-9 African Art History	MUS-89 Music of Multicultural America
	ART-10 Modern and Contemporary Art History	THE-3 Introduction to the Theatre
	DAN-6 Dance Appreciation	THE-29 Musical Theater Appreciation
	FRE-11 Culture and Civilization	

3B – Humanities:

COM-12 Intercultural Communication* (Formerly SPE-12)	FRE-3 French 3	HUM-8 Introduction to Mythology (Same as ENG-8)
ENG-6 British Literature I: Anglo-Saxon through 18 th Century	FRE-8 Intermediate Conversation	HUM-10 World Religions or
ENG-7 British Literature II: Romanticism through Postmodernism	HIS-1 History of World Civilizations I*	HUM-10H Honors World Religions
ENG-8 Introduction to Mythology (Same as HUM-8)	HIS-2 History of World Civilizations II*	HUM-11 Religion in America
ENG-9 Introduction to Shakespeare	HIS-6 Political and Social History of the U.S.* or	HUM-16 Arts and Ideas: American Culture
ENG-14 American Literature I: Pre-Contact through Civil War	HIS-6H Honors Political and Social History of the U.S.*	HUM-18 Death: An Interdisciplinary Perspective
ENG-15 American Literature II: 1860 to the Present	HIS-7 Political and Social History of the U.S.*	HUM-23 The Bible as Literature (Same as ENG-23)
ENG-18 Survey of Native American Literature	HIS-7H Honors Political and Social History of the U.S.*	HUM-35 Philosophy of Religion (Same as PHI-35)
ENG-20 Survey of African American Literature	HIS-14 African American History I*	JPN-2 Japanese 2
ENG-23 The Bible as Literature (Same as HUM-23)	HIS-25 History of Mexico*	PHI-10 Introduction to Philosophy or
ENG-35 Images of Women in Literature	HIS-26 History of California*	PHI-10H Honors Introduction to Philosophy
ENG-40 World Literature I: From Ancient Literature through 1650 C.E.	HIS-31 Introduction to Chicano Studies*	PHI-12 Introduction to Ethics: Contemporary Moral Issues
ENG-41 World Literature II: 1650 C.E. to the Present	HIS-34 History of Women in America*	PHI-33 Introduction to Social and Political Philosophy
ENG-44 Poetry from the 20 th Century to the Present	HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or	PHI-35 Philosophy of Religion (Same as HUM-35)
ENG-45 Modern Drama	HUM-4H Honors Arts and Ideas: Ancient World through the Late Medieval Period	SPA-2 Spanish 2
ENG-48 Short Story and Novel from the 20 th Century	HUM-5 Arts and Ideas: The Renaissance through the Modern Era or	SPA-3 Spanish 3
FRE-2 French 2	HUM-5H Honors Arts and Ideas: The Renaissance through the Modern Era	SPA-8 Intermediate Conversation
		SPA-12 Latin American Culture and Civilization

Area 4 – Social and Behavioral Sciences (min. 9 semester units) – Select three courses from at least two disciplines:

ANT-1 Physical Anthropology*	GEG-3 World Regional Geography	POL-4 Introduction to World Politics or
ANT-2 Cultural Anthropology	GEG-4 Geography of California	POL-4H Honors Introduction to World Politics
ANT-3 Prehistoric Culture	GEG-6 Geography of the U.S. and Canada	POL-5 The Law and Politics
ANT-4 Native American Cultures	HIS-1 History of World Civilizations I*	POL-11 Political Theory
ANT-5 Cultures of Ancient Mexico	HIS-2 History of World Civilizations II*	POL-13 Introduction to American Foreign Policy
ANT-6 Introduction to Archaeology	HIS-6 Political and Social History of the U.S. * or	PSY-1 General Psychology
ANT-7 Anthropology of Religion	HIS-6H Honors Political and Social History of the U.S.*	PSY-2 Physiological Psychology
ANT-8 Language and Culture	HIS-7 Political and Social History of the U.S. * or	PSY-9 Developmental Psychology
COM-12 Intercultural Communication* (Formerly SPE-12)	HIS-7H Honors Political and Social History of the U.S.*	PSY-33 Theories of Personality
COM-13 Gender Communication (Formerly SPE-13)	HIS-14 African American History I*	PSY-35 Abnormal Psychology
EAR-20 Child Development	HIS-25 History of Mexico*	SOC-1 Introduction to Sociology
ECO-4 Introduction to Economics**	HIS-26 History of California*	SOC-2 American Social Problems
ECO-6 Introduction to Political Economy	HIS-31 Introduction to Chicano Studies*	SOC-3 Social Inequality in American Society
ECO-7 Principles of Macroeconomics or	HIS-34 History of Women in America*	SOC-10 Race and Ethnic Relations
ECO-7H Honors Principles of Macroeconomics	POL-1 American Politics or	SOC-12 Marriage and Family Relations
ECO-8 Principles of Microeconomics	POL-1H Honors American Politics	SOC-15 Women in American Society
GEG-2 Human Geography	POL-2 Comparative Politics	SOC-20 Introduction to Criminology
		SOC-50 Introduction to Social Research Methods

Area 5 – Physical and Biological Sciences (min. 7 semester units) – Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:**5A – Physical Science:**

CHE-1A General Chemistry I
CHE-1B General Chemistry II
CHE-2A Introductory Chemistry I**
CHE-3 Fundamentals of Chemistry**
CHE-10 Chemistry for Everyone**
CHE-12A Organic Chemistry I
CHE-12B Organic Chemistry II

5B - Biological Science:

AMY-2A Anatomy and Physiology I
AMY-2B Anatomy and Physiology II
ANT-1 Physical Anthropology*
BIO-1 General Biology
BIO-2A General Zoology I, Invertebrates
BIO-2B General Zoology II, Vertebrates
BIO-3 Field Botany
BIO-5 General Botany

GEG-1 Physical Geography
GEG-1H Honors Physical Geography
GEG-1L Physical Geography Laboratory
(GEG-1L has a Corequisite of GEG-1 or 1H)
GEG-5 Weather and Climate
PHY-2A General Physics I**
PHY-2B General Physics II**

PHY-4A Mechanics**
PHY-4B Electricity and Magnetism**
PHY-4C Heat, Light and Waves**
PHY-10 Introductory General Physics**
PHY-11 Physics Lab
(PHY-11 has a Corequisite of PHY-10)

BIO-6 Introduction to Zoology**
BIO-7 Marine Biology
BIO-8 Principles of Ecology**
BIO-9 Introduction to the Natural History
of Southern California
BIO-10 Principles of Life Science**
BIO-11 Introduction to Molecular and
Cellular Biology

BIO-12 Introduction to Organismal and
Population Biology
BIO-17 Human Biology
BIO-30 Human Reproduction
BIO-34 Human Genetics
BIO-36 Environmental Science**
MIC-1 Microbiology
PSY-2 Physiological Psychology

Area 6 – Languages Other Than English (Select one course – UC requirement only):**6A:**

AML-1 American Sign Language I
AML-2 American Sign Language II
FRE-1 French 1
FRE-2 French 2

FRE-3 French 3
JPN-1 Japanese 1
JPN-2 Japanese 2

SPA-1 Spanish 1
SPA-2 Spanish 2
SPA-3 Spanish 3

OR

6B: Proficiency equivalent to two years of high school in the same language. (Students from non-English speaking countries should see a counselor for language proficiency equivalencies.)

CSU Graduation Requirement Only in United States History, Constitution and Government (6 semester units)

Although this is not part of the IGETC, it is a CSU graduation requirement that you can complete at a community college before you transfer. HIS-6 or 6H or 7 or 7H may also be used to partially fulfill area 3B or 4. POL-1 or 1H may also be used to partially fulfill area 4.

1. U.S. History (3 units)

HIS-6 Political and Social History of the U.S.
HIS-6H Honors Political and Social History of the U.S.
HIS-7 Political and Social History of the U.S.
HIS-7H Honors Political and Social History of the U.S.

2. Constitution and Government (3 units)

POL-1 American Politics
POL-1H Honors American Politics

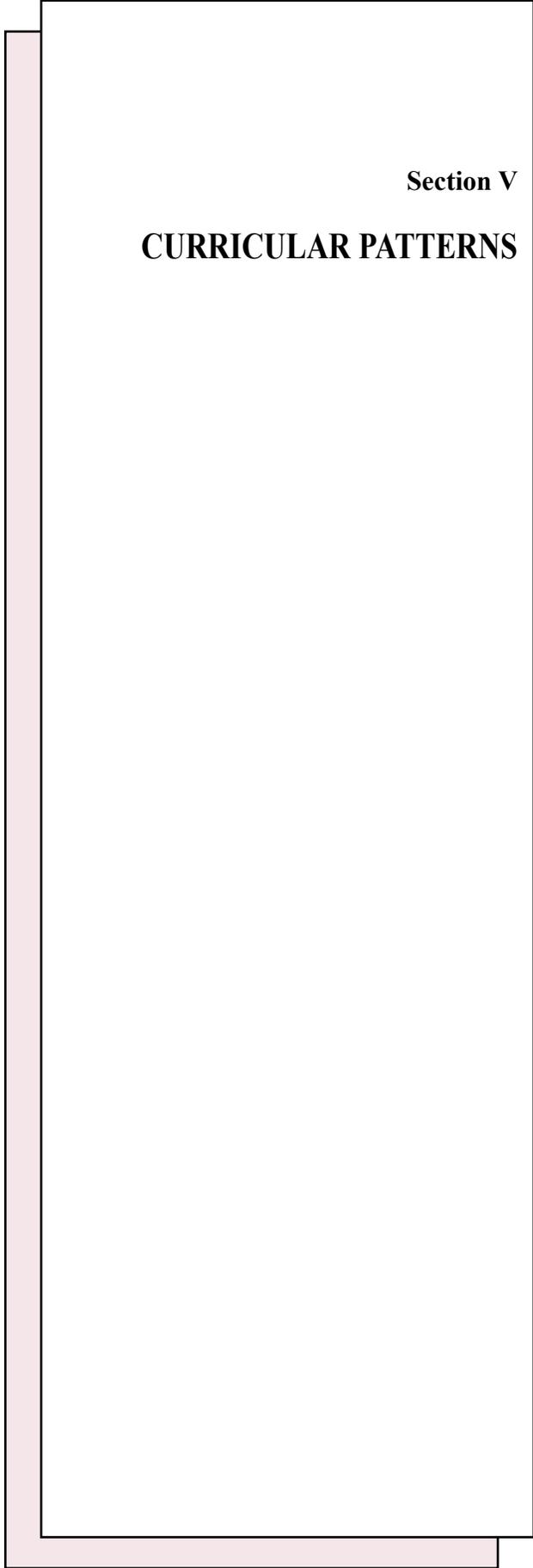
IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division general education requirements at the campus they plan to attend.

For the UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered "re-admits" by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. It is recommended that students meet with a counselor to discuss possible further IGETC limitations.

Notes:

- * Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area. The only exceptions to this are several courses in Area 6A – Language Other Than English, which can also be counted towards area 3B.
- ** UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.
- Some of the UC campuses do not accept or recommend IGETC for certain majors, (i.e. Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution.
- A score of 3, 4, or 5 on an Advanced Placement exam can be used to satisfy all areas on the IGETC except for the 1B- Critical Thinking-English Composition and 1C - Oral Communication requirements.





Section V
CURRICULAR PATTERNS

TRANSFER PROGRAMS

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

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

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

1) MAJOR REQUIREMENTS 2010-2011

The 2010-11 major sheets will be available in the Transfer Center. Note that the following majors are for specific colleges and universities. Requirements for the same major at other institutions may be different. These are merely a few samples of the many majors available and represent, for the most part, those of nearby colleges and universities. Additional information and revised major sheets are available in the Transfer/Career Centers. See www.assist.org for the complete articulation information.

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

2) LOWER-DIVISION TRANSFER PATTERN (LDTP)

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

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

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

2011-12 MAJOR REQUIREMENTS

ACCOUNTING

CSU SAN BERNARDINO

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

CAL POLY POMONA

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

ADMINISTRATION OF JUSTICE/CRIMINAL JUSTICE

CSU LONG BEACH

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

CSU SAN BERNARDINO

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

SAN DIEGO STATE UNIVERSITY

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

ANTHROPOLOGY

CSU FULLERTON

Anthropology 1, 2, and 3 or 6

UC RIVERSIDE

Anthropology 1, 2, and 3 or 6; English 16

CSU SAN BERNARDINO

Anthropology 1, 2

ART

CSU FULLERTON

Studio Emphasis: Art 1, 2, 17, 22 or 23, 24, 26, 40; Choose two from Art 15, 16, 20, 21, 30, 41; Photography 8, 9

UC RIVERSIDE

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

CSU SAN BERNARDINO

Art History Option: Art 1, 2, 5, 17, 22, 24, 36; Foreign Language 1, 2

BIOLOGY

CSU FULLERTON

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

UC RIVERSIDE

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

CSU SAN BERNARDINO

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

BOTANY**CAL POLY POMONA**

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

UC RIVERSIDE

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

BUSINESS ADMINISTRATION**CSU FULLERTON**

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

CAL POLY POMONA

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

UC RIVERSIDE

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

CSU SAN BERNARDINO

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

CHEMISTRY**CSU FULLERTON**

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

CAL POLY POMONA

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

UC RIVERSIDE

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

CSU SAN BERNARDINO

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

COMMUNICATIONS**CAL POLY POMONA**

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

CSU SAN BERNARDINO

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

CSU FULLERTON

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

COMPUTER INFORMATION SYSTEMS**CAL POLY POMONA**

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

COMPUTER SCIENCE**CAL POLY POMONA**

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

CSU SAN BERNARDINO

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

DENTAL HYGIENE**USC**

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

LOMA LINDA UNIVERSITY

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

ECONOMICS**CSU FULLERTON**

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

CAL POLY POMONA

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

UC RIVERSIDE

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

CSU SAN BERNARDINO

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

EDUCATION-TEACHING**ELEMENTARY OR SECONDARY**

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

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

COMMUNITY COLLEGE

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

VOCATIONAL

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

**ENGINEERING-MECHANICAL LOWER DIVISION
ENGINEERING CURRICULUM**

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

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

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

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

CSU FULLERTON

Chemistry 1A; Biology 1; Engineering 17, 22, 35; Mathematics 1ABC, 2, 3; Physics 4AB

UC RIVERSIDE

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

CAL POLY POMONA

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

ENGLISH

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

CSU FULLERTON

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

CAL POLY POMONA

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

CSU SAN BERNARDINO

English 6, 7

ENVIRONMENTAL SCIENCE**UC RIVERSIDE**

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

CSU SAN BERNARDINO

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

FORESTRY**UC BERKELEY**

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

CSU HUMBOLDT

Biology 1 or 5; Mathematics 1A or 5

GEOGRAPHY**CSU FULLERTON**

Geography 1 or 1H, 2, 3

CAL POLY POMONA

Geography 1 or 1H, 2

CSU SAN BERNARDINO

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

GEOLOGY**CSU LONG BEACH**

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

UC RIVERSIDE

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

HEALTH SCIENCE**CSU LONG BEACH**

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

CSU SAN BERNARDINO

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

SAN DIEGO STATE UNIVERSITY

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

HISTORY**CSU FULLERTON**

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

CSU LONG BEACH

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

CAL POLY POMONA

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

UC RIVERSIDE

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

JOURNALISM**CSU FULLERTON**

Journalism 1, 2, 7

CSU LONG BEACH

Journalism 2, 7

CAL POLY POMONA

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

KINESIOLOGY**CSU SAN BERNARDINO**

Anatomy and Physiology 2A, 2B; Biology 1

CAL POLY POMONA

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

LANDSCAPE ARCHITECTURE**CAL POLY POMONA**

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

MATHEMATICS**CAL POLY POMONA**

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

CSU SAN BERNARDINO

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

MICROBIOLOGY**CSU LONG BEACH**

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

CAL POLY POMONA

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

MUSIC**CSU FULLERTON**

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

CAL POLY POMONA

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

UC RIVERSIDE

Music 4, 6; Piano Proficiency

NURSING—B.S. DEGREE**CSU FULLERTON**

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

CSU LONG BEACH

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

CSU SAN BERNARDINO

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

PHARMACY**UC SAN FRANCISCO**

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

USC

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

PHILOSOPHY**CSU FULLERTON**

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

CSU LONG BEACH

Philosophy 20, 21, 32 and 10 or 12

UC RIVERSIDE

Philosophy 11, 32

PHYSICS**CSU FULLERTON**

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

CAL POLY POMONA

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

UC RIVERSIDE

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

CSU SAN BERNARDINO

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

POLITICAL SCIENCE**CSU FULLERTON**

Political Science 1 or 1H

CSU LONG BEACH

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

CAL POLY POMONA

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

UC RIVERSIDE

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

CSU SAN BERNARDINO

Political Science 1 or 1H, 4 or 4H

PRE-LAW

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

PSYCHOLOGY**CAL POLY POMONA**

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

CSU SAN BERNARDINO

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

SOCIAL SCIENCES

CAL POLY POMONA

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

SOCIAL WORK

CSU LONG BEACH

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

SAN DIEGO STATE UNIVERSITY

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

SOCIOLOGY

CSU FULLERTON

Sociology 1

UC RIVERSIDE

Sociology 1 and 6 units of Sociology electives

CSU SAN BERNARDINO

Sociology 1

THEATER ARTS

CSU SAN BERNARDINO

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

CAL POLY POMONA

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

HIGH SCHOOL EXIT EXAM

GUI-801 Test for Success CAHSEE Preparation

WORKSHOP COURSES

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

COOPERATIVE WORK EXPERIENCE EDUCATION

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

AUTOMOTIVE INTERNSHIP

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

GENERAL WORK EXPERIENCE EDUCATION

This program provides career guidance, job information, human relations, and other similar services for employed students. These jobs do not have to be related to the student's major. The job may be

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

OCCUPATIONAL WORK EXPERIENCE EDUCATION

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

Units Determination:

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

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

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

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

HIGH SCHOOL COURSES

Foreign Languages

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

Chemistry

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

Articulated Courses

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

ALVORD UNIFIED SCHOOL DISTRICT

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

ANTELOPE VALLEY UNION HIGH SCHOOL ROP

Emergency Medical Technician (EMS 50/EMS 51)*

CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE (CSDR)

Construction Technology (CON 60)

CORONA-NORCO UNIFIED SCHOOL DISTRICT

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

COLTON REDLANDS YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

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

JURUPA UNIFIED SCHOOL DISTRICT

Web Design (ADM 74)*

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

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

MORENO VALLEY UNIFIED SCHOOL DISTRICT

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

Care Level 1 & 2 (HET 79)*

Principles of Engineering (ENE 60/ENE 10)

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Drafting 1 (ENE 21)*

RIVERSIDE COUNTY OFFICE OF EDUCATION REGIONAL OCCUPATIONAL PROGRAM

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

RIVERSIDE UNIFIED SCHOOL DISTRICT

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

SAN BERNARDINO COUNTY REGIONAL OCCUPATIONAL PROGRAM

Computer Aided Drafting (ENE 21, ENE 30)

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

Construction Occupations A/B (CON 60)

VAL VERDE UNIFIED SCHOOL DISTRICT

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

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

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

CAREER AND TECHNICAL EDUCATION PROGRAMS

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

Need for Specialized Training

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

employers actually require certificates as a condition of employment or reclassification for higher pay.

Who Can Enroll in the Career and Technical Education Programs?

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

Certificate Course Requirements

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

ASSOCIATE IN SCIENCE DEGREE

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

STATE-APPROVED CERTIFICATE

(Certificate of Achievement)

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

LOCALLY-APPROVED CERTIFICATE

(Certificate of Career Preparation)

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

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

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

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

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

Certificates and Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
COMPUTER APPLICATIONS & OFFICE TECHNOLOGY						
Administrative Office Professional	•				NCE637*	CE637*
Executive Office Management		•	•			AS639*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•				NCE633	CE633*
Office Fast-Track	•				NCE812	CE812*
Virtual Assistant	•					CE677*
COMPUTER INFORMATION SYSTEMS						
C++ Programming	•				NCE803	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726/MCE726	NAS726/NCE726	AS726*/CE726*
Computer Programming		•	•	MAS728/MCE728	NAS728/NCE728	AS728*/CE728*
Desktop Publishing		•	•		NAS647/NCE647	
E-Commerce	•					CE807*
Java Programming	•				NCE809	CE809*
Relational Database Mgmt Tech	•					CE816*
Simulation and Gaming		•	•	MAS739/MCE739	NAS739/NCE739	
Systems Development	•				NCE806	CE806*
Webmaster	•			MCE820	NCE820	CE820*
CONSTRUCTION TECHNOLOGY		•	•		NAS532/MCE532	
COSMETOLOGY		•	•			AS534/CE534
Cosmetology Business Admin-Entrepreneurial Concentration		•	•			AS537*/CE537*
Cosmetology Business Admin- Mgmt and Supervision Concentration		•	•			AS535*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician	•					CE673
CULINARY ARTS		•	•			AS561/CE561
DENTAL ASSISTANT		•	•	MAS621/MCE621		
DENTAL HYGIENE			•	MAS724		
DENTAL LABORATORY TECHNOLOGY		•	•	MAS723/MCE723		
DRAFTING TECHNOLOGY		•	•		NAS539/NCE539	
EARLY CHILDHOOD EDUCATION		•	•	MAS544/MCE544	NAS544/NCE544	AS544*/CE544*
ECE / Asst Teacher	•			MCE795	NCE795	CE795*
ECE / Twelve Core Units	•			MCE797	NCE797	CE797*
Early Childhood Intervention Asst		•	•	MAS601/MCE601	NAS601/NCE601	AS601/CE601*
Infant and Toddler Specialization	•			MCE681	NCE681	CE681
EDUCATION PARAPROFESSIONAL		•	•	MAS603/MCE603*		AS603*/CE603*
ELECTRONICS TECHNOLOGY						
Analog and Digital Microelectronics	•				NCE831	

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

Certificates and Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
Analog Electronics, Analysis and Documentation	•				NCE834	
Analog Electronics Technology	•				NCE835	
Digital Electronics Technology	•				NCE837	
Digital Technology and Documentation	•				NCE839	
Electronic Circuit Analysis	•				NCE836	
Electronic Communications	•				NCE838	
Electronics Computer Systems		•	•		NAS545/NCE545	
Electronics Documentation	•				NCE844	
Electronics Technology		•	•		NAS546/NCE546	
General Electronics Core	•				NCE847	
Microcomputer Technology	•				NCE848	
Microprocessor Technology	•				NCE845	
Wireless and Fiber-Optic Comm	•				NCE846	
EMERGENCY MEDICAL SERVICES						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MCE585		
ENGINEERING						
Engineering Graphics	•				NCE796	
Engineering Technician		•	•		NAS550/NCE550	
Engineering Technology			•		NAS551	
FILM, TELEVISION AND VIDEO						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641/CE641
FIRE TECHNOLOGY		•	•	MAS555/MCE555		
Chief Officer		•	•	MAS826/MCE826		
Fire Officer		•	•	MAS827/MCE827		
Firefighter Academy		•	•	MAS669/MCE669		
GEOGRAPHIC INFORMATION SYSTEMS	•				NCE790	
Core Certificate in GIS Mapping	•				NCE794	
HUMAN SERVICES		•	•	MAS663/MCE663		AS663/CE663
Employment Support Specialization	•			MCE802		CE802
KINESIOLOGY/EXERCISE, SPORT & WELLNESS						
Athletic Training Emphasis		•	•			AS597/CE597
Coaching Emphasis		•	•			AS599/CE599
Fitness Professions Emphasis		•	•			AS595/CE595
LOGISTICS MANAGEMENT		•	•		NAS579/NCE579*	
MANUFACTURING TECHNOLOGY						
Automated Systems		•	•		NAS732/NCE732	
Automated Systems Technician		•	•		NAS737/NCE737	
Computer-Aided Production Technology	•				NCE799	
MEDICAL ASSISTING						
Admin/Clinical Medical Assisting		•	•	MAS718/MCE718		

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

CAREER AND TECHNICAL CERTIFICATES AND DEGREES

Certificates and Degrees	Certificates Approved Locally	Certificates Approved State	Associate Degree	Moreno Valley	Norco	Riverside
Medical Transcription		•	•	MAS701/MCE701		
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
PHYSICIAN ASSISTANT		•	•	MAS501/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536/NCE536	AS536*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505/CE505
WELDING TECHNOLOGY		•	•			AS606/CE606
Stick Welding (SMAW)	•					CE824
TIG Welding (TGAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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

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

PROGRAMS AND CERTIFICATES

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

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

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

Certificate Program**Program Learning Outcomes**

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

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

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

Associate in Science Degree

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

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

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

Certificate Program**Program Learning Outcomes**

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

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

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

Associate in Science Degree

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

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

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

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

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

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

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

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

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

Required Courses (15 units) Units

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

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

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

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

Required Courses (15 units) Units

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

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

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

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

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

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

Required Courses (16 units) Units

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

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

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

Certificate Program**Program Learning Outcomes**

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

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

Required Courses (26-27 units) Units

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

Electives (2-3 units)

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

Associate in Science Degree

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

APPLIED DIGITAL MEDIA AND PRINTING

APPLIED DIGITAL MEDIA AND PRINTING (R) AS653/CE653

This program prepares students for a wide variety of careers in graphic arts and multimedia. This includes instruction in graphic design, illustration, photo manipulation, web design, animation, electronic prepress, press operation, bindery, and management, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience for entry into the graphic arts / multimedia industries.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the ability to communicate effectively with clients and co-workers.
- Demonstrate ethical, economic, civic, and moral responsibility.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate proper set-up, safe operation, and clean-up of finishing equipment.
- Demonstrate the ability to estimate costs, document materials and time spent on production, and an ability to meet deadlines.
- Produce a portfolio and networking skills to promote talents in preparation for work in the graphics industry.

Required Courses (34 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-30	Contemporary Topics in Applied Digital Media	1
ADM-55	Management and Estimating in the Graphics/Design Industry	3
ADM-58	Paper and Inks for Multi-purposed Design	1
ADM-63	Adobe InDesign	3
ADM-70	Project Design and Production	3
ADM-71	Adobe Photoshop	3
ADM-80	Introductory Digital Darkroom	3
ADM-85	Beginning Offset Presswork	3
ADM-89	Applied Digital Media Portfolio	1
Electives	(Choose from list below)	10

Electives (10 units)

ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-67	WEB Animation with Flash	3
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-72	Advanced Photoshop	3
ADM-74	Dreamweaver for Graphic Designers	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3
ADM-77B	Advanced Adobe Illustrator	3

ADM-86	Advanced Offset Presswork and Bindery	3
ADM-88	3D Creature Creations with Maya	3
ADM-200	Applied Digital Media and Printing Work Experience	1-2-3-4
ART-22	Basic Design	3
ART-36	Computer Art	3
CIS-54B	Introduction to Flash Scripting	3
ENG-17	Literary Magazine Production	2
FTV-64	Digital Editing Principles and Techniques	3
PHO-20	Introduction to Digital Still Photography	3

Associate in Science Degree

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

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

BASIC ELECTRONIC PREPRESS (R) CE822

Certificate Program

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-71	Adobe PhotoShop	3
ADM-80	Introductory Digital Darkroom	3
ADM-85	Beginning Offset Presswork	3

BASIC GRAPHIC DESIGN (R) CE823

Prepares students for a career in graphic design to become a skilled technician for design careers in business, industry and the public/private sectors.

Certificate Program

Program Learning Outcomes

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

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.

- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-71	Adobe PhotoShop	3
ADM-77A	Adobe Illustrator	3
ART-22	Basic Design	3

BASIC MULTIMEDIA DESIGN (R) CE821

Prepares students for a career in multimedia to become a skilled technician for new media careers in business, industry and the public/private sectors.

Certificate Program

Program Learning Outcomes

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

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media.
- Create WEB animation using Flash panels, commands and interface.
- Create cross-platform media that includes a variety of media including photos, video and audio.
- Demonstrate the use of motion graphics in video.
- Produce a portfolio and networking skills to promote talents in preparation for work in the graphics industry.

Required Courses (17 units)		Units
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-67	Web Animation with Flash	3
ADM-69	Motion Graphics with After Effects	3
ADM-71	Adobe PhotoShop	3
ADM-89	Applied Digital Media Portfolio	1
CIS-54B	Introduction to Flash Scripting	3
PHO-20	Introduction to Digital Still Photography	3

ARCHITECTURE

ARCHITECTURE (N) NAS509/NCE509

This program prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural and related construction projects. This includes instruction in basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural industrial print interpretation, building materials, and basic structural wiring diagramming.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program should be able to demonstrate:

- An ability to apply and integrate computer technology in the design process exhibiting skills necessary for entry-level employment in the architecture profession.

- Knowledge of architecture theory, and practice in the solution of Architectural design problems related to industry.
- An ability to work effectively in small and large group situations similar to those found in industry.
- The ability to apply the problem solving process to create and present design solutions.

Required Courses (27 units)		Units
ARE-24	Architectural Drafting	3
ARE-25	Advanced Architectural Drafting	3
ARE-26	Architectural Rendering	3
ARE-35	History of Architecture-Beginnings of Architecture through Gothic Architecture	3
or		
ARE-36	History of Architecture-Renaissance through the 20th Century	3
ARE-37	Architectural Design I	3
or		
ART-22	Basic Design	3
ENE-21	Drafting	3
ENE-30	Computer-Aided Drafting (CAD)	3
ENE-60	Math for Engineering Technology	3
Electives	(Choose from list below)	3

Electives (3 units)

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

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the architecture certificate program, students who complete the Associate in Science Degree in Architecture will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.



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

ARCHITECTURAL GRAPHICS (N) NCE787

Certificate Program

Program Learning Outcomes

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

- Complete a set of residential working drawings, which may include first floor drawings, second floor drawings, foundation drawings, elevations, cross-sections, framing, electrical drawings, and structural detail.
- Demonstrate an ability to apply and integrate computer technology into the design process to achieve a desired result.

Required Courses (9 units)		Units
ARE-24	Architectural Drafting	3
ENE-21	Drafting	3
ENE-30	Computer-Aided Drafting	3

ART

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

VISUAL COMMUNICATIONS - ANIMATION (R) CE774

This program prepares individuals to communicate information, entertainment and ideas through motion picture animation. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to writing, directing, and all aspects of animation production.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the ability to apply the principles of animation and story telling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.

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

Digital Media Electives (3 units)		Units
ART-36	Computer Art	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71	Adobe Photoshop	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3

VISUAL COMMUNICATIONS - ILLUSTRATION (R) CE825

This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.

Certificate Program

Program Learning Outcomes

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

- Acquire skills to fuse the creative thinking and technical communication skills with a personal vision.
- Discuss verbally and illustrate visually a basic understanding of commercial illustration techniques.
- Develop skills to visually solve problems and communicate their ideas in order to prepare an operational portfolio of their creative and successful works.
- Hone artistic skills and technical expertise in order to effectively convey complex ideas in a variety of media.

Required Courses (17 units)		Units
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-26	Beginning Painting	3
ART-35	Illustration	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
Digital Media Electives (Choose from list below)		3

Digital Media Electives (3 units)		Units
ART-36	Computer Art	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71	Adobe Photoshop	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3

AUTOMOTIVE TECHNOLOGY**AUTOMOTIVE TECHNOLOGY - (R) AS511/CE511
AUTOMOTIVE BODY REPAIR**

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

Certificate Program**Program Learning Outcomes**

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

- Develop entry-level skills and knowledge for employment in the automotive industry. i.e. employment in an auto body repair facility, automotive paint shop.
- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

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

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Automotive Body Repair will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE TRIM AND UPHOLSTERY (R) AS516/CE516

This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate their proficiency by the use of upholstery tools and techniques while removing, striping, reupholstering, and reinstalling an automotive seat or bench.
- Calculate the adequate amount of material and time required to reupholster an automotive seat or bench.

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

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - ELECTRICAL (R) AS513/CE513

This program prepares individuals to apply technical knowledge and skills to operate, maintain, and repair electrical and electronic equipment within an automobile. This includes instruction in electrical circuitry, simple gearing, linkages, and the use of test equipment.

Certificate Program**Program Learning Outcomes**

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

- Pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Pass the Automotive Service Excellence (ASE) national certification exam.
- Pass the International Mobile Air Conditioning Association (IMAC) certification exam.

Required Courses (23 units)		Units
AUT-50	Automotive Principles	4
AUT-52A	Automotive Tune-up and Electrical Systems	4
AUT-52B	Automotive Tune-up and Emission Controls	4
AUT-54	Automotive Electrical Systems	4
AUT-56	Automotive Computer Controls	3
AUT-57	Automotive Heating and Air Conditioning	4

Associate in Science Degree

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

AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY (R) AS519

The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 to 12 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program

Program Learning Outcomes

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam

Required Courses (44 units)		Units
AUT-71	Ford Electrical and Electronics Systems	4
AUT-72	Ford Applied Electronics	4
AUT-73	Ford Engine Performance	8
AUT-74	Ford Brakes, Steering and Suspension Systems	4
AUT-75	Ford Engine Repair	4
AUT-76	Ford Advanced Chassis Systems	4
AUT-78	Ford Manual Transmissions and Drive-Train Systems	4
AUT-79	Ford Automatic Transmissions and Transaxles	4
AUT-99	Automotive Technology Internship (must be taken four times)	2-2-2-2

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Ford Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**AUTOMOTIVE TECHNOLOGY - (R) AS583
GENERAL MOTORS SPECIALTY**

This program is a joint effort of Riverside Community College, General Motors Corporation and local GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program

Program Learning Outcomes

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

Required Courses (44 units)		Units
AUT-81	GM Electrical and Electronics Systems	4
AUT-82	GM Applied Electronics	4
AUT-83	GM Engine Performance	8
AUT-84	GM Brakes, Steering and Suspension Systems	4
AUT-85	GM Gasoline Engine and Repair	4
AUT-86	GM Advanced Chassis Systems	4
AUT-88	GM Manual Transmissions and Drive Trains	4
AUT-89	GM Automatic Transmissions and Transaxles	4
AUT-99	Automotive Technology Internship (must be taken four times)	2-2-2-2

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-General Motors Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - MECHANICAL (R) AS515/CE515

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. This includes instruction in brake systems, engine repair, suspension and steering, automatic and manual transmissions, and drive trains.

Certificate Program**Program Learning Outcomes**

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

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

Associate in Science Degree

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

TOYOTA T-TEN (R)**AS517/CE517**

T-Ten offers accelerated options for career-minded individuals who want to quickly begin a dynamic, rewarding profession. Learn from top ASE-Certified instructors who are passionate about cars and eager to help you build a future. Master the latest diagnostic equipment in controlled, supervised learning environments. Make money while you learn on-the-job with a worksite education experience at a Toyota or Lexus dealership (where available).

Certificate Program**Program Learning Outcomes**

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

Required Courses (28 units)		Units
AUT-61	Introduction to Toyota Service	3
AUT-62	Toyota Fuel Systems I	3
AUT-63	Toyota Electrical Systems Mastery	3
AUT-64	Toyota Brakes and Suspension	3
AUT-65A	Toyota Manual Transmissions and Transaxles	3
AUT-65B	Toyota Automatic Transmissions and Transaxles	3
AUT-66	Toyota Climate Control Systems	3
AUT-67	Toyota Fuel Systems II	3
AUT-99	Automotive Technology Internship (must be taken 2 times)	2-2

Associate in Science Degree

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

BANKING AND FINANCE

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree.

BANK OPERATIONS (R) CE625

This program prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. This includes instruction in communications and public relation skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial services.

Certificate Program

Program Learning Outcomes

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

- Describe and analyze the roles of financial institutions in our economy and the services they provide.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.
- Research and analyze consumer decision parameters.

Required Courses (13 units)		Units
BAN-51	Principles of Banking	3
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-31	Business Communications	3
MKT-41	Techniques of Selling	3

BUSINESS ADMINISTRATION

Certificate Program

Program Learning Outcomes

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

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT-3	Computer Applications for Working Professionals	3

Major Concentration Requirements (12 units)

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

Accounting	12
Banking And Finance	12
General Business	12
Human Resources	12
Logistics Management	12
Management	12
Marketing	12
Real Estate	12

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

Associate in Science Degree

The Associate in Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ACCOUNTING CONCENTRATION (MNR) MAS523/MCE523
NAS523/NCE523
AS523/CE523**

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Understand the major role financial reporting plays in fulfilling government’s duty to be publicly accountable in a democratic society.
- Apply cost accounting principles to manufacturing and service enterprises within a global society.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Analyze data and apply appropriate principles of federal income tax law.
- Analyze and solve accounting problems with application software.
- Prepare the detailed financial reports for governments and not-for-profit entities that stress the need for the public to understand and evaluate the financial activities and management of these organizations.

- Develop and apply principles of moral judgment and ethical behavior to business situations.

Business Administration Major Core Requirements	18
Required for this concentration	3
ACC-1B Principles of Accounting II	3
and	
Select another 9 units from the following:	9
ACC-61 Cost Accounting	3
ACC-62 Payroll Accounting	3
ACC-63 Income Tax Accounting	3
ACC-65 Computerized Accounting	3
ACC-66 Non-Profit and Governmental Accounting	3
ACC-200 Work Experience	1-2-3-4
BUS/MAG-47 Applied Business and Management Ethics	3

BANKING AND FINANCE CONCENTRATION (R) AS631/CE631

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Banking and Finance concentration, students should be able to:

- Describe and analyze the roles of financial institutions in our economy.
- Describe and analyze the services provided by banking institutions.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.

Business Administration Major Core Requirements	18
Select another 6 units from the following:	6
BAN-51 Principles of Banking	3
BAN-52 Consumer Lending	3
and	
Select another 6 units from the following:	6
ACC-1B Principles of Accounting II	3
BUS-18B Business Law II	3
ECO-4 Introduction to Economics	3
MAG-44 Principles of Management	3
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3
MKT-41 Techniques of Selling	3
RLE-83 Real Estate Finance	3

GENERAL BUSINESS CONCENTRATION (MNR) MAS524/MCE524 NAS524/NCE524 AS524/CE524

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the General Business concentration, students should be able to accomplish four of the following seven tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Business Administration Major Core Requirements	18
Select another 12 units from the following:	12
ACC-1B Principles of Accounting II	3
or	
ACC-38 Managerial Accounting	3
BUS-18B Business Law II	3
BUS-40 International Business-Principles	3
BUS/MAG-47 Applied Business and Management Ethics	3
BUS-80 Principles of Logistics	3
BUS-200 Work Experience	1-2-3-4
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3

HUMAN RESOURCES CONCENTRATION (NR) NAS623/NCE623 AS623/CE623

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. This includes instruction in personnel and organization policy, human resources dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Human Resources Management concentration, students should be able to:

- Apply sound human resources management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resources management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resources Management plays in the successful operations of a business or organization.



- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

Business Administration Major Core Requirements	18
Required for this concentration	3
MAG-56 Human Resources Management and	3
Select another 9 units from the following:	9
MAG-51 Elements of Supervision	3
MAG-52 Employee Training and Development	3
MAG-54 Employee Labor Relations	3
MAG/BUS-70 Introduction to Organizational Behavior	3

LOGISTICS MANAGEMENT CONCENTRATION (N) NAS580/NCE580

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is on integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Program Learning Outcomes

In addition to outcomes from the core Business Administration courses, and upon successful completion of the Logistics concentration, students should be able to do four to five of the following seven things:

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

Business Administration Major Core Requirements	18
Required for this concentration	3
BUS-80 Principles of Logistics and	3
Select another 9 units from the following:	9
BUS-82 Freight Claims	1.5
BUS-83 Contracts	1.5
BUS-85 Warehouse Management	3
BUS-86 Transportation and Traffic Management	3
BUS-87 Introduction to Purchasing	3
BUS-90 International Logistics	3

MANAGEMENT CONCENTRATION (MNR) MAS521/MCE521 NAS521/NCE521 AS521/CE521

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Management concentration, students should be able to:

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

Business Administration Major Core Requirements	18
Required for this concentration	3
MAG-44 Principles of Management and	3
Select another 9 units from the following:	9
MAG/BUS-47 Applied Business and Management Ethics	3
MAG-53 Human Relations	3
MAG-56 Human Resources Management	3
MAG-60 Introduction to Hospitality Management	3
MAG-200 Work Experience	1-2-3-4
BUS-48 International Management	3

MARKETING CONCENTRATION (MNR) MAS525/MCE525 NAS525/NCE525 AS525/CE525

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.



Required Courses (15 units)		Units
BUS-10	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
Group A Electives (Choose from list)		3
Group B Electives (Choose from list)		3

Group A Electives

BUS-46	International Business-Intro to Import/ Exporting	3
BUS-48	International Management	3
BUS-90	International Logistics	3
COM-12	Intercultural Communication	3
ECO/POL-6	Introduction to Political Economy	3
ECO-7	Principles of Macroeconomics	3

Group B Electives

CHI-11	Chinese Culture and Civilization	3
FRE-11	French Culture and Civilization	3
GER-11	German Culture and Civilization	3
ITA-11	Italian Culture and Civilization	3
JPN-11	Japanese Culture and Civilization	3
KOR-11	Korean Culture and Civilization	3
RUS-11	Russian Culture and Civilization	3
SPA-11	Spanish Culture and Civilization	3

OPERATIONS AND PRODUCTION MANAGEMENT (R) CE833

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, productions, and manufacturing. This includes instruction in principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor regulations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.

Certificate Program

Program Learning Outcomes

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

- Analyze organizational effectiveness and establish productivity ratios.
- Evaluate a business environment and select an appropriate business improvement intervention to increase business effectiveness.
- Apply appropriate diagnostic tools to determine current business effectiveness and establish a plan for improvement.
- Analyze current business processes and develop a statistically valid graphical representation of performance and be able to predict future performance.
- Effectively select process improvement tools to analyze current business practices, determine problem areas and establish a plan to improve business performance.

Required Courses (15 units)		Units
MAG-70	Introduction to Organization Development	3
BUS/MAG-71	Introduction to Productivity Management	3
BUS/MAG-72	Introduction to Quantitative Methods for Business	3
Electives (Choose from list below)		6

Electives (6 units)

BUS-20	Business Math	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
MAG-44	Principles of Management	3
MAG-51	Elements of Supervision	3

COMMERCIAL MUSIC

NAA645/NCE645

PERFORMANCE (N)

The *Commercial Music: Performance* certificate is a program designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with music technology and record in a state-of-the-art recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as instrumentalists and vocalists in studio or live performance settings.

Associate in Arts Degree

Program Learning Outcomes

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

- Understand and employ fundamentals of music and musicianship such as melody, harmony, chord structure, rhythm, key signatures, phrasing, sight-singing and scalar patterns.
- Identify and discuss the origins of commercial music and explain how it relates to society today.
- Create and manipulate vocal or instrumental technique in a studio and live performance setting such as fingerings, dynamics, diction, breathing, rhythm, phrasing and vowel or finger placement.
- Memorize and recall standard commercial music literature in a live ensemble performance.

Required Courses (32 units)		Units
MUC-1	Performance Techniques for Studio Recording (take 3 times)	2-2-2
MUC-7	Introduction To Music Technology	3
MUS-3	Fundamentals of Music	4
MUS-32	Class Piano	1
MUS-38	Beginning Applied Music Training (take 3 times)	2-2-2
MUS-65	Basic Musicianship	2
Electives (choose from the lists below)		10

Select 6 units from the following:

MUC-3	Introduction to Pro Tools: MIDI and Audio Production	3
MUS-19	Music Appreciation	3
MUS-23	History of Rock and Roll	3
MUS-93	The Business of Music	3

Select 4 units from the following:

MUC-10	Norco Choir	2
MUC-11	Studio Arts Ensemble	2

Associate in Arts Degree

The Associate in Arts Degree in Commercial Music: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COMMUNITY INTERPRETATION

COMMUNITY INTERPRETATION (M) MAS557/MCE557

The Community Interpretation program provides students with a foundation in the skills of Spanish-English translation and interpretation. Students train intensively in the three modes of interpreting: simultaneous, consecutive, and sight translation. Instruction covers general and literary translation and skills are applied in the contexts of medicine, law, and business. The program prepares individuals seeking interpreter certification and improves marketability for bilinguals who use Spanish and English in the workplace.

Certificate Program

Required Courses (18 units)		Units
CMI-61	Introduction to Spanish English Translation	3
CMI-71	Bilingual Interpretation for the Medical Professions	6
CMI-81	Bilingual Interpretation for the Legal Professions	6
CMI-91	Introduction to Translation and Interpretation for Business	3

Associate in Science Degree

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

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

This program prepares individuals to support business operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spread sheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

EXECUTIVE OFFICE MANAGEMENT (R)

AS639/CE639

Prepares individuals to support business operations by using computer equipment to enter, process and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spreadsheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

Certificate Program

Program Learning Outcomes

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

- Prepare, proofread, and process correspondence (including labels and envelopes), memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to supervisory workers.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create simple statistical reports.
- Create properly formatted and grammatically correct business documents.

Required Courses (34 units)		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

**OFFICE ASSISTANT (NR) NCE633
CE633**

This certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures.

Certificate Program

Program Learning Outcomes

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

- Compose, key, and enter data into computer using keyboard.
- Prepare correspondence (including labels and envelopes), bills, statements, receipts, and copy information from one record to another.
- Proofread records or forms.
- Create properly formatted and grammatically correct business documents.
- Answer telephones, and convey messages.
- Demonstrate familiarity with fundamental aspects of computer technology.

Required Courses (10 units)		Units
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-93	Computers for Beginners	3

**OFFICE FAST-TRACK (NR) NCE812
CE812**

This certificate prepares individuals to provide professional, entry-level skills, using basic business software, vocabulary and grammar fundamentals, and standards of behavior and etiquette in the workplace.

Certificate Program

Program Learning Outcomes

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

- Apply business standards of acceptable behavior, communication, and etiquette to project a professional image.
- Apply grammar fundamentals, including proper sentence structure, punctuation, vocabulary, and spelling to all written documents.
- Apply introductory character, paragraph, and document formatting techniques to business documents using word processing software.
- Develop basic alpha/numeric keyboarding/touch typewriting skills at a minimum rate of 20 gross words a minute.
- Develop, create, and edit electronic presentations using industry-standard software.
- Apply the fundamental organizational concepts of digital filing to manage programs and files.
- Apply fundamental concepts of Internet browser software to navigate, search, retrieve, and send/receive information.
- Design and format, modify, query, and manipulate spreadsheets, charts and graphics, and lists (databases) using spreadsheet software.

Required Courses (12 units) Units

CAT-1A	Business Etiquette	1
CAT-30A	Business English 30A	1
CAT/CIS-34A	Introduction to Microsoft Word for Windows	1.5
CAT-53	Keyboarding/Typing Fundamentals	1
CAT/CIS-65	Introduction to Microsoft PowerPoint	1.5
CAT/CIS-93	Computers for Beginners	3
CAT/CIS-95A	Introduction to the Internet	1.5
CAT/CIS-98A	Introduction to Excel	1.5

VIRTUAL ASSISTANT (R) CE677

This program prepares individuals to support business operations through on-line processes such as developing a business plan for an on-line web presence, creating a virtual office space on-line and marketing this office space.

Certificate Program

Program Learning Outcomes

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

- Develop and implement a sole-proprietorship virtual office.
- Develop and use a business plan for a virtual office.
- Create and use a marketing plan for a virtual office.

Required Courses (16.5 units) Units

ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-30	Entrepreneurship and Small Business Management	3
CAT-30	Business English	3
CAT-57	Creating and Managing the Virtual Office	3
CAT/BUS-58	Marketing the Virtual Office	3
CAT/CIS-98A	Introduction to Excel	1.5

Core courses will be offered online. Most electives will be offered in online or hybrid formats.

It is recommended that individuals interested in this field acquire office experience before deciding to work on their own as a virtual assistant.

COMPUTER INFORMATION SYSTEMS

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

**COMPUTER APPLICATIONS (MNR) MAS726/MCE726
NAS726/NCE726
AS726/CE726**

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Certificate Program**Program Learning Outcomes**

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

- Describe and use operating system software
- Describe and use Word processing software.
- Write structured programs using C++ or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

Required Courses (31.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS/CSC-5	Fundamentals of Programming Logic using C++	3
or		
CIS/CSC-28A	MS Access Programming	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-95A	Introduction to the Internet	1.5
CAT-31	Business Communications	3
or		
BUS-22	Management Communications	3
Electives 1	(Choose from list below)	7.5
Electives 2	(Choose from list below)	7.5

Electives 1 (7.5 units)

CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS-23	Software and End User Support	3
CIS/CSC-25	Data Communications	3
CIS/CSC-61	Introduction to Databases	3
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3
CIS/CAT-84	Word Processing: WordPerfect for Windows	3
CIS/CAT-98B	Advanced Excel	1.5
GIS-1	Introduction to Geographic Information Systems	3

Electives 2 (7.5 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-56A	Designing Web Graphics	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS/CAT-76A	Introduction to Microsoft Expression Web	3
CIS/CAT-76B	Introduction to DreamWeaver	3
CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

Associate in Science Degree

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

COMPUTER PROGRAMMING (MNR)**MAS728/MCE728****NAS728/NCE728****AS728/CE728**

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

Certificate Program**Program Learning Outcomes**

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

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

Required Courses (25.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Fundamentals of Programming Logic Using C++	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

Electives - Group 1 (6 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	C++ Programming: Objects	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)

CIS/CSC-11	Computer Programming using Assembler	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

Associate in Science Degree

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

DESKTOP PUBLISHING (N)**NAS647/NCE647**

This program is designed for students who wish to pursue training in desktop publishing. Training will focus on using a computer to design page layouts, develop presentations, and create advertising campaigns. Students will learn to design, integrate, and format all forms of digital images into printable media.

Certificate Program**Program Learning Outcomes**

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

- Design and create images used for printed media in advertising;
- Understand and apply the techniques used to create and modify artwork using a vector-based program or bit-mapped program;
- Integrate text and graphics in a document layout program to create professional-quality, full-color documents;
- Format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication-ready material;
- Demonstrate the knowledge of workflow process in the creation of printed media in advertising;
- Demonstrate the knowledge of design principles in advertising and layout design, type, and lettering applications;
- Incorporate two dimensional design visual media of printed media in advertising.

Required Courses (18 units)		Units
CIS/CAT-78A	Introduction to Adobe Photoshop	3
CIS-CAT-78B	Advanced Adobe Photoshop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CISCAT-81	Introduction Adobe InDesign	3
ART-22	Basic Design	3
ART-39	Design and Graphics	3

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Desktop Publishing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

SIMULATION AND GAMING: GAME ART (MN) MAS739/MCE739**NAS739/NCE739**

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program**Program Learning Outcomes**

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

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.

- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

Required Courses (36 units)		Units
CIS/GAM-35	Introduction to Simulation and Game Development	3
CIS/GAM-38A	Simulation and Gaming/3D Modeling	4
CIS/GAM-38B	Simulation and Gaming/3D Animation	4
CIS/GAM-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40	Figure Drawing	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
CIS/GAM-36	Introduction to Computer Game Design	3
CIS/GAM-37	Beginning Level Design for Computer Games	3
CIS/GAM-39	Current Techniques in Game Art	4
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ART-44	Animation	3

Associate in Science Degree

The Associate in Science Degree in Simulation and Gaming: Game Art will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

C++ PROGRAMMING (NR) NCE803 CE803

Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.

Certificate Program**Program Learning Outcomes**

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

- Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using C++ libraries create and run C++ programs that incorporate the following:

- Multiprocessors
- Multimedia
- ODBC
- SQL
- Establish client/server relationship
- OR Using C++ libraries create and run C++ programs that incorporate data structures.

Required Courses (12 units)		Units
CIS/CSC-5	Fundamentals of Programming Logic using C++	3
CIS/CSC-17A	C++ Programming: Objects	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3

CISCO NETWORKING (R) CE810

Certificate Program

Program Learning Outcomes

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

- Demonstrate an understanding of routing fundamentals, subnets and IP addressing schemes.
- Explain the command and steps required to configure router host tables, and interfaces within the RIP, EIGRP and OSPF protocols.
- Demonstrate an understanding of switching concepts and LAN design to include the use of Virtual LANs with LAN trunking configured by the Spanning Tree Protocol.
- Define and demonstrate the concepts of Cisco’s implementation of ISDN networking including WAN link options.

Required Courses (16 units)		Units
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS-26C	Cisco Networking Academy 1C	4
CIS-26D	Cisco Networking Academy 1D	4

E-COMMERCE (R) CE807

The e-commerce certificate pattern readies the completer with the skills to design, market and implement an on-line business.

Certificate Program

Program Learning Outcomes

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

- Design, develop and implement a sound business plan that readily translates into an on-line business.
- Devise the web-presence to enhance the business as a well laid out web site using eye catching graphics including animation as necessary.
- Develop and implement sound business practices for the web-site addressing the technological, social, and ethical issues of an on-line business.

Required Courses (16.5 units)		Units
BUS-10	Introduction to Business	3
BUS-30	Entrepreneurship and Small Business Management	3
BUS-51	Principles of E-Commerce	3
CIS-95A	Introduction to the Internet	1.5
Electives	From Group 1	3
Electives	From Group 2	3

Electives - Group 1 (3 units)		Units
ADM-71	Adobe Photoshop	3
CAT/CIS-56A	Designing Web Graphics	3
CAT/CIS-78A	Introduction to Adobe Photoshop	3

Electives - Group 2 (3 units)		Units
ADM-74	Dreamweaver for Graphic Designers	3
CAT/CIS-76A	Introduction to Microsoft Expression Web	3
or		
CAT/CIS-76B	Introduction to Dreamweaver	3

JAVA PROGRAMMING (NR) NCE809

CE809

Completion of this certificate provides the student with skills a new programmer would need to obtain employment programming Java applications.

Certificate Program

Program Learning Outcomes

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

- Create structured and Object code in Java for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using Java libraries create and run Java programs that incorporate the following:
 - Multiprocessors
 - Multimedia
 - JDBC
 - SQL
 - Establish client/server relationship.
- Using Java libraries create and run Java programs that incorporate data structures.

Required Courses (12 units)		Units
CIS/CSC-5	Fundamentals of Programming Logic using C++	3
CIS/CSC-18A	Java Programming: Objects	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

RELATIONAL DATABASE MANAGEMENT TECHNOLOGY (R) CE816

Provides the skills necessary to present a view of data as a collection of rows and columns and manage these relational databases based on a variety of data models.

Certificate Program**Program Learning Outcomes**

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

- Present the data to the user as a set of relations.
- Provide relational operators to manipulate the data in tabular form.
- Use a modeling language to define the schema of each database hosted in the DBMS, according to the DBMS data model.
- Optimize data structures (fields, records, files and objects) to deal with very large amounts of data stored on a permanent data storage device.
- Create a database query language and report writer to allow users to interactively interrogate the database, analyze its data and update it according to the users privileges on data.
- Develop a transaction mechanism, that would guarantee the ACID properties, in order to ensure data integrity, despite concurrent user accesses and faults.

Required Courses (15 units)		Units
CIS/CSC-28A	MS Access Programming	3
CIS/CSC-61	Introduction to Database Theory	3
CIS/CSC-62	Microsoft Access DBMS: Comprehensive	3
CIS/CSC-63	Introduction to Structured Query Language (SQL)	3
CIS/CAT-91	Microsoft Project	3

SYSTEMS DEVELOPMENT (NR)**NCE806****CE806**

The Systems Development mini certificate gives students the skills necessary to analyze, design, and develop an information system in any business environment that is involved in keeping data about various entities up-to-date and/or processing daily transactions.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate an understanding of systems analysis as applied to the effective use of computers in business operations.
- Analyze user requirements in business operations applying structured analysis tools like Data Flow Diagrams, Data Dictionary and Process Description.
- Design various system components like output, input and user interface screens, reports, and normalized files.
- Demonstrate an understanding of various developmental methodologies including the use of CASE tools.
- Design relational database tables, queries, forms, reports, macros, validation rules in MS Access.
- Demonstrate how to document a database and how MS Access can interface with the Web, demonstrate error trapping, database security, and automating ActiveX Controls with VBA.

- Demonstrate an understanding of System Architecture, Implementation, Operations, Support and Security plus various tools for cost benefit analysis and project management.

Required Courses (12 units)		Units
CIS/CSC-2	Fundamentals of System Analysis	3
CIS/CSC-20	Systems Analysis and Design	3
CIS/CAT-91	MicroSoft Project	3
and		
CIS/CSC-28A	MS Access Programming	3
or		
CIS/CSC-62	MicroSoft Access DBMS: Comprehensive	3

WEB MASTER (MNR)**MCE820****NCE820****CE820**

The Web Master certificate program prepares a student to be a valuable member of a professional web design and development team. The successful student will become a competent XHTML, CSS, and JavaScript coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all these technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and Flash animation and/or more skilled at developing web applications with programming in PHP, ASP and/or XML.

Certificate Program**Program Learning Outcomes**

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

- Create valid, properly structured web pages using a variety of XHTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of templates, as appropriate.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- In addition, students should be able to do two or more of the following:
 - Use Photoshop to create and edit images for use on the Web, including photographs, logos, navigation buttons, background images, image maps, and web page design mockups (tracing images).
 - Use PHP to create data driven web page content, form validation and processing, and database manipulation.
 - Create well formed XML documents, effectively use XSL formatting, and have knowledge of XML's applications on the Web.

Required Courses (13.5 units)		Units
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS/CAT-76B	Introduction to DreamWeaver	3
Electives	(Choose from list below)	4.5



Electives (4.5 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-56A	Designing Web Graphics	3
CIS-72C	Introduction to XML	1.5

CONSTRUCTION TECHNOLOGY

This program prepares individuals with the technical knowledge and skills in the area of building construction. This includes instruction enabling students to better understand and interpret construction codes, as well as clarifying processes and materials used in construction; and the basic physical laws which are used to formulate the prescriptive code regulations. Management and inspection skills are also examined.

CONSTRUCTION TECHNOLOGY (N)**NAS532/NCE532****Certificate Program****Program Learning Outcomes**

Graduates will be able to identify and describe the materials and methods currently being employed in today's construction industry. Graduates will be able to interpret the major construction codes currently adopted by the state, county, and city which regulate construction installations. Graduates will be able to evaluate the basic concepts of engineering and soil design as they relate to structures.

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

Electives

CON-60	Introduction to Construction	3
CON-61	Materials of Construction	3
CON-62	Blueprint Reading	3
CON-63BCD	Analysis of Revisions to the Uniform Building Code	3-3-3
CON-73	Project Planning for Site Construction	3
CON-200	Construction Work Experience	1-2-3-4

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the construction technology certificate program, students who complete the Associate in Science Degree in Construction Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

COSMETOLOGY

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

COSMETOLOGY (R)**AS534/CE534****Certificate Program****Program Learning Outcomes**

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

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam.
- Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the cosmetology industry.

Required Courses (47.5 units)

Required Courses (47.5 units)		Units
COS-60A	Beginning Cosmetology Concepts	11
COS-60B	Level II Cosmetology Concepts	10.5
COS-60C	Level III Cosmetology Concepts	10
COS-60D	Level IV Cosmetology Concepts	8
COS-60E	Level V Cosmetology Concepts	8

Evening students may take the following courses to meet the requirements for COS-60E

COS-60E1	Level V Cosmetology Concepts	4
COS-60E2	Level V Cosmetology Concepts	4

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

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

Associate in Science Degree

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

COSMETOLOGY BUSINESS ADMINISTRATION

Major Core Requirements

Certificate Program

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

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

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

Entrepreneurial Concentration

Management and Supervision Concentration

ENTREPRENEURIAL CONCENTRATION (R) AS537/CE537**Program Learning Outcomes**

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

- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.
- Apply knowledge of general business practices to specific cosmetology business situations.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Effectively communicate in small work groups.

Select another 12 units from the following:		Units
ACC-1B	Principles of Accounting II	3
ACC-62	Payroll Accounting	3
ART-39	Design and Graphics	3
BUS-20	Business Mathematics	3
BUS-30	Entrepreneurship and Small Business Management	3
MKT-20	Principles of Marketing	3
MKT-30	Fashion Merchandising	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3
CAT-30	Business English	3

MANAGEMENT AND SUPERVISION (R)**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:		Units
ACC-1B	Principles of Accounting II	3
ACC-38	Managerial Accounting	3
BUS-18A	Business Law I	3
BUS-18B	Business Law II	3
BUS-22	Management Communications	3
BUS/MAG-47	Applied Business and Management Ethics	3
MAG-44	Principles of Management	3
MAG-46	Contemporary Quality Systems Management	3
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-56	Human Resources Management	3

Associate in Science Degree

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

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

COSMETOLOGY INSTRUCTOR TRAINING (R) CE675**Certificate Program****Program Learning Outcomes**

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

- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodologies required for student success used in the classroom environment.

Required Courses (15 units)		Units
COS-61A	Level I Cosmetology Instructor Concepts	7.5
COS-61B	Level I Cosmetology Instructor Concepts	7.5

ESTHETICIAN (R)**CE673****Certificate Program****Program Learning Outcomes**

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

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam.
- Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (“soft skills”) necessary for success in the cosmetology industry.

Required Courses (17 units)**Units**

COS-62A	Level I Esthetician Concepts	8.5
COS-62B	Level II Esthetician Concepts	8.5

Completion of esthetician courses (each with a grade of “C” or better) entitles the student to the Esthetician certificate and eligibility for the State Board of Barbering and Cosmetology licensing exam. Transfer students possessing eligible esthetician hours of applied effort will be placed in the appropriate section with the approval of the department chair.

CULINARY ARTS

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

CULINARY ARTS (R)**AS561/CE561****Certificate Program****Program Learning Outcomes**

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

- Demonstrate learned customer service, wait staffing and point-of-sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversions of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts.
- Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food and pastry presentations.

Required Courses (27 units)**Units**

CUL-36	Introduction to Culinary Arts	8
CUL-37	Intermediate Culinary Arts	8
CUL-38	Advanced Culinary Arts	8
CUL-200	Culinary Arts Work Experience	1-2-3-4
Electives	(Choose from list below)	2

Electives**Units**

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

Associate in Science Degree

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

DENTAL ASSISTANT

This program prepares individuals to provide patient care, take dental radiographs (x-ray), prepare patients and equipment for dental procedures, as well as discharge office administrative functions under the supervision of dentists and dental hygienists. This includes instruction in dental record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, dental radiography, pre and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions, and supervised practice.

DENTAL ASSISTANT (M)**MAS621/MCE621****Certificate Program****Required Courses (39 units)****Units**Fall:

DEA-10	Introduction to Dental Assisting and Chairside assisting	4
DEA-20	Infection Control for Dental Assistants	2
DEA-21	Introduction to Radiology for Dental Assistants	2
DEA-22	Introduction to Supervised Externships	1.5
DEA-23	Introduction to Dental Sciences	3
DEA-24	Dental Materials for the Dental Assistant	2
ENG-50	Or Higher +	4

Winter:

DEA-30	Intermediate Chairside Dental Assisting	2
DEA-31	Radiology for Dental Assistants	1.5
DEA-32	Intermediate Supervised Externships	1

Spring:

DEA-40A	Advanced Chairside Surgical Dental Assistant	4
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	3.5
DEA-40C	Advanced Chairside Restorative Dental Assistant	4.5
DEA-41	Dental Office Procedures	4

+ This course may be taken prior to entrance into the Dental Assistant Program.

Associate in Science Degree

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

DENTAL HYGIENE

This program prepares individuals to clean teeth and apply preventive materials; provide oral health education and treatment counseling to patients; identify oral pathologies and injuries; and manage dental hygiene practices. This includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.

DENTAL HYGIENE (M)**MAS724**

Program prerequisites: Anatomy and Physiology 2A and 2B, Chemistry 2A and 2B, Communication Studies 1, English 1A, Kinesiology 4, Math 52, Microbiology 1, Psychology 1, and Sociology 1.

Associate in Science Degree

Required Courses (60.5 units)

Units

First Semester Courses:

DEH-10A	Pre-Clinic Dental Hygiene #1	2.5
DEH-11	Principles of Dental Hygiene	2
DEH-12A	Principles of Oral Radiology	1
DEH-12B	Oral Radiology Laboratory	1
DEH-13	Infection Control in Dentistry	1
DEH-14	Systems Analysis of Dental Anatomy Morphology, Histology, Embryology	3.5
DEH-15	Head and Neck Anatomy	2
DEH-16	Preventive Dentistry	1
DEH-17	General Pathology	2

First Winter Intersession Courses:

DEH-10B	Pre-Clinic Dental Hygiene #2	1
DEH-19	Pain Control	1.5

Second Semester Courses:

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

Summer Session Courses:

DEH-20B	Clinical Dental Hygiene #2	1
---------	----------------------------	---

Third Semester Courses:

DEH-30A	Clinical Dental Hygiene #3	3.5
---------	----------------------------	-----

DEH-31	Clinical Seminar #2	1
DEH-32	Dental Materials	2.5
DEH-33	Periodontology	1
DEH-34	Community Dental Health Education #1	1
DEH-35	Community Dental Health Education Practicum #1	1
DEH-36	Research Methodology	2
DEH-37	Nutrition in Dentistry	1

Second Winter Intersession Courses:

DEH-30B	Clinical Dental Hygiene #4	1
---------	----------------------------	---

Fourth Semester Courses:

DEH-40	Clinical Dental Hygiene #5	4
DEH-41	Clinical Seminar #3	1
DEH-42	Practice Management and Jurisprudence	2
DEH-43	Advanced Periodontology	1
DEH-44	Community Dental Health Education #2	1
DEH-45	Community Dental Health Education Practicum #2	1
DEH-46	Advanced Topics in Dental Hygiene	1

Associate in Science Degree

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



DENTAL LABORATORY TECHNOLOGY

This program provides individuals, under the supervision of dentists, to design and construct dental prostheses such as caps, crowns, bridges, dentures, splints, and orthodontic appliances. This includes instruction in dental anatomy, dental materials, ceramics technology, impressions, complete dentures, partial dentures, orthodontics, crowns and bridges, sculpture, bonding and assembly techniques, and equipment operation.

DENTAL LABORATORY TECHNOLOGY (M) MAS723/MCE723

Certificate Program

Required Courses (37 units)		Units
DEN-70	Introduction to Dental Technology	2
DEN-71	Dental Morphology	3
DEN-72A	Dental Materials I	1
DEN-72B	Dental Materials II	1
DEN-74	Dental Anatomy and Physiology	1
DEN-75A	Complete Denture Techniques I	3
DEN-75B	Complete Denture Techniques II	3
DEN-77A	Removable Partial Denture Techniques I	3
DEN-77B	Removable Partial Denture Techniques II	3
DEN-79A	Crown and Bridge Techniques I	3
DEN-79B	Crown and Bridge Techniques II	3
DEN-82	Dental Laboratory Management	1
DEN-85	Orthodontic/Pedodontic Techniques	3
DEN-89A	Dental Ceramics I	3
DEN-89B	Dental Ceramics II	3
DEN-200	Work Experience	1-2-3-4

Associate in Science Degree

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

DRAFTING TECHNOLOGY

This program prepares individuals to apply technical skills and advanced computer software and hardware to the creation of graphic representations and simulation in support of drafting and engineering design problems typical of industry. This includes instruction in engineering graphics, computer-aided drafting (CAD), two-dimensional and three-dimensional engineering design, solids modeling, rapid prototyping and engineering animation.

DRAFTING TECHNOLOGY (N) NAS539/NCE539

Certificate Program

Program Learning Outcomes

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

- An ability to apply and integrate computer technology in the design process, exhibiting skills necessary for entry-level employment, as a designer in the drafting industry.
- Knowledge of engineering drawing skills and practice in the solution of industry related design projects.

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

Electives (2-3units)

ARE-24	Architectural Drafting	3
ENE-23	Descriptive Geometry	3
ENE-26	Civil Engineering Drafting	3
ELE/ENE-27	Technical Communication	3
ENE-42	SolidWorks I	3
WEL-34	Metal Joining Processes	2

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the drafting technology certificate program, students who complete the Associate in Science Degree in Drafting Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

- 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 in Science Degree

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

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

EARLY CHILDHOOD EDUCATION (MNR)	MCE795
ASSISTANT TEACHER	NCE795
	CE795

Certificate Program

Program Learning Outcomes

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

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (6 units)		Units
Complete two courses from the list below:		
EAR-20	Child Development	3
EAR-24	Creative Activities through Curriculum	3
EAR-28	Principles and Practices of Early Childhood Education Programs	3
EAR-42	Child, Family and Community Dynamics	3

EARLY CHILDHOOD EDUCATION / (MNR)	MCE797
TWELVE CORE UNITS	NCE797
	CE797

Certificate Program

Program Learning Outcomes

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-24	Creative Activities through Curriculum	3
EAR-28	Principles and Practices of Early Childhood Education Programs	3
EAR-42	Child, Family and Community Dynamics	3

INFANT AND TODDLER SPECIALIZATION (MNR)	MCE 681
	NCE 681
	CE 681

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

Certificate Program

Program Learning Outcomes

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

- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.
- Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-35	Internship in Infant and Toddler Care	3

EDUCATION PARAPROFESSIONAL

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

**EDUCATION PARAPROFESSIONAL (MR) MAS603/MCE603
AS603/CE603**

Certificate Program

Required Courses (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
COM-1/1H	Public Speaking	3
or		
COM-9/9H	Interpersonal Communication	3
EAR-20	Child Development	3
ENG-1A	English Composition	4
or		
ENG-50	Basic English Composition	4
HIS-6/6H	Political and Social History of the United States	3
or		
HIS-7/7H	Political and Social History of the United States	3
Electives	(May include, but not limited to those listed below)	8-10
Recommended Electives (8-10 units)		
EAR-26	Child Health	3
ENG-30	Children's Literature	3
KIN-30	First Aid and CPR	3
SPA-3N	Spanish for Spanish Speakers	5

Associate in Science Degree

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

ELECTRONICS TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics, and communication engineers. Includes instruction in electrical circuitry, prototype development and testing; systems analysis and testing. Systems maintenance, instrument calibration, and report preparation.

**ELECTRONICS COMPUTER SYSTEMS (N) NAS545/NCE545
Certificate Program**

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of electronics, specializing in computer systems, by completing a mixed-signals project containing hardware and software elements that combine analog signal processing, digital logic, data-conversion, computer calculations, bit manipulations, interfacing with input/output devices and hardware interrupt handling.

Required Courses (35-39 units)		Units
ELE-10	Survey of Electronics	4
or both		
ELE-21	DC-AC Electronics	4
and		
ELE-23	Electronics Devices and Circuits	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communication	3
ELE-36	Advanced Microprocessors	4
ELE-38	Computer Systems Troubleshooting	4
ELE-39	PCM and Digital Transmission	3
ELE-40	Fiber Optic Basics	3
Electives	(Choose from list below)	6
Electives (6 units)		
CIS/CSC-5	Fundamentals of Programming Logic using C++	3
CIS/CSC-17A	C++ Programming: Objects	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
ELE-22	Passive Circuit Analysis	3
ELE-24	Active Circuit Analysis	3
ELE-200	Electronics Work Experience	1-2-3-4
ENE-22	Engineering Drawing	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-60	Math for Engineering Technology	3
MAN-60	Hydraulic and Pneumatic Systems	3
MAN-75A	Robotic Systems	4

Electives (6 units)

CIS/CSC-5	Fundamentals of Programming Logic using C++	3
CIS/CSC-17A	C++ Programming: Objects	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
ELE-22	Passive Circuit Analysis	3
ELE-24	Active Circuit Analysis	3
ELE-200	Electronics Work Experience	1-2-3-4
ENE-22	Engineering Drawing	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-60	Math for Engineering Technology	3
MAN-60	Hydraulic and Pneumatic Systems	3
MAN-75A	Robotic Systems	4

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the electronics computer systems certificate program, students who complete the Associate in Science Degree in Electronics Computer Systems will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

**ELECTRONICS TECHNOLOGY (N)****NAS546/NCE546****Certificate Program****Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of electronics technology by completing a design and construction project that utilizes analog power and signal processing circuitry, as well as digital hardware and software, to perform specific tasks according to a project framework. As part of this project, students will include wireless, bidirectional communications, proper selection and use of measurement equipment, good test procedures, circuit analysis, simulation tools and troubleshooting techniques.

Required Courses (28 units)		Units
ELE-21	DC-AC Electronics	4
ELE-23	Electronics Devices and Circuits	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communication	3
Electives	(Choose from list below)	9

Electives (9 units)

CIS/CSC-5	Fundamentals of Programming Logic using C++	3
CIS/CSC-17A	C++ Programming: Objects	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
ELE-22	Passive Circuit Analysis	3
ELE-24	Active Circuit Analysis	3
ELE-36	Advanced Microprocessors	4
ELE-38	Computer Systems Troubleshooting	4
ELE-39	PCM and Digital Transmissions	3
ELE-40	Fiber Optic Basics	3
ELE-200	Electronics Work Experience	1-4
ENE-22	Engineering Drawing	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-60	Math for Engineering Technology	3
MAN-60	Hydraulic and Pneumatic Systems	3
MAN-75A	Robotic Systems	4

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the electronics technology certificate program, students who complete the Associate in Science Degree in Electronics Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

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

ANALOG AND DIGITAL MICROELECTRONICS (N) NCE831**Certificate Program**

Required Courses (15 units)		Units
ELE-23	Electronics Devices and Circuits	4
ELE-24	Active Circuit Analysis	3
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4

ANALOG ELECTRONICS, ANALYSIS AND DOCUMENTATION (N)NCE834**Certificate Program**

Required Courses (15 units)		Units
ELE-22	Passive Circuit Analysis	3
ELE-23	Electronics Devices and Circuits	4
ELE-24	Active Circuit Analysis	3
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2

ANALOG ELECTRONICS TECHNOLOGY (N)**NCE835****Certificate Program**

Required Courses (11 units)		Units
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE-23	Electronics Devices and Circuits	4
ELE-24	Active Circuit Analysis	3

DIGITAL ELECTRONICS TECHNOLOGY (N)**NCE837****Certificate Program**

Required Courses (11 units)		Units
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
or		
ELE-36	Advanced Microprocessors	4
ELE-39	PCM and Digital Transmission	3

DIGITAL TECHNOLOGY AND DOCUMENTATION (N)**NCE839****Certificate Program**

Required Courses (16 units)		Units
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE-25	Digital Techniques	4
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2
ELE-39	PCM and Digital Transmission	3

ELECTRONIC CIRCUIT ANALYSIS (N) NCE836**Certificate Program**

Required Courses (10 units)		Units
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE-22	Passive Circuit Analysis	3
ELE-24	Active Circuit Analysis	3

ELECTRONIC COMMUNICATIONS (N) NCE838**Certificate Program**

Required Courses (15 units)		Units
ELE-10	Survey of Electronics	4
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2
ELE-32	FCC Radiotelephone License Exam Preparation	3
ELE-39	PCM and Digital Transmission	3

ELECTRONICS DOCUMENTATION (N) NCE844**Certificate Program**

Required Courses (9 units)		Units
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2

GENERAL ELECTRONICS CORE (N) NCE847**Certificate Program**

Required Courses (16 units)		Units
ELE-10	Survey of Electronics	4
ELE-23	Electronics Devices and Circuits	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4

MICROCOMPUTER TECHNOLOGY (N) NCE848**Certificate Program**

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

MICROPROCESSOR TECHNOLOGY (N) NCE845**Certificate Program**

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

WIRELESS AND FIBER-OPTIC COMMUNICATIONS (N) NCE846**Certificate Program**

Required Courses (13 units)		Units
ELE-10	Survey of Electronics	4
ELE-32	FCC Radiotelephone License Exam Preparation	3
ELE-39	PCM and Digital Transmission	3
ELE-40	Fiber-Optic Basics	3

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) MAS585/MCE585**Certificate Program**

Required Courses (49.5 units)		Units
EMS-60	Patient Assessment and Airway Management	4
EMS-61	Introduction to Medical Pathophysiology	3
EMS-62	Emergency Pharmacology	4
EMS-63	Cardiology	4
EMS-70	Trauma Management	4
EMS-71	Clinical Medical Specialty I	2.5
EMS-80	Medical Emergencies	4.5
EMS-81	Special Populations	4.5
EMS-82	Special Topics	2
EMS-83	Clinical Medical Specialty II	2.5
EMS-90	Assessment Based Management	4.5
EMS-91	Paramedic Field Internship	10

Associate in Science Degree

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

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

EMERGENCY MEDICAL TECHNICIAN (M) MCE801**Certificate Program**

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

ENGINEERING TECHNOLOGY

This program generally prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in a wide variety of projects. This includes instruction in various engineering support functions for research, production, and operation, and application to specific engineering specialties. This discipline focuses on Engineering Technology, Mechanical Engineering and Civil Engineering (Engineering Technicians).

ENGINEERING TECHNICIAN (N) NAS550/NCE550**Certificate Program****Program Learning Outcomes**

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

- An ability to apply and integrate computer technology, such as Computer-Aided Drafting (CAD) and total station, in the field of civil engineering to qualify for entry-level position as a land surveyor and/or CAD technician.
- An ability to apply the problem solving process to create and present design solution.

Required Courses (27 units) Units

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

Electives (3 units)

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

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the engineering technician certificate program, students who complete the Associate in Science Degree in Engineering Technician will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

ENGINEERING TECHNOLOGY (N) NAS551**Associate in Science Degree****Program Learning Outcomes**

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

- An ability to integrate computer technology in the field of Engineering Technology at a sufficient level for entry-level employment.
- Knowledge of engineering principles necessary for transfer to a

four-year engineering institution.

- An ability to apply the problem solving process to create and present design solutions.

Required Courses (32-34 units) Units

Required Courses (32-34 units)	Units
ENE-21 Drafting	3
ENE-22 Engineering Drawing	3
ENE/ELE-27 Technical Communication	3
ENE-30 Computer Aided Drafting (CAD)	3
ELE-21 DC-AC Electronics	4
MAT-11 College Algebra	4
MAT-36 Trigonometry	4
WEL -34 Metal Joining Processes	2
Electives (Choose from list below)	6-8
Electives (6-8 units)	
CHE-2A Introductory Chemistry I	4
ENE- 23 Descriptive Geometry	3
MAT-5 Calculus, A Short Course	4
MAT-12 Statistics	3
PHY-2A General Physics I	4

Associate in Science Degree

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

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of engineering technology by completing a portfolio, which may include sketches, Computer Aided Drafting (CAD), 3-D models, and rapid prototyping.

Students who complete the Associate in Science Degree in Engineering Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

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

ENGINEERING GRAPHICS (N) NCE796**Certificate Program****Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of engineering by completing a portfolio, which may include sketches, Computer Aided Drafting (CAD), 3-D models, and rapid prototyping.

Required Courses (9 units) Units

ENE-21 Drafting	3
ENE-22 Engineering Drawing	3
ENE-30 Computer-Aided Drafting (CAD)	3

FILM, TELEVISION AND VIDEO

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

**FILM, TELEVISION AND VIDEO (R) AS641/CE641
PRODUCTION SPECIALIST****Certificate Program****Program Learning Outcomes**

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (29 units)

Core Requirements (20 units)	Units
FTV-38 Telecommunications Production Project	3
FTV-41 Introduction to Telecommunications	3
FTV-42 Writing for Broadcast Television and Radio	3
FTV-43 Television Studio and Equipment	3
FTV-44 Introduction to Television Production	3.5
FTV-45 Television News Production	3.5
FTV-51 Telecommunications Laboratory	1

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

DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS

Core Requirements	Units
Select another 9 units from the following:	
FTV-52 Telecommunications Laboratory	2
FTV-60 Overview of Digital Media	3
FTV-64 Digital Editing Principles and Techniques	3
FTV-66 Advanced Digital Editing	3
FTV-73 Introduction to Pro Tools Digital Audio Recording	3
FTV-74 Production Planning and Management	3
FTV-200 Telecommunications Work Experience	1-2-3-4
ADM-68 3D Animation with Maya	3

ADM-69 Motion Graphics and Compositing with After Effects	3
ADM-71 Adobe Photoshop	3
ART-22 Basic Design	3
ART-23 Design and Color	3
ART-36 Computer Art	3
PHO-8 Introduction to Photography	3

FILM PRODUCTION EMPHASIS

Core Requirements	Units
Select another 9 units from the following:	
FTV 12 History of Film	3
FTV-48 Short Film Production	3
FTV-52 Telecommunications Laboratory	2
FTV-64 Digital Editing Principles and Techniques	3
FTV-65 The Director's Art in Filmmaking	3
FTV-66 Advanced Digital Editing	3
FTV-68 Story Development Process in the Entertainment Industry	3
FTV-69 Script Supervising for Television and Film	3
FTV-70 Scriptwriting Software using Final Draft	1
FTV-72 Introduction to Lighting Design for Film and Television	3
FTV-73 Introduction to Pro Tools Digital Audio Recording	3
FTV-74 Production Planning and Management	3
FTV-200 Telecommunications Work Experience	1-2-3-4
ADM-68 3D Animation with Maya	3
ADM-69 Motion Graphics and Compositing with After Effects	3
ADM-71 Adobe Photoshop	3
ENG-38 Introduction to Screenwriting	3
PHO-8 Introduction to Photography	3
THE-5 Theatre Practicum	3

SOUND ENGINEERING EMPHASIS

Core Requirements	Units
Select another 9 units from the following:	
FTV-11 Sound Recording and Reinforcement Techniques	3
FTV-52 Telecommunications Laboratory	2
FTV-63 Multimedia Sound Design Techniques	3
FTV-64 Digital Editing Principles and Techniques	3
FTV-65 The Director's Art in Filmmaking	3
FTV-66 Advanced Digital Editing	3
FTV-71 Sound Engineering for Audio in Media	3
FTV-73 Introduction to Pro Tools Digital Audio Recording	3
FTV-74 Production Planning and Management	3
FTV-200 Telecommunications Work Experience	1-2-3-4
MUS-8A Introduction to MIDI and Digital Audio	3

TELEVISION PRODUCTION EMPHASIS

Core Requirements		20
Select another 9 units from the following:		
FTV-52	Telecommunications Laboratory	2
FTV-64	Digital Editing Principles and Techniques	3
FTV-66	Advanced Digital Editing	3
FTV-67	Introduction to Video Production	2
FTV-69	Script Supervising for Television and Film	3
FTV-70	Scriptwriting Software using Final Draft	1
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
JOU-1	Introduction to Journalism	3
JOU-7	Mass Communications	3
PHO-8	Introduction to Photography	3
THE-5	Theatre Practicum	3

Associate in Science Degree

The Associate in Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

BASIC TELEVISION PRODUCTION (R) CE842

Certificate Program

Program Learning Outcomes

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (17 units)		Units
FTV-38	Telecommunications Production Project	3
FTV-42	Writing for Broadcast Television and Radio	3
FTV-43	Television Studio and Equipment	3
FTV-44	Television Production	3.5
FTV-45	Television News Production	3.5
FTV-51	Telecommunications Laboratory	1

FIRE TECHNOLOGY

This program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulation.

CHIEF OFFICER (M) MAS826/MCE826

Certificate Program

Required Courses (19.5 units)		Units
FIT-C2A	Command 2A, Command Tactics At Major Fires	2
FIT-C2B	Command 2B, Management of Major Hazardous Materials Incidents	2
FIT-C2C	Command 2C, High Rise Fire Tactics	2
FIT-C2D	Command 2D, Planning for Large Scale Disasters	2
FIT-C2E	Command 2E, Wild Land Firefighting Tactics	1
FIT-C40	Advanced Incident Command System (I-400)	.5
FIT-M2A	Organizational Development and Human Relations	2
FIT-M2B	Fire Management 2B, Fire Service Financial Management	2
FIT-M2C	Management 2C, Personnel and Labor Relations	2
FIT-M2D	Fire Management 2D, Master Planning in the Fire Science	2
FIT-M2E	Contemporary Issues and Concepts	2

Associate in Science Degree

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

FIRE OFFICER (M) MAS827/MCE827

Certificate Program

Required Courses (18.5 units)		Units
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Principles for Command Officers	2
FIT-C1B	Command 1B, Hazardous Materials	2
FIT-C1C	Fire Command 1C, I-Zone Firefighting for Company Officers	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2

Associate in Science Degree

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

FIRE TECHNOLOGY (M)

MAS555/MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

Certificate Program

Program Learning Outcomes

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

- Identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief’s interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout “Watch Out”; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

Required Courses (23 units)		Units
FIT-1	Fire Protection Organization	3
FIT-2	Fire Behavior and Combustion	3
FIT-3	Fire Protection Equipment and Systems	3
FIT-4	Building Construction for Fire Protection	3
FIT-5	Fire Prevention	3
FIT-7	Principles of Fire and Emergency Services Safety	3
Electives	(Choose from list below)	5

Electives (5 units)

EMS-50 and 51	Emergency Medical Services-Basic and Clinical/Field	7
FIT-8	Strategies and Tactics	3
FIT-9	Fire Ground Hydraulics	3

FIT-14	Wildland Fire Control	3
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Prin for Com Officers	2
FIT-C1B	Command 1B, Hazardous Materials	2
FIT-C1C	Fire Com 1C, I-Zone Firefighting for Com Off	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2
CON-61	Materials of Construction	3
GEG/PHS-5	Weather and Climate	3
GIS-1	Introduction to Geographic Information Systems	3
KIN-35	Foundation for Fitness and Wellness	3
MAG-44	Principles of Management	3
PHI-12	Intro to Ethics: Contemporary Moral Issues	3

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

Associate in Science Degree

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

FIREFIGHTER ACADEMY (M)

MAS669/MCE669

Certificate Program

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

Associate in Science Degree

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

GEOGRAPHIC INFORMATION SYSTEMS

This program prepares individuals for the systematic study of mapmaking and the application of mathematical, computer and other techniques to the science of mapping geographic information. This includes instruction in cartographic theory and map projections, computer-assisted cartography, map design and layout, photogrammetry, air photo interpretation, remote sensing, cartographic editing, and applications to specific industrial, commercial, research, and governmental mapping problems.

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

CORE CERTIFICATE IN GIS MAPPING (N) NCE794

Certificate Program

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

GEOGRAPHIC INFORMATION SYSTEMS (N) NCE790

Certificate Program

Required Courses (15 units)		Units
GIS-1	Introduction to Geographic Information Systems	3
GIS-5	Cartography and Base Map Development	3
GIS-9	Spatial Analysis with GIS	3
GIS-17	Advanced GIS Applications	3
Electives	(Choose from list below)	3
Electives (3 units)		
GIS-13	GIS for Science, Business and Government	3
GIS-21	Global Positioning System (GPS) Field Techniques	3
GIS-25	GIS Internship	3

GENERAL BUSINESS

See BUSINESS ADMINISTRATION

GRAPHICS TECHNOLOGY

See Applied Digital Media and Printing

HUMAN SERVICES

The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, halfway houses, mental health and correctional facilities, family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

HUMAN SERVICES (MR)

**MAS663/MCE663
AS663/CE663**

Certificate Program

Program Learning Outcomes

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

Required Courses (20 units)		Units
HMS-4	Introduction to Human Services	3
HMS-5	Introduction to Evaluation and Counseling	3
HMS-6	Introduction to Case Management	3
HMS-8	Introduction to Group Process	3
HMS-16	Public Assistance and Benefits	1
HMS-200	Human Services Work Experience	1-2-3-4
Electives	(Choose from list below)	6

Electives (6 units)

HMS-7	Introduction to Psychosocial Rehabilitation	3
HMS-13	Employment Support Strategies	3
HMS-14	Job Development	3
HMS-18	Introduction to Social Work	3
HMS-19	Generalist Practices of Social Work	3

Associate in Science Degree

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

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

**EMPLOYMENT SUPPORT SPECIALIZATION (MR) MCE802
CE802**

This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.

Certificate Program

Program Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate ability to help individuals become employable and self-sufficient.
- Provide follow-up services to help individuals maintain employment.
- Demonstrate ability to assist individuals with knowledge about benefits, eligibility requirements and available services and resources.

Required Courses (4 units)		Units
HMS-13	Employment Support Strategies	3
HMS-16	Public Assistance and Benefits	1

KINESIOLOGY

This program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

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

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

FITNESS PROFESSIONS EMPHASIS (R)

AS595/CE595

Program Learning Outcomes

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

- Demonstrate an acceptable level of health-related fitness.
- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well being and lifelong learning.

(Total of 24-25 units)		Units
Core Requirements		21
Take <u>one</u> of the following:		
KIN-42	Lifeguarding/Title 22 First Aid/ Water Safety Instructor	4
KIN-43	Personal Training	3
KIN-44	Yoga Instructor Training	3
KIN-45	Group Fitness Instructor	3

ATHLETIC TRAINING EMPHASIS (R)

AS597/CE597

Program Learning Outcomes

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

- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
- Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
- Apply the technical skills of taping and wrapping techniques.
- Demonstrate an appropriate and organized approach to event management.
- Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
- Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

(Total of 29 units)		Units
Core Requirements		21
KIN-21	Athletic Training Applications (Must take two times)	2-2
and		
Take <u>two</u> of the following:		
KIN-17	Athletic Training, Fall Sports, Lower Extremity	2
KIN-18	Athletic Training, Spring Sports, Upper Extremity	2
KIN-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
KIN-20	Athletic Training, Spring Sports, General Medical	2

COACHING EMPHASIS (R)**AS599/CE599****Program Learning Outcomes**

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

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.
- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

<u>(Total of 30-31 units)</u>	<u>Units</u>
Core Requirements	21
Elective from Group 1 Electives	3
Elective from Group 2 Electives	3-4
Elective from Group 3 Electives	1
Elective from Group 4 Electives	1
Elective from Group 5 Electives	1

Group 1 Electives (3 units)

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

Group 2 Electives (3-4 units)

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

Group 3 Electives - Individual Activity Courses (1 unit)

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

Group 4 Electives - Team Activity Courses (1 unit)

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

Group 5 Electives - Fitness Activity Courses (1 unit)

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

Associate in Science Degree

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

LOGISTICS MANAGEMENT

This program prepares individuals to manage business logistics functions, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, and delivery to the final customer. This includes instruction in the domestic and international aspects of logistics contracts and purchasing, computerized logistics systems, inventory control, warehousing, transportation, and freight claims. Emphasis is placed on the efficient and effective integration of all logistics activities.

LOGISTICS MANAGEMENT (N) NAS579/NCE579

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Certificate Program

Program Learning Outcomes

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

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

Required Courses (18 units)		Units
BUS-80	Principles of Logistics	3
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcome for the logistics management certificate program, students who complete the Associate in Science Degree in Logistics Management will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

MANAGEMENT

See BUSINESS ADMINISTRATION

MANUFACTURING TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

AUTOMATED SYSTEMS (N) NAS732/NCE732

Certificate Program

Required Courses (26 units)		Units
ELE-26	Microprocessors and Microcontrollers	4
MAC/MAN-56	CNC Machine Setup and Operation	4
MAC/ENE-61	Computer Aided Design and Computer Aided Manufacturing	2
MAN-60	Hydraulics and Pneumatic Systems	3
MAN-64	Programmable Logic Controllers	3
MAN-75A	Robotic Systems	4
Electives	(Choose from list below)	6
Electives (6 units)		
ELE-38	Computer Systems Troubleshooting	4
ENE/ELE-27	Technical Communication	3
ENE-60	Math for Engineering Technology	3
ENE-200	Work Experience	1-2-3-4

Associate in Science Degree

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

AUTOMATED SYSTEMS TECHNICIAN (N) NAS737/NCE737**Certificate Program****Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of automated systems by compiling a portfolio of their work, which may include sample parts accompanied by drawings and digital pictures.

Required Courses (24 units)		Units
ELE-10	Survey of Electronics	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communications	3
ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAC/MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
MAN-60	Hydraulics and Pneumatic Systems	3
MAN-64	Programmable Logic Controllers	3

Associate in Science Degree

The Associate in Science Degree in Manufacturing Technology, Automated Systems Technician will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Learning Outcomes

In addition to achieving the program learning outcomes for the automated systems technician certificate program, students who complete the Associate in Science Degree in manufacturing technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

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

COMPUTER-AIDED PRODUCTION TECHNOLOGY (N) NCE799**Certificate Program****Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of computer-aided production technology by completing the following: a Steam or Stirling Engine that involves parts using both the mill and lathe; a portfolio which may include printouts of Mastercam part file drawings, numerical code files, operation sheets, and writing assignment on occupational safety in the general industry.

Required Courses (14-15 units)		Units
ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAN/MAC-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
MAN/MAC-56	CNC Machine Set-up and Operation	4
Electives	(Choose from list below)	3-4

Electives (3-4 units)

MAN-52	Computer-Aided Manufacturing-Mastercam	4
MAN/MAC-57	CNC Program Writing	3
MAN-59	Computer-Aided Manufacturing-GibbsCAM	4

MARKETING

See BUSINESS ADMINISTRATION

MEDICAL ASSISTING

This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING (M) MAS718/MCE718**Certificate Program**

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

Electives (6 units)

CIS-1A	Introduction to Computer Information Systems	3
or		
CAT/CIS-3	Computer Applications for Working Professionals	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-84	WordPerfect for Windows	3

Associate in Science Degree

The Associate in Science Degree in Administrative/ Clinical Medical Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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

MEDICAL TRANSCRIPTION (M) MAS701/MCE701

The purpose of the course is to prepare the individual to be a medical language specialist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from various healthcare providers. The individual will interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise and clarify it without changing the meaning of the dictation. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be included.

Certificate Program

Required Courses (26 units)		Units
AMY-10	Survey of Human Anatomy and Physiology	3
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-58A	Medical Transcription	5
CAT-30	Business English	3
Electives	(Choose from list below)	9

Electives (9 units)

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

Associate in Science Degree

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

MUSIC

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

JAZZ PERFORMANCE (R) CE852**Certificate Program****Program Learning Outcomes**

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

- Analyze, practice and interpret jazz and popular music chord symbols.
- Demonstrate the ability to analyze, learn, and perform standard jazz literature.
- Prepare a program, program notes or other materials related to the recital repertoire in cooperation with the instructor or recital coordinator.

Required Courses (17-17.5 units)		Units
MUS-25	Jazz Appreciation	3
MUS-35	Vocal Music Ensembles (2 semesters)	2
or		
MUS-36	Instrumental Chamber Ensembles (1 semester)	1.5
MUS-39	Intermediate Applied Music (2 semesters)	6
MUS-43	Jazz Improvisation and Theory (2 semesters)	2
MUS-52	Recital Performance	.5
Performing Ensemble (Choose from list below)		4

Performing Ensembles

MUS-33	Vocal Jazz Ensemble (2 semesters)	4
or		
MUS-44	Jazz Ensemble (2 semesters)	4

MIDI (R) CE850**Certificate Program****Program Learning Outcomes**

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

- Assemble, mix and master complete MIDI/Digital Audio compositions and film scores.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

Required Courses (13 units)		Units
MUS-3	Fundamentals of Music	4
MUS-8A	Introduction to MIDI and Digital Audio	3
MUS-8B	Sequencing and Orchestration with Digital Audio and MIDI	3
MUS-9	Music Composition and Film Scoring with Digital Audio	3

MUSIC PERFORMANCE (R) CE851**Certificate Program****Program Learning Outcomes**

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

- Prepare and coordinate a recital with piano accompaniment, and/or chamber ensemble. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

Required Courses (17.5 units)		Units
MUS-39	Intermediate Applied Music (3 semesters)	9
MUS-52	Recital Performance (25 minute solo program)	.5
Performing Ensemble (Choose from list below)		8

Performing Ensembles (8 units—4 semesters)

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

NURSING**REGISTERED NURSING PROGRAM (R) AS586**

This program generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirm, or other individuals or groups. This includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.

Associate in Science Degree in Registered Nursing**Program Learning Outcomes**

- Demonstrate critical thinking competencies using the nursing process as a basis for clinical decision-making by incorporating established nursing interventions which assist clients with common recurring health-illness problems at the primary, secondary, and tertiary levels of care.
- Apply leadership principles and management skills using collaboration in planning, delegating, supervising, and evaluating nursing care as it relates to complex situations.
- Demonstrate flexibility and innovation in adapting delivery of care according to the healthcare setting and healthcare policy system.
- Manage and coordinate care for a group of clients by assessing the skills of licensed and unlicensed assistive personnel, and delegating tasks appropriately based on complexity of client problems and skills of team members.
- Assume accountability for the delegation of client care to best meet client outcomes by supervising, teaching, and evaluating licensed and unlicensed assistive personnel.
- Use appropriate channels of communication when collaborating with multidisciplinary healthcare members to achieve client outcomes.
- Advocate for client rights while ensuring client and organizational confidentiality at all times.
- Manage care for groups of clients in diverse settings by supporting the client when making healthcare and end-of-life decisions.
- Demonstrate effective problem-solving and fair conflict resolution to achieve positive client outcomes.
- Manage resources, balancing quality care with cost containment.
- Demonstrate competence with current technologies to support and communicate the planning and provision of client care.
- Practice within the ethical and legal framework of nursing, including the California Nurse Practice Act, and report unsafe or illegal practices using appropriate channels of communication.
- Uses the ANA" Standards of Practice and the Code of Ethics (ANA) for nurses to guide and evaluate nursing practice.
- Demonstrate professional behaviors, accountability for own nursing practice/competency and those duties delegated or assigned to others, including peer review.
- Demonstrate a foundation for cultural competence.
- Practice self-regulation assuming responsibility for updating knowledge base and clinical practice.
- Evaluate, reassess and adapt practice consistently and in response to constructive criticism or suggestions for improvement.
- Implement a plan for life-long learning, self-development, and self-care.
- Facilitate and apply evidence-based nursing practice.
- Contribute to the profession of nursing through mentoring, role

modeling, participating in quality improvement activities, professional and organizational committees, and political action affecting healthcare.

- Demonstrate caring behaviors toward clients, peers, self, and other members of the healthcare team that builds positive team relationships, promotes organizational goals, and contributes to a healthy work environment.
- Delineate and maintain appropriate professional boundaries in the nurse-client relationship.
- Demonstrate successful performance on NCLEX-RN.
- Obtain employment as a competent professional ADN entry-level registered nurse.

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

Required Courses (72 units)		Units
AMY-2A	Anatomy and Physiology I	4
AMY-2B	Anatomy and Physiology II	4
MIC-1	Microbiology	4
Nursing 17 is required within one year prior to enrollment for all advanced placement/transfer students.		
PSY-9	Developmental Psychology (<i>PSY-9 required prior to NRN-2</i>)	3
SOC-1	Introduction to Sociology or	3
ANT-2	Cultural Anthropology	3
ENG-1A	English Composition	4
American Institutions		3
Analytical Thinking		3
COM-1 or COM-9		3
Elective Humanities		3
NRN-1	Introduction to Nursing Concepts and Practice	8
NRN-2	Beginning Nursing Concepts of Health and Illness	8.5
NRN-3	Intermediate Nursing Concepts of Health and Illness	9
NRN-4	Advanced Nursing Concepts of Health and Illness	9
NRN-15	Introduction to Nursing Roles and Relationships	2
NRN-16	Dimensions of AD-Registered Nursing	1.5

VOCATIONAL NURSING (R) AS588/CE588

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. This includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

Certificate Program**Program Learning Outcomes**

Based on the nature of man, the stages of his life cycle and respecting his individual differences, the graduate of the Riverside City College Vocational Nursing Program will be a:

I. Provider of Care

Under the direction of the registered professional nurse, apply critical thinking as the basis for using the nursing process to assist clients with common, well defined health illness needs.

- Assess clients and communicate information that contributes to the nursing data base.
- Applying knowledge of Maslow's hierarchy of human needs and Erikson's stages of growth and development,

participate in the development of the plan of care using established nursing diagnoses for clients with common, well defined health illness needs.

- Using fundamental biopsychosocial principles, perform basic therapeutic and preventive nursing measures.
 - Use basic therapeutic communication techniques which promote positive relationships with clients, families, and multidisciplinary healthcare team members.
 - Perform basic health teaching during routine care as directed by the professional nurse to clients with common, well defined health illness needs.
 - Organize nursing care measures to give appropriate care to individual and/or multiple clients by prioritizing client(s) needs and implementing interventions.
 - Collaborate with healthcare team members to deliver holistic nursing care.
- Participate in evaluating the nursing care given and in modifying the plan of care as appropriate.
- Using collaboration, provide leadership and supervision to unlicensed assistive personnel to whom tasks have been delegated.
- Serve as an advocate for client rights, while ensuring client confidentiality at all times.
- Demonstrate competence with current technologies.

II. Member Within the Discipline of Nursing

Function as a member of the healthcare team by:

- Evaluate and demonstrate accountability for own performance according to ethical-legal standards and role of the vocational nurse in the healthcare delivery system.
- Seek assistance as necessary to ensure that appropriate nursing standards are maintained.
- Assess own knowledge and skills level to determine need for on-going study and participate in continuing nursing education in a changing health field.
- Within professional boundaries, demonstrate caring behaviors toward peers and other members of the multidisciplinary healthcare team.
- Acknowledge the responsibility of nurses to contribute to the profession of nursing through participation on committees and in organizations.

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

Associate in Science Degree

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

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

CRITICAL CARE NURSE (R) CE581

Certificate Program

Program Learning Outcomes

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

- Identify environmental factors influencing the role of the critical care nurse.
- Develop constructive personal coping behaviors to be utilized when functioning as a critical care nurse.
- Identify ethical dilemmas and legal issues related to critical care nursing.
- Demonstrate the management of technical equipment commonly used.
- Identify methods for data collection utilized in patient assessment.
- Analyze pathophysiological behaviors of the major body systems.
- Incorporate assessment findings and patient responses into the delivery of patient care.
- Recognize signs and symptoms related to patient diagnosis frequently treated in critical care.
- Prioritize and organize care of the critically ill patient.
- Apply treatment protocols based on critical care policies, procedures, and professional standards.
- Implement interventions to meet the psychosocial needs of the critical care patient/family.
- Develop a collaborative and collegial working relationship with other healthcare team members.

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

Required Courses (5 units)		Units
NXN-81	Critical Care Nursing	5

NURSING ASSISTANT (R) CE584

Program Description

This program prepares individuals to perform routine nursing related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

The certificate program noted below is incorporated into the VN programs. For a stand alone CNA course, please see HET-80 under Healthcare Technician or call 951-571-6135 for more information.

Certificate Program

Program Learning Outcomes

- Classify the basic human needs according to Maslow's hierarchy and apply the knowledge of these needs to the care of Level I patients (Middle, Older, and Very Old Adults).
- Describe the following eleven developmental psychosocial stages in the life cycle, according to Erikson/Newman and Newman.
- Assess the position of the patient from maximum health to death, according to the health-illness continuum.
- Demonstrate beginning critical thinking in using the nursing process with Level I patients' chronic health problems in various settings.
- Identify the three roles of the Associate Degree Nurse inherent within the outcome objectives of the nursing program.
- Demonstrate math/medication competency in calculations and drug dosages.
- Identify the competencies needed for a new graduate nurse in the current healthcare delivery system.
- Refer to the School of Nursing Associate Degree Nursing Program Level Objectives.

Required Courses (8-9.5 units)		Units
NRN-1	Introduction to Nursing Concepts and Practice	8
or		
NVN-52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5

PARALEGAL STUDIES

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

PARALEGAL STUDIES (R) AS591

Associate in Science Degree

Program Learning Outcomes

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

- Produce written legal documents involved in litigation.
- Utilize electronic resources to research law and apply it to a given set of facts.
- Utilize appropriate judicial council pleading forms to produce documents required for pursuing and defending a lawsuit.
- Demonstrate a working knowledge of discovery tools and their functions as they relate to trial.
- Demonstrate ethical behavior of paralegals relevant to the attorney/client relationship.

Required Courses (37.5 units)

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

Associate in Science Degree

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

PHOTOGRAPHY

This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.

PHOTOGRAPHY (R)

AS592/CE592

Certificate Program

Program Learning Outcomes

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

- Demonstrate competency in manipulating aperture, shutter and focal length to create a proper exposure as well as control action and depth of field for use in specialized situations
- Identify, describe and demonstrate formal concepts of photographic composition
- Define and demonstrate elements of lighting for still life and portraiture
- Modify images through the use of digital manipulation of pixels using channels, color adjustments and layer blend modes
- Produce a portfolio of work demonstrating technical competencies and aesthetic merit

Required Courses (24 units)		Units
PHO-8	Introduction to Photography	3
PHO-9	Intermediate Photography	3
PHO-10	Advanced Photography	3
PHO-12	Photojournalism	3
PHO-13	Advanced Darkroom Techniques	3
PHO-14	Basic Studio Portraiture	3
PHO-17	Introduction to Color Photography	3
PHO-20	Digital Photography	3

Associate in Science Degree

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

PHYSICAL EDUCATION

See **KINESIOLOGY**

PHYSICIAN ASSISTANT

This program prepares individuals academically and clinically to provide health care services with direction and supervision of a physician. Physician Assistants provide a broad range of medical services to include history taking, physical assessment, surgery assist, and diagnostic, preventive and therapeutic interventions. This includes basic medical, clinical, behavioral and social sciences; introduction of patient assessment; supervised clinical practice in family medicine, pediatrics, women health, general surgery, psychiatry, and behavioral medicine; health policy and professional practice issues; and the delivery of health care services to home-bound patients, rural populations, underserved populations.

PHYSICIAN ASSISTANT (M)

MAS501/MCE501

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

Certificate Program

Program Learning Outcomes

Upon completion of the physician assistant program students should be able to:

- analyze etiologies, risk factors, underlying pathologic process, and epidemiology for adult and pediatric medical conditions
- analyze and synthesize the history, physical findings, and diagnostic studies to formulate a differential diagnosis
- identify and evaluate signs and symptoms and select and analyze appropriate diagnostic studies to determine the most likely diagnosis of a medical condition
- manage general medical and surgical conditions integrating knowledge about the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- utilize appropriate screening methods of disease processes in asymptomatic individuals to and discuss concepts of health promotion and disease prevention
- differentiate between the normal and abnormal anatomic, physiological, and diagnostic data and the relevance of the findings
- provide competent health care to patients with acute and chronic conditions
- provide culturally sensitive and culturally responsive health care to a diverse patient population and demonstrate caring and respectful behaviors when interacting with patients and their families
- develop informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- counsel and educate patients and their families on health care
- perform competent medical and surgical procedures considered essential in the area of practice
- create and sustain a therapeutic and ethically sound relationships with patients utilizing effective listening, nonverbal, verbal and writing skills to elicit and provide information

- collaborate effectively with physicians, other disciplinary team members, and professional groups to provide patient centered patient care
- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- demonstrate competent documentation concerning the patient care process for medical, legal, quality assurance and financial purposes
- integrate the legal and regulatory guidelines into the professional role of the physician assistant and show sensitivity and responsiveness to
- demonstrate respect, compassion and integrity for the patient, society, and the PA profession
- demonstrate knowledge of ethical principles pertaining to provision or withholding of clinical care
- establish, appraise, and integrate evidence from scientific studies related to the patients' health problem
- apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- distinguish biases related to gender, culture, cognitive, emotional, and physical limitations in themselves and others
- utilize information technology and medical information to support patient care decisions and patient education and to provide efficient patient care.
- demonstrate cost-effective health care and resource allocation that does not compromise quality of care

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 in Science Degree

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

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)

NAS536/NCE536

(WESTERN ASSOCIATION OF FOOD CHAINS)

AS536/CE536

Certificate Program

Program Learning Outcomes

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

- Use Generally Accepted Accounting Principles or International Accounting Standards guidelines to review and interpret financial documents.
- Calculate pricing models for mark-ups, profit margins for perishable and lost goods, discounts, and sinking funds.
- Prepare and deliver effective oral and written communications through multiple modes in multiple situations.
- Create and use basic word processing documents, spread sheets and visual (power point) presentations.
- Create and present a research paper on selected topics.
- Effectively apply basic management principles to actual and role-played work situations.
- Analyze and assess the legal and productivity implications of work conflicts.
- Effectively communicate in small groups.
- Analyze the effectiveness of marketing decisions and use marketing principles to assess market potential.

Required Courses (30 units)		Units
ACC-1A	Principles of Accounting I	3
or		
ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT-3	Computer Applications for Working Professionals	3
COM-1	Public Speaking	3
or		
COM-9	Interpersonal Communication	3
or		
MAG-57	Oral Communications	3
MAG-56	Human Resources Management	3
MAG-44	Principles of Management	3
or		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3
MKT-42	Retail Management	3

Associate in Science Degree

The Associate in Science Degree in 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) AS505/CE505

Certificate Program

Program Learning Outcomes

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

- Produce documented completion of a total of 54 observation hours, 27 mentorship hours, and 92 practicum hours.
- Provide a completed portfolio, including, but not limited to, a resume, an introductory letter, business cards, intake form, invoice form, and Interpreter Kit.
- Demonstrate entry-level interpreting skills before an exiting panel at the end of the 4th interpreting skills class.

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

Associate in Science Degree

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

TELECOMMUNICATIONS

See Film, Television, and Video Production

WELDING TECHNOLOGY

This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; Oxyacetylene and Plasma cutting of ferrous and non-ferrous materials. Including, welding metallurgy, structural welding safety, and applicable codes and standards.

WELDING TECHNOLOGY (R) AS606/CE606

Certificate Program

Program Learning Outcomes

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

- Ability to work safely within the welding industry.
- Obtain skills necessary to obtain an entry-level job within the welding/construction industry.
- Demonstrate knowledge of SMAW, FCAW, GMAW, and GTAW welding processes.
- Obtain skills necessary to properly set up equipment used in the various welding processes.

Required Courses (36 units)		Units
WEL-15	Intro. to Basic Shielded Metal Arc Welding	3
WEL-16	Advanced Shielded Metal Arc Welding	3
WEL-35	Semi-Automatic Welding	3
WEL-55A	Gas Tungsten Arc Welding-Plate Material	3
WEL-55B	Gas Tungsten Arc Welding-Exotic Metals	3
WEL-60	Advanced Pipe and Plate Laboratory	2
WEL-61	Certification for Licensing of Welding	3
ENE-21	Drafting	3
ENE-60	Math for Engineering Technology	3
ENG-50	Basic English Composition	4
Electives	(Choose from list below)	6
Electives (6 units)		
ENE-51	Blueprint Reading	2
WEL-25	Introduction to Oxyacetylene Welding	3
WEL-34	Metal Joining Processes	2
WEL-200	Welding Work Experience	1-2-3-4

Associate in Science Degree

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

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

STICK WELDING (SMAW) (R) CE824

This certificate provides students with the technical knowledge and skill in oxyacetylene cutting, and SMAW welding to be able to enter into the welding career of either the field or shop environment. With these new skills, students will be able to obtain entry level employment.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate knowledge and ability of SMAW process, safety, and oxyacetylene cutting.
- Demonstrate advanced knowledge and ability of SMAW, welding symbols, and safety.
- Differentiate between each of the welding process used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (11 units)	Units
WEL-15 Introduction to Basic Shielded Metal Arc Welding	3
WEL-16 Advanced Shielded Metal Arc Welding	3
WEL-34 Metal Joining Processes	2
WEL-61 Certification for Licensing of Welders	3

Required Courses (11 units)	Units
WEL-15 Introduction to Basic Shielded Metal Arc Welding	3
WEL-35 Semi-Automatic Welding	3
WEL-34 Metal Joining Processes	2
WEL-61 Certification for Licensing of Welders	3

TIG WELDING (GTAW) (R) CE819

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and GTAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able obtain entry level employment.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate knowledge and ability in oxyacetylene cutting, beginning SMAW welding process, and safety.
- Demonstrate knowledge and ability in the GTAW welding process, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required courses (11 units)	Units
WEL-15 Introduction to Basic Shielded Metal Arc Welding	3
WEL-55A Gas Tungsten Arc Welding-Plate Materials	3
WEL-34 Metal Joining Processes	2
WEL-61 Certification for Licensing of Welders	3

WIRE WELDING (FCAW, GMAW) (R) CE818

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and FCAW/GMAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate knowledge and ability of beginning level of SMAW welding process, safety, and oxyacetylene cutting.
- Demonstrate knowledge and ability of the FCAW and GMAW welding processes, welding symbols, and safety.





Section VI
COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at www.curricUNET.com/RCCD.

The program of instruction is divided into major categories:

TRANSFER

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

IGETC

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

UC/CSU

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

DELIVERY METHODS

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

NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Computer Applications and Office Technology 99 ABCDE; English 60AB, 60A1, 60A2, 60A3, 60A4, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 52, 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 81, and Reading 81, 82, 83, 86, 87, 95;) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic

eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

NON-TRANSFER

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

NON-CREDIT

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

REPEATING A COURSE

Some courses, particularly in performance areas such as music, theater, and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, for example, the student may repeat the course three times, for a maximum of four (4) total enrollments in the same activity. Beginning tennis, intermediate tennis, advanced tennis, for example, are considered as the same activity, and a student may enroll in the activity for a total of four (4) times.

LIMITATIONS ON ENROLLMENT

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

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

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

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

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

Verifying Prerequisites/Corequisites - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs.

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

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (951) 222-8808.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the district and college Curriculum Committees and the Board of Trustees.

ACCOUNTING

ACC-1A - Principles of Accounting, I 3 units UC, CSU

Prerequisite: None.

Advisory: BUS-20.

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

ACC-1B - Principles of Accounting, II 3 units UC, CSU

Prerequisite: ACC-1A.

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-38 - Managerial Accounting 3 units CSU

Prerequisite: ACC-1A.

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

ACC-55 - Applied Accounting/Bookkeeping 3 units (Same as CAT-55)

Prerequisite: None.

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-61 - Cost Accounting 3 units CSU

Prerequisite: ACC-1B.

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

**ACC-62 - Payroll Accounting 3 units
CSU***Prerequisite: ACC-1A.*

Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.

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

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

**ACC-65 - Computerized Accounting 3 units
CSU***Prerequisite: ACC-1A.**Advisory: CIS-1A.*

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

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

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

**ACC-200 - Accounting Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

ADMINISTRATION OF JUSTICE
**ADJ-1 - Introduction to the Administration of Justice 3 units
UC, CSU***Prerequisite: None.*

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

**ADJ-2 - Principles and Procedures of the Justice System 3 units
CSU***Prerequisite: None.*

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

**ADJ-3 - Concepts of Criminal Law 3 units
UC, CSU***Prerequisite: None.*

Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

**ADJ-4 - Legal Aspects of Evidence 3 units
CSU***Prerequisite: None.*

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

**ADJ-5 - Community Relations 3 units
UC, CSU***Prerequisite: None.*

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 54 hours lecture.

**ADJ-6 - Patrol Procedures 3 units
CSU***Prerequisite: None.*

Responsibilities, techniques and methods of police patrol. 54 hours lecture.

**ADJ-8 - Juvenile Law and Procedures 3 units
CSU***Prerequisite: None.*

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

ADJ-9 - Law in American Society **3 units**
CSU*Prerequisite: None.*

A general survey of practical law intended as an introduction to the legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.

ADJ-10 - Introduction to Security **3 units***Prerequisite: None.*

This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. 54 hours lecture.

ADJ-13 - Criminal Investigation **3 units**
CSU*Prerequisite: None.*

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

ADJ-14 - Advanced Criminal Investigation **3 units**
CSU*Prerequisite: ADJ-13.*

Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is on the understanding and working knowledge of fingerprints, ballistics, firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 36 hours lecture and 54 hours laboratory (simulated crime scene investigation.)

ADJ-15 - Narcotics **3 units**
CSU*Prerequisite: None.*

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

ADJ-16 - Interviewing and Counseling **3 units**
CSU*Prerequisite: None.*

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

ADJ-18 - Institutional and Field Services **3 units**
CSU*Prerequisite: None.*

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

ADJ-20 - Introduction to Corrections **3 units**
CSU*Prerequisite: None.*

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-21 - Control and Supervision in Corrections **3 units**
CSU*Prerequisite: None.*

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-22 - Legal Aspects of Corrections **3 units**
CSU*Prerequisite: None.*

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-23 - Criminal Justice Report Writing 3 units
CSU*Prerequisite: None.*

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-25 - Introduction to Probation and Parole 3 units
CSU*Prerequisite: None.*

This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

ADJ-30 - Introduction to Family Support Law 3 units
CSU*Prerequisite: None.*

This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. 54 hours lecture.

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-3 - Prehistoric Cultures **3 units**
UC, CSU*Prerequisite: None.*

The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

ANT-4 - Native American Cultures **3 units**
UC, CSU*Prerequisite: None.*

A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture.

ANT-5 - Cultures of Ancient Mexico **3 units**
UC, CSU*Prerequisite: None.*

The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-hispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

ANT-6 - Introduction to Archaeology **3 units**
UC, CSU*Prerequisite: None.*

An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

ANT-7 - Anthropology of Religion **3 units**
UC, CSU*Prerequisite: None.*

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

ANT-8 - Language and Culture **3 units**
UC, CSU*Prerequisite: None.*

An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture.

ANT-10 - Forensic Anthropology **3 units**
CSU*Prerequisite: None.*

The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

ARCHITECTURE**ARE-24 - Architectural Drafting** **3 units**
CSU*Prerequisite: ENE-21 and 30.*

Introduction to methods and techniques used in the development of architectural construction documents for light frame structures (Type V construction) including construction theory, notation, materials symbols, drawing format and general practice. Using Computer-Aided Drafting (CAD), this course will focus on the drawing of a set of plans to include a plot plan, foundation plan, floor plan(s), sections, exterior and interior elevations, electrical plan and structural details. Sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory.

ARE-25 - Advanced Architectural Drafting **3 units**
CSU*Prerequisite: ARE-24.*

This course is designed for advanced study of architectural detailing and construction methods, including the preparation of working drawings. Other topics include the development of construction documents, study of the Uniform Building Code and practice from site selection to completion. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.

ARE-26 - Architectural Rendering **3 units**
CSU*Prerequisite: None.*

This course provides study of pictorial drawing techniques necessary to produce architectural presentations. Finished renderings will include work in felt pen, pen and ink, various pencils, pastels, watercolor and other media variations. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.

ARE-28 - Perspective Drawing **3 units**
CSU*Prerequisite: None.*

This course is designed to provide graphic communication skills used in Architecture and Architecture-related fields of Environmental Design, Landscape Design/Architecture, Interior Design and Community Planning. Purpose of the course is to provide students with a knowledge, understanding and ability to apply the keys to creating communication of three-dimensional form and space on the two dimensional surface. The course will emphasize the use of shade and shadow as well as perspective drawing techniques to produce desired graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-35 - History of Architecture - Beginnings of Architecture through Gothic Architecture **3 units**
UC, CSU

Prerequisite: None.

An examination of Western architecture form and design from antiquity through the Gothic period. Architectural monuments of the Western world will be analyzed and interpreted in terms of religious, social, and political context. Particular emphasis is given to process and sources of design, types and purposes of buildings as well as architecture and art in the built environment by considering the source and meaning of beauty. 54 hours lecture.

ARE-36 - History of Architecture – Renaissance to Modern **3 units**
UC, CSU

Prerequisite: None.

A survey of the major movements in the form, theory and design of Western architecture and art from the Renaissance through the 20th century will be studied analyzed and interpreted in terms of religious social and political context. Particular emphasis will be placed on a comparative study of architectural monuments and architects, the sources of design, meaning of beauty, and conditions that influence the Western architectural traditions. 54 hours lecture

ARE-37 - Architectural Design I **3 units**
CSU

Prerequisite: None.

This course is an introduction into the use of determining factors, which revolve around the design of mankind's physical and visual environment. Emphasis is placed on two- and three-dimensional representation dealing with design composition, spatial relationships and the use of various media for graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-200 - Architecture 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.

ART

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture.

ART-2 - History of Western Art: Renaissance through Contemporary **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-3 - Art for Teachers **3 units**
CSU

Prerequisite: None.

Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-5 - History of Non-Western Art **3 units**
CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A and college level reading.

An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An introductory course for the non-art major. The creative process and the diversity of style, technique and media evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6H - Honors Art Appreciation 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-7 - Women Artists in History 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-8 - Mexican Art History 3 units

UC, CSU

Prerequisite: None.

Survey of architecture, sculpture, painting, and minor arts of Mexico. From pre-Columbian and Colonial, through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-9 - African Art History 3 units

UC, CSU

Prerequisite: None.

A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics and textiles, will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-10 - Modern and Contemporary Art History 3 units

UC, CSU

Prerequisite: None.

A survey of the development and history of modern art with emphasis on its major movements, leading artists and contemporary trends. Painting, sculpture and architecture will be discussed in terms of their historical, social and political context. Beginning with mid 19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-11 - Gallery and Exhibition Design 3 units

CSU

Prerequisite: None.

Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-17 - Beginning Drawing 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-18 - Intermediate Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-19 - Experimental Drawing 3 units

UC, CSU

Prerequisite: ART-17.

Continued study of many of the skills acquired in Beginning Drawing. Emphasis is on the use of experimental methods and materials. Less attention will be directed toward traditional and fundamental academic concerns and more focus will be placed on the cultural, interpretive, psychological, and conceptual possibilities that result from exploration and engaging alternatives. The art elements, color, composition, mark making, mixed media, expression, concept, and context will all be investigated. Students will be encouraged to explore and access less conventional solutions to a variety of projects. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-20 - Beginning Sculpture 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-22 - Basic Design 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-23 - Design and Color 3 units

UC, CSU

Prerequisite: ART-17 or 22.

A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-24 - Three Dimensional Design 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-25 - Watercolor Painting 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-26 - Beginning Painting 3 units

UC, CSU

Prerequisite: ART-17 or 22.

An introduction to the fundamentals of painting (oil or acrylic); various techniques and the application of color theory. An exploration of the media, the development of visual perception and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-27 - Intermediate Painting 3 units

UC, CSU

Prerequisite: ART-23 or 26.

Continued study of painting (oil or acrylic); various techniques and the application of color theory. Development of visual perception, and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28 - Studio Painting 3 units

UC, CSU

Prerequisite: ART-26 or 27

Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-30 – Printmaking 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 and 22.*

Introduction to the design and creation of original prints using a variety of printmaking techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-34 - Studio Three Dimensional Design 3 units

UC, CSU

Prerequisite: ART-24.

Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-35 - Illustration 3 units

CSU

*Prerequisite: None.**Advisory: ART-17 or 22 or 39.*

Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36 - Computer Art 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 or 22, and computer experience.*

Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-38 - Studio Illustration 3 units

CSU

Prerequisite: ART-35.

Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-39 - Design and Graphics 3 units

CSU

*Prerequisite: None.**Advisory: ART-17, 22 or 35.*

Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-40 - Figure Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-41 - Figure Painting 3 units

UC, CSU

Prerequisite: ART-17, 26 or 40.

Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. May be taken four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-42 - Studio Figure Drawing 3 units

UC, CSU

Prerequisite: ART-40.

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

ART-43 - Studio Figure Painting 3 units

UC, CSU

Prerequisite: ART-41.

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

ART-44 – Animation Principles 3 units

CSU

*Prerequisite: ART-17.**Advisory: ART-22 and 40.*

Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-48 - Studio Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 18.

Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-49 - Studio Printmaking 3 units

CSU

Prerequisite: ART-30.

Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-50 - Storyboarding 3 units

CSU

*Prerequisite: ART-17.**Advisory: ART-22 and 40.*

Study of animation principles with emphasis on storyboarding. Basic concepts of writing and directing for animation, dialogue and story development will be explored in animation filmmaking. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51 - Animation Production 3 units

CSU

*Prerequisite: ART 17.**Advisory: ART-22 and 40.*

Study of animation principles and filmmaking with emphasis on animation production. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-200 - Art Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

BIOLOGY**BIO-1 - General Biology 4 units**

UC*, CSU

Prerequisite: None.

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates 5 units

UC, CSU

*Prerequisite: None.**Advisory: A high school biological science course.*

A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, preveterinary, premedical, predental, and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-2B - General Zoology II, Vertebrates 5 units

UC, CSU

*Prerequisite: None.**Advisory: BIO-1, 2A, or a high school biological science course.*

A study of higher animals emphasizing the classification, evolution, and comparative structure of vertebrates, human histology and systems and embryology and genetics. Designed for the biology major, premedical, predental, preveterinarian, prepharmacy, physical therapy, dental hygienist and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-3 - Field Botany 4 units

UC, CSU

Prerequisite: None.

Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

BIO-5 - General Botany 4 units

UC, CSU

Prerequisite: None.

Introduction to the plant sciences with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. 54 hours lecture and 54 hours laboratory.

BIO-6 - Introduction to Zoology 4 units

UC, CSU

Prerequisite: None.

A study of invertebrate and vertebrate animals emphasizing structure, function, behavior, taxonomy evolutionary relationships, and ecology. Designed for the non-science major. The laboratory gives students first hand experience with a diversity of animals and scientific experimental design. 54 hours lecture and 54 hours laboratory.

BIO-7 - Marine Biology 4 units

UC, CSU

Prerequisite: None.

An ecological study of the marine environment. Additional emphasis will be placed on the local marine plants and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory.

BIO-8 - Principles of Ecology 4 units

UC*, CSU

Prerequisite: None.

Ecology is the study of the interactions between organisms and their environment. Basic principles include evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and the major biomes found on Earth. Discussion on human impacts on the environment will also be included. This course requires field trips. 54 hours lecture and 54 hours laboratory.

BIO-9 - Introduction to the Natural History of So. Cal. 3 units
UC, CSU*Prerequisite: None.*

This course offers an introduction to the identification, description, and adaptations of indicator plant and animal species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. 36 hours lecture and 54 hours laboratory.

BIO-10 - Principles of Life Science 3 units

UC*, CSU

Prerequisite: None.

For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1. 54 hours lecture.

BIO-11 - Introduction to Molecular and Cellular Biology (Majors) 5 units

UC*, CSU

Prerequisite: CHE-1A or 1AH.

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

BIO-30 - Human Reproduction and Sexual Behavior 3 units
UC, CSU*Prerequisite: None.*

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

BIO-31A - Regional Field Biology Studies 1 unit
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 54 hours laboratory.

BIO-31B - Regional Field Biology Studies 2 units
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 108 hours laboratory.

BIO-34 - Human Genetics 3 units
UC, CSU*Prerequisite: None.*

Advisory: High school biology or any college life science course with laboratory.

A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

BIO-36 - Environmental Science **3 units**
UC*, CSU*Prerequisite: None.*

A study of humans in relation to the environment, emphasizing population ecology, energy cycles, pollution, food resources, and conservation of natural resources. 54 hours lecture.

BLACK STUDIES

In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.

Among these courses are:

- ENG-20 Survey of African American Literature
- SOC-10 - Race and Ethnic Relations

BUSINESS ADMINISTRATION**BUS-10 - Introduction to Business** **3 units**
UC, CSU*Prerequisite: None.*

Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

BUS-18A - Business Law, I **3 units**
UC*, CSU*Prerequisite: None.*

The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

BUS-18B - Business Law, II **3 units**
UC*, CSU*Prerequisite: None.*

Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

BUS-20 - Business Mathematics **3 units**
Prerequisite: None.

Application of fundamental problem solving concepts, techniques, and skills relating to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandise pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. 54 hours lecture.

BUS-22 - Management Communications **3 units**
CSU*Prerequisite: None.**Advisory: CAT-30.*

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-30 - Entrepreneurship and Small Business Management **3 units**
CSU*Prerequisite: None.*

An examination of the American enterprise system, the nature and extent of American business, opportunities in business, and types of business organizations such as sole proprietorships, partnerships, and corporations. The course will particularly focus on the entrepreneur, the opportunity and the resources, pulling it all together with a business plan. 54 hours lecture.

BUS-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-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-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-70 - Introduction to Organization Development 3 units
(Same as MAG-70)*Prerequisite: None.**Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

BUS-80 - Principles of Logistics 3 units
CSU*Prerequisite: None.*

An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. (Letter Grade, or Pass/No Pass option.)

BUS-82 - Freight Claims 1.5 units*Prerequisite: None.*

A study of loss avoidance and mitigation in transit and the preparation, filing and resolution of freight claims. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-83 - Contracts 1.5 units*Prerequisite: None.*

A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehouses and other logistics service providers. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-85 - Warehouse Management 3 units*Prerequisite: None.*

Analysis of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-86 - Transportation and Traffic Management 3 units*Prerequisite: None.*

A study of the domestic freight transportation system including the demand for freight movement, laws, regulations, pricing and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-87 - Introduction to Purchasing 3 units
CSU*Prerequisite: None.*

Study of basic purchasing functions including establishing requirements and quantities, developing policies and procedures for purchasing, making purchasing decisions, receiving acceptable goods, arranging packaging and shipping and managing inventory levels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-90 - International Logistics 3 units
CSU*Prerequisite: None.*

An introduction to the role of logistics in global business; including the economic and service characteristics of international transportation providers, the government's role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-200 - Business Administration 1-2-3-4 units
Work Experience

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

CHEMISTRY**CHE-1A - General Chemistry, I** 5 units
UC*, CSU*Prerequisite: CHE-2A or 3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-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-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-3 - Fundamentals of Chemistry 4 units

UC*, CSU

Prerequisite: MAT-52.

A systematic presentation of the chemical, mathematical, and laboratory skills underlying chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory.

CHE-10 - Chemistry for Everyone 3 units

UC*, CSU

Prerequisite: None.

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture.

CHE-12A - Organic Chemistry, I 5 units

UC, CSU

Prerequisite: CHE-1B or 1BH.

A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory.

CHE-12B - Organic Chemistry, II 5 units

UC, CSU

Prerequisite: CHE-12A.

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

CHICANO STUDIES

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

ANT-5	-	Native Peoples of Mexico
ESL-54	-	Intermediate Writing and Grammar
ESL-55	-	Advanced Writing and Grammar
ESL-73	-	High Intermediate Reading and Vocabulary
ESL-93	-	Oral Skills III: Advanced Oral Communications
HIS-25	-	History of Mexico
SOC-10	-	Race and Ethnic Relations

COMMERCIAL MUSIC**MUC-1 - Performance Techniques for Studio Recording 2 units**

CSU

Prerequisite: None.

Introduction to practical performance techniques for the recording studio. Students will have the opportunity to plan and implement their own recording session utilizing techniques such as sound design, microphone technique, sound effects, mixing and production. The class will culminate in a CD recording. This class is appropriate for vocalists, instrumentalists and future recording artists. May be taken a total of four times. 108 hours laboratory.

MUC-2 - Songwriting 1 unit

CSU

Prerequisite: None.

Introduction to commercial songwriting techniques. Topics covered include form, rhythm, melody, lyrics, chord progressions, preparing lead sheets and arranging. This course is ideal for vocalists and instrumentalists. Subsequent enrollment will provide students an opportunity for additional skill development and improved competency in the subject area. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUC-3 - Introduction to Pro Tools: 3 units**MIDI and Audio Production**

CSU

Prerequisite: None.

An introduction to MIDI (Musical Instrument Digital Interface) and digital audio using the industry-standard Pro Tools software. Students will learn the basic principles of MIDI sequencing and editing, recording and editing digital audio and Pro Tools 101 material. Students who successfully complete the course will be eligible to take the Pro Tools 101 certification exam through Digidesign. Subsequent enrollment will provide students an opportunity for additional skill development in the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

MUC-7 - Introduction To Music Technology 3 units*Prerequisite: None.*

This course is an introduction to the fundamental techniques, equipment and applications of contemporary music technologies. Topics will include computer and Internet basics, a variety of music software, and electronic instruments. Introductory aspects of MIDI (Musical Instrument Digital Interface), acoustic and digital audio, music notation and multi-media applications will be explored. PC and MAC based applications will be covered. A variety of software applications will be studied, which may include but not limited to Garage Band, Digital Performer, Ableton Live, Pro Tools, Finale and Sibelius. This course is ideal for any student wishing to gain more knowledge in music technology or continue in a commercial music certificate. 36 hours lecture and 54 hours laboratory.

**MUC-10 - Norco Choir 2 units
CSU***Prerequisite: None.*

Limitation on Enrollment: Audition on or before the first class meeting.

A mixed-voice ensemble dedicated to the performance of traditional choral music, commercial music, spirituals, choral jazz and other 20th century vocal works of the highest quality. Performances may include but are not limited to concerts on campus, community performances, studio recordings, TV tapings, movie appearances, celebrity concerts and national/international tours. Subsequent enrollment in additional semesters will provide the student with an opportunity for additional skill and competency development in the subject matter. May be taken a total of four times. 108 hours laboratory.

**MUC-11 - Studio Arts Ensemble 2 units
CSU***Prerequisite: None.*

Designed for instrumentalists, vocalists and technical crew interested in the field of commercial music and entertainment. This ensemble is open to singers, guitarists, drummers, bassists, horn players, string players, pianists/keyboardists and/or technical crew members who work collaboratively to study, perform and/or record selected musical arrangements. The music studied in this class will be chosen from a diverse library of popular music literature throughout history. Subsequent enrollment will provide students an opportunity for additional skill development and competency in the subject area. May be taken a total of four times. 108 hours laboratory.

**COMMUNICATION STUDIES
(Formerly SPEECH COMMUNICATIONS)****COM-1 - Public Speaking 3 units
UC, CSU***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-1H - Honors Public Speaking 3 units
UC, CSU***Prerequisite: None.**Advisory: COM-51 and or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-2 - Persuasion in Rhetorical Perspective 3 units
UC, CSU***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-3 - Argumentation and Debate 3 units
UC*, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-5 - Parliamentary Procedure 1 unit
CSU*Prerequisite: None.*

Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-6 - Dynamics of Small Group Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-7 - Oral Interpretation of Literature 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9 - Interpersonal Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9H - Honors Interpersonal Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. This honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-11 - Storytelling 3 units
CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-12 - Intercultural Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno-linguistic identities. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-13 - Gender and Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-19 - Reader's Theater 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY
CAT-1A - Business Etiquette 1 unit*Prerequisite: None.*

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. The following communication techniques are taught for an effective professional standard: dialog, discussion, cooperation, compromise, self-knowledge and knowledge of others. 18 hours lecture.

CAT-3 - Computer Applications for Working Professionals 3 units**(Same as CIS-3)**

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture and 18 hours laboratory.

CAT-30 - Business English 3 units*Prerequisite: None.**Advisory: Typing skills and familiarity with Microsoft Word.*

Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture.

CAT-30A - Business English 30A 1 unit*Prerequisite: None.**Advisory: Typing skills and familiarity with Microsoft Word.*

Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30A is equivalent to the first third of CAT-30. 18 hours lecture.

CAT-30B - Business English 30B 1 unit*Prerequisite: CAT-30A.*

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

CAT-30C - Business English 30C 1 unit*Prerequisite: None.**Advisory: Typing skills and familiarity with Microsoft Word.*

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

CAT-31 - Business Communications 3 units

CSU

*Prerequisite: None.**Advisory: CAT-30, or concurrent enrollment.*

This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture.

CAT-34A - Introduction to Microsoft Word for Windows 1.5 units**(Same as CIS-34A)**

CSU

Prerequisite: None.

Skill development in the use of Microsoft Word for Windows for word processing. For non-Computer Applications and Office Technology majors. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CAT-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-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-60 - Introduction to Microsoft Access 1.5 units
(Same as CIS-60)*Prerequisite: None.*

Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. 27 hours lecture and 18 hours laboratory.

CAT-61 - Professional Office Procedures 3 units*Prerequisite: None.**Advisory: CAT-3, 31 and 51.*

Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture.

CAT-62 - Records Management 3 units*Prerequisite: None.**Advisory: Knowledge of database management.*

Examines the basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CAT-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. (Letter Grade, or Pass/No Pass option.)

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-88 - Internships in Computer Applications and Office Technology **3 units***Prerequisite: None.**Advisory: CAT-3 and 51.*

Limitation on enrollment: Computer Applications and Office Technology majors and certificate students.

In cooperation with private or public sector employers, the internship is supervised employment of students that extends classroom learning to the job site and relates to the students' educational or occupational goal. The internship class is for students who have declared a Computer Applications and Office Technology major, have taken classes in the major, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field. Placement is arranged through the instructor and with student assistance. Internship participation requirements may vary with the job setting. May be taken up to four times for a maximum of twelve units of credit. 27 hours lecture and a minimum of 90 hours internship.

CAT-93 - Computers for Beginners **3 units****(Same as CIS-93)***Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory.

CAT-95A - Introduction to Internet **1.5 units****(Same as CIS-95A)****CSU***Prerequisite: None.*

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CAT-98A - Introduction to Excel **1.5 units****(Same as CIS-98A)***Prerequisite: None.*

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CAT-98B - Advanced Excel **1.5 units****(Same as CIS-98B)***Prerequisite: CAT-98A.*

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CAT-200 - Computer Applications and Office Technology Work Experience **1-2-3-4 units****CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

COMPUTER INFORMATION SYSTEMS**CIS-1A - Introduction to Computer Information Systems** **3 units****UC, CSU***Prerequisite: None.*

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory.

CIS-1B - Advanced Concepts in Computer Information Systems **3 units****CSU***Prerequisite: CIS-1A.*

Advanced computer concepts, theory and computer applications. Advanced skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. Concepts covered include communications and networks, E-Commerce, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers and certification. 54 hours lecture and 18 hours laboratory.

CIS-2 - Fundamentals of Systems Analysis 3 units
(Same as CSC-2)

CSU

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-3 - Computer Applications for Working Professionals 3 units
(Same as CAT-3)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture and 18 hours laboratory.

CIS-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. (Letter grade, or Pass/No Pass option.)

CIS-16A - Programming Games with DirectX and OpenGL 3 units
(Same as CSC-16A)

CSU

Prerequisite: None.

Advisory: Previous C++ programming experience such as CIS/CSC-17A.

An advanced C++ programming course using DirectX and OpenGL to create games and high-performance multimedia applications. An emphasis will be placed on advanced programming concepts associated with two-dimensional and three-dimensional graphics, sound effects and music, input devices and networked applications. 54 hours lecture and 18 hours laboratory.

CIS-17A - C++ Programming: Objects 3 units

(Same as CSC-17A)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing function arrays on PC platforms as well as CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-17B - C++ Programming: Advanced Objects 3 units

(Same as CSC-17B)

UC, CSU

*Prerequisite: None.**Advisory: Previous C++ programming experience such as CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-17C - C++ Programming: Data Structure 3 units

(Same as CSC-17C)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience in C++ and object-oriented programming as well as CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18A - Java Programming: Objects 3 units

(Same as CSC-18A)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions on PC platforms as well as CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18B - Java Programming: Advanced Objects 3 units

(Same as CSC-18B)

UC, CSU

*Prerequisite: None.**Advisory: Previous JAVA programming experience such as CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18C - Java Programming: Data Structures 3 units

(Same as CSC-18C)

UC, CSU

*Prerequisite: None.**Advisory: Previous Java programming experience as well as CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-18D Data Structures and Algorithms 3 units

(Same as CSC-18D)

Prerequisite: CIS/CSC-18A

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory.

CIS-20 - Systems Analysis and Design 3 units

(Same as CSC-20)

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development, file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-21 - Introduction to Operating Systems 3 units
(Same as CSC-20)

CSU

Prerequisite: CIS-1A.

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as DOS, OS/2, UNIX, NT or Windows is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-28A - MS Access Programming 3 units
(Same as CSC-28A)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory.

CIS-35 - Introduction to Simulation and Game Development 3 units
(Same as GAM-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 GAM-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 GAM-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 Modeling for Real-Time Interactive Simulations 4 units
(Same as GAM-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 4 units
(Same as GAM-38B)

CSU

Prerequisite: CIS/GAM-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 4 units
(Same as GAM-38C)

CSU

Prerequisite: CIS/GAM-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**
(Same as GAM-39)

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-43 - Survey of Media Art for Game **3 units**

Design/Animation

(Same as GAM-43)

CSU

Prerequisite: ART-17, CIS/GAM-38A and CAT/CIS-78A.

Survey of industry concepts, techniques, and applications for multimedia, game art, animation, and concept art. Students will learn graphic styles for interface design, texturing techniques for 3D models, digital painting techniques for stylized concept art, digital background and layout design as it applies to video games and animation. 36 hours lecture and 54 hours laboratory.

CIS-44 - Portfolio Production **3 units**

(Same as GAM-44)

CSU

Prerequisite: CIS/GAM-38A, 38B and 38C.

Creative organization and presentation of a body of work exhibiting portfolio-quality aptitude. Covers all aspects of creation and presentation of a professional portfolio including compositing, audio and video editing skills required to present the body of work in 3D modeling, animation or concept art. Students will edit existing work to emphasize individual strengths and areas of specialization. Compilation of a professional resume and mock interviews will be completed by each student. 36 hours lecture and 54 hours laboratory.

CIS-54A - Introduction to Flash **3 units**

(Same as CAT-54A)

*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet; CIS-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours of laboratory.

CIS-56A - Designing Web Graphics **3 units**
(Same as CAT-56A)*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop and ImageReady. 54 hours lecture and 18 hours laboratory.

CIS-60 - Introduction to Microsoft Access **1.5 units**

(Same as CAT-60)

Prerequisite: None.

Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. 27 hours lecture and 18 hours laboratory.

CIS-61 - Introduction to Database Theory **3 units**

(Same as CSC-61)

Prerequisite: None.

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

CIS-62 - Microsoft Access DBMS: Comprehensive **3 units**

(Same as CSC-62)

*Prerequisite: None.**Advisory: Previous computer experience.*

This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

CIS-63 - Introduction to Structured Query Language (SQL) 3 units**(Same as CSC-63)****CSU***Prerequisite: None.*

This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) JOINS, UNIONS, DIFFERENCES and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture and 18 hours laboratory.

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units**(Same as CAT-65)***Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-72A - Introduction to Web Page Creation 1.5 units*Prerequisite: None.*

Advisory: Competency in the use of a computer, familiarity with the Internet; CIS-95A.

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory.

CIS-72B - Intermediate Web Page Creation using Cascading Style Sheets (CSS) 1.5 units*Prerequisite: None.**Advisory: Knowledge of HTML and the Internet; CIS-72A and 95A.*

Intermediate webpage creation using cascading style sheets (CSS) to format and lay out webpage content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-72C - Introduction to XML 1.5 units*Prerequisite: None.**Advisory: Knowledge of HTML and CSS.*

Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-76A - Introduction to Microsoft Expression Web 3 units**(Same as CAT-76A)***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 using Adobe InDesign 3 units

(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-95A - Introduction to the Internet 1.5 units

(Same as CAT-95A)

Prerequisite: None.

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CIS-98A - Introduction to Excel 1.5 units

(Same as CAT-98A)

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CIS-98B - Advanced Excel 1.5 units

(Same as CAT-98B)

Prerequisite: CIS-98A.

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CIS-200 - Computer Information Systems 1-2-3-4 units**Work Experience**

CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

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

COMPUTER SCIENCE**CSC-2 - Fundamentals of Systems Analysis** 3 units

CSU

(Same as CIS- 2)

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-5 - Fundamentals of Programming Logic using C++ 3 units

(Same as CIS- 5)

CSU

*Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-6- Discrete Mathematics for Computer Science 3 units

(Same as MAT-6)

CSU

*Prerequisite: MAT-10.**Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CSC-11- Computer Programming using Assembler 3 units
(Same as CIS-11)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-12 - PHP Dynamic Web Site Programming 3 units
(Same as CIS-12)

CSU

*Prerequisite: None.**Advisory: Programming fundamentals such as in CIS/CSC-5 or 14A, and familiarity with HTML such as in CIS-14A or 72A.*

Dynamic Web site programming using PHP. Fundamentals of server-side Web programming. Introduction to database-driven Web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-14A - Web Programming: JavaScript 3 units
(Same as CIS-14A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML CIS/CSC-5 and CIS-72.*

Fundamentals of JavaScript programming for the World Wide Web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-16A - Programming Games with DirectX and OpenGL 3 units
(Same as CIS-16A)

CSU

*Prerequisite: None.**Advisory: Previous C++ programming experience such as CIS/CSC-17A.*

An advanced C++ programming course using DirectX and OpenGL to create games and high-performance multimedia applications. An emphasis will be placed on advanced programming concepts associated with two-dimensional and three-dimensional graphics, sound effects and music, input devices and networked applications. 54 hours lecture and 18 hours laboratory.

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

CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions arrays on PC platforms as well as CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-17B - C++ Programming: Advanced Objects 3 units
(Same as CIS-17B)

CSU

*Prerequisite: None.**Advisory: Previous C++ programming experience such as CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-17C - C++ Programming: Data Structures 3 units
(Same as CIS-17C)

CSU

*Prerequisite: None.**Advisory: Previous programming experience in C++ and object-oriented programming as well as CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18A - Java Programming: Objects 3 units
(Same as CIS-18A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions on PC platforms as well as CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18B - Java Programming: Advanced Objects **3 units**
(Same as CIS-18B)

CSU

*Prerequisite: None.**Advisory: Previous JAVA programming experience such as CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18C - Java Programming: Data Structures **3 units**
(Same as CIS-18C)

CSU

*Prerequisite: None.**Advisory: Previous Java programming experience as well as CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-18D Data Structures and Algorithms **3 units**
(Same as CIS-18D)*Prerequisite: CIS/CSC-18A.*

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory.

CSC-20 - Systems Analysis and Design **3 units**
(Same as CIS-20)

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-21 - Introduction to Operating Systems **3 units**
(Same as CIS-21)

CSU

Prerequisite: CIS-1A.

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as DOS, OS/2, UNIX, NT or Windows is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-28A - MS Access Programming **3 units**
(Same as CIS-28A)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-61- Intro to Database Theory **3 units**
(Same as CIS-61)*Prerequisite:None.*

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

CSC-62 - MS Access DBMS: Comprehensive **3 units**
(Same as CIS-62)*Prerequisite:None.*

Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing, and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

CSC-63 - Introduction to Structured Query Language (SQL) **3 units**
(Same as CIS-63)
CSU

Prerequisite: None.

This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries (DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture, and 18 hours laboratory.

CONSTRUCTION TECHNOLOGY

CON-60 - Introduction to Construction **3 units**
Prerequisite: None.

An overview of the basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting and production work normally associated with construction. An overview of how building codes affect the design, materials and methods of constructing buildings and other projects. Students will be expected to participate in several field trips. 54 hours lecture.

CON-61 - Materials of Construction **3 units**
Prerequisite: None.

An introduction to the materials used in the construction of buildings; identification of materials, their properties, and uses. The characteristics and properties of such materials as concrete, steel, timber, masonry, plaster, roofing, and all other structural and ornamental materials. 54 hours lecture.

CON-62 - Blueprint Reading **3 units**
Prerequisite: None.

This course will provide an overview of construction blueprint and specification reading, the relationship of drawings and specifications to the contract and responsibilities of the inspector in interpreting the contract documents and in the inspection of the work. 54 hours lecture.

CON-63A - Uniform Building Code and Ordinances **3 units**
Prerequisite: None.

Use of the Uniform Building Code and the various related state and local ordinances in plan checking various building types for compliance with the codes and ordinances. 54 hours lecture.

CON-63BCD - Analysis of Revisions to the Uniform Building Code **3 units**

Prerequisite: CON-63A.

An analysis which discusses the changes, amendments, and the intent of the code. This analysis is provided to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture.

CON-64 - Office Procedure and Field Inspection **3 units**
Prerequisite: None.

Office organization, procedures and necessary paper work pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Field trips may be required. 54 hours lecture.

CON-65 - Plumbing Code **3 units**
Prerequisite: None.

Review of plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-66 - National Electrical Code **3 units**
Prerequisite: None.

Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-67 - Mechanical Code **3 units**
Prerequisite: None.

Review of mechanical systems including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-68 - Simplified Engineering for Building Inspectors **3 units**
Prerequisite: None.

Introduction to basic engineering. Fundamental static and stress formulae. Shear and moment diagrams and their applications. Properties of sections and their use. Design of wood joists, beams, posts and use of tables with practical composite design applications. 54 hours lecture.

CON-70 - Fundamentals of Soil Technology **3 units**
Prerequisite: None.

Field inspection and testing of soils and rock for grading and building contractors. A systematic approach to soil classification, strength, compressibility and expansive characteristics is covered. Methods of observation and foundation types are considered in detail. A survey of engineering and analysis is made. 54 hours lecture.

CON-71 - Energy Conservation Standards **1.5 units**
Prerequisite: None.

Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. 27 hours lecture.

CON-72 - California State Accessibility Standards 1.5 units

Prerequisite: None.

This course examines the provisions of Title 24 accessibility standards of the California Uniform Building Code for application in the construction industry. These legal requirements establish minimum facility accessibility standards and requirements to provide or improve access to and use by people with physical disabilities. Students will gain an understanding of the legal requirements and will interpret, analyze and apply these provisions to various construction, alteration, remodeling, repair and use of building and related facilities. 27 hours lecture.

CON-73 - Project Planning for Site Construction 3 units

Prerequisite: None.

Organization, procedures and necessary paperwork pertinent to the planning and construction of site improvements. Site analysis by evaluating the needs of the property as well as the needs of those using the property and the design correlations with scope, specifications and control of local, state and federal agencies. 54 hours lecture.

CON-81 - Introduction to Masonry I 2 units

Prerequisite: None.

Overview of the masonry trade including the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students fundamentals and supply the opportunity for skill development. The course prepares students for entry level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-82 - Introduction to Masonry II 2 units

Prerequisite: None.

Continued study of the masonry trade including a review of the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students advanced fundamentals of masonry construction, material estimation and procurement and supply the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-83 - Masonry III 2 units

Prerequisite: None.

Course provides bricklaying students with material handling and storage procedures for advanced laying techniques, joints, corners and corner poles. Provides instruction in the handling and storage of brick and block, brick and CMU, control and expansion, joints and masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-84 - Masonry IV 2 units

Prerequisite: None.

Course provides bricklaying students with procedures for installing flashing and counter flashing, and safety precautions when doing elevated masonry, reading commercial and residential drawings, adverse weather conditions, insulation, window and door openings and piers, columns and pilasters. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-85 - Masonry V 2 units

Prerequisite: None.

Course provides bricklaying students with basic procedures for working safely on walk and work surfaces, basic construction techniques for panels, prisms, arches, decorative pattern bonds, stone work and residential masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-86 - Masonry VI 2 units

Prerequisite: None.

Course provides students with basics of glass block, refractory masonry, structural glazed tile, repair and restoration, panel construction, brick paving, and welding. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

**CON-200 - Construction Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

DANCE**ACADEMIC COURSES****DAN-5 - Introduction to Movement Education for
Preschool and Elementary Children 3 units
CSU**

Prerequisite: None.

An individualized approach to teaching children to become aware of their physical abilities through the use of movement and dance in the classroom. 45 hours lecture and 27 hours laboratory.

**DAN-6 - Dance Appreciation 3 units
UC, CSU**

Prerequisite: None.

A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture.

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-D30 - Social Dance Styles 1 unit
UC, CSU**

Prerequisite: None.

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

**DAN-D31 - Hip-Hop Dance 1 unit
UC, CSU**

Prerequisite: None.

Learn, practice and apply fundamental hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. May be taken a total of four times. 54 hours laboratory.

**DAN-D32 - Jazz, Beginning 1 unit
UC, CSU**

Prerequisite: None.

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. 54 hours laboratory.

**DAN-D33 - Jazz, Intermediate 1 unit
UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting. Retention based on successful audition.

Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. May be taken a total of four times. 54 hours laboratory.

**DAN-D37 - Modern Dance, Beginning 1 unit
UC, CSU**

Prerequisite: None.

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory.

**DAN-D38 - Modern Dance, Intermediate 1 unit
UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. 54 hours laboratory.

**DAN-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 UC, CSU **1 unit***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-D60 - Dance Techniques for Musical Theater UC, CSU **.5 unit***Prerequisite: None.*

Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. May be taken a total of four times. 27 hours laboratory.

EARLY CHILDHOOD EDUCATION**EAR-19 - Observation and Assessment Methods in Early Childhood Education CSU** **3 units***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 UC, CSU **3 units***Prerequisite: None.*

This course is a comprehensive overview of concepts, issues and theories of human development from conception through adolescence. Emphasis is on typical and atypical development that occurs through the following areas: physical, cognitive, language, social and emotional stages of growth. Students will be introduced to theories, research and applications that constitute the field of child development. Students will examine culturally diverse and innovative methods that support the growth and development of children. Outside observations required. 54 hours lecture.

EAR-22 - Early Childhood Programs and Career Opportunities CSU **3 units***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 CSU **3 units***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 CSU **3 units***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 CSU **3 units***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 CSU 3 units*Prerequisite: None.*

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

EAR-52 - Parenting: Parents as Teachers 1 unit*Prerequisite: None.*

Explores the parents' role in a child's process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child's intellectual, social, emotional and physical skills. 18 hours lecture.

EAR-53 - Parenting: Guiding Young Children - Approaches to Discipline 2 unit*Prerequisite: None.*

An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 36 hours lecture.

EAR-54 - Parenting: Contemporary Parenting Issues and Problems 1 unit*Prerequisite: None.*

This course is designed to explore how the concept of childhood in society and children's position has changed, to examine historical antecedents of change in relation to the new position of women in society and the marriages of today. It will also attempt to relate how changes in society and forces impacting on this change influence child-rearing. Issues addressed will include divorce, the sexual acceleration of childhood, and television. 18 hours lecture.

EAR-55 - Parenting: Common Problems in Infancy and Childhood 1 unit*Prerequisite: None.*

A course designed to study and examine some of the difficult behaviors that even normal and well adjusted children exhibit. It will present common problems like disruptive children, shyness, fearfulness, aggressiveness, thumb sucking and others. 18 hours lecture.

EAR-200 - Early Childhood Studies Work Experience CSU* 1-2-3-4 units*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 UC, CSU 3 units***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-6 - Introduction to Political Economy (Same as POL-6) UC, CSU 3 units*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 UC, CSU 3 units*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 aggregate economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-7H - Honors Principles of Macroeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.**Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

ELECTRONICS**ELE-10 - Survey of Electronics** 4 units
CSU*Prerequisite: None.*

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

ELE-21 - DC-AC Electronics 4 units
CSU*Prerequisite: None.*

Basic electrical theory including electrical circuit parameters, Ohm's Law, DC, AC, time constants, resonant circuits, filters, and circuit parameter measurement. 54 hours lecture and 54 hours laboratory.

ELE-22 - Passive Circuit Analysis 3 units
CSU*Prerequisite: None.**Advisory: Concurrent enrollment in ELE-21.*

Mathematical analysis of electrical laws, circuits, and networks. Includes Ohm's Law, DC and AC circuit analysis, network analysis, and applications of trigonometry and complex notation to phasor analysis of electrical circuits. 54 hours lecture.

ELE-23 - Electronics Devices and Circuits 4 units
CSU*Prerequisite: None.**Advisory: ELE-21.*

Characteristics, construction, and circuit applications of electronic devices including diodes, bipolar transistors, thyristors, integrated circuits, and optoelectronic devices. 54 hours lecture and 54 hours laboratory.

ELE-24 - Active Circuit Analysis 3 units
CSU*Prerequisite: None.**Advisory: ELE-23.*

Mathematical analysis of electronic devices and circuits including power supplies, amplifiers, oscillators, and control circuits. 54 hours lecture.

ELE-25 - Digital Techniques 4 units
CSU*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in ELE-10 or 23.*

Mathematics, number systems and logic circuits as they relate to modern electronic computers and digital systems. Boolean algebra, circuit simplifications and mapping are included. Basic gate and digital circuits (MSI-LSI) will be analyzed and integrated into complete systems. Digital counters, registers, encoders/ decoders, converters and timing. 54 hours lecture and 54 hours laboratory.

ELE-26 - Microprocessors and Microcontrollers 4 units
CSU*Prerequisite: None.**Advisory: ELE-25.*

Computer number systems, codes, and arithmetic functions; microprocessor and microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PIA interfacing, and I/O operations. Introduction to operating systems. 54 hours lecture and 54 hours laboratory.

ELE-27 - Technical Communications 3 units
(Same as ENE-27)
CSU*Prerequisite: None.*

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ELE-28 - Automated Electronics Design and Documentation Tools **2 units**

CSU

Prerequisite: ELE-10 or 21.

This course covers basic Computer-aided Design (CAD) drafting, with emphasis on such procedures as apply directly to electronics. Schematic capture, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component templates will be emphasized. 18 hours lecture and 54 hours laboratory.

ELE-32 - FCC Radiotelephone License Exam Preparation **3 units**

CSU

Prerequisite: ELE-10.

This class will focus intensively on advanced topics related to the Federal Communications Commission (FCC) licensing examination, elements I and III, for the commercial-class, General Radiotelephone Operator License. There will also be an introduction to element VIII, for the radar endorsement to the GROL. The FCC requires any technician or engineer who must repair or make adjustments to any radio frequency (RF) transmitting device of significant power output to hold a valid General Radiotelephone Operator License. Once issued, this license is valid for the lifetime of the bearer. May be taken a total of four times. 54 hours lecture.

ELE-36 - Advanced Microprocessors **4 units**

CSU

*Prerequisite: None.**Advisory: ELE-26.*

The IAPX 88 microprocessor including function, architecture, instruction set, addressing modes, internal operations, interfacing and I/O operations. 54 hours lecture and 54 hours laboratory.

ELE-38 - Computer Systems Troubleshooting **4 units**

CSU

*Prerequisite: None.**Advisory: ELE-25 and 26.*

Introduction to computer system troubleshooting and repair. System configurations are analyzed and evaluated. Problems are isolated using schematics, electronic test equipment, and software diagnostics. Preventive maintenance, safety and quality are stressed. 54 hours lecture and 54 hours laboratory.

ELE-39 - PCM and Digital Transmission **3 units**

CSU

*Prerequisite: None.**Advisory: ELE-25.*

Pulse code modulation theory and applications, channel banks, cross connects, transmission facilities, frequency and time division multiplexing. Number systems, waveforms and digital basics are reviewed. 54 hours lecture.

ELE-40 - Fiber Optic Basics **3 units**

CSU

*Prerequisite: None.**Advisory: ELE-25 and 39.*

Basic fiber optic theory, transmission theory, system components and cable; communication transmission systems, fiber multiplexing techniques and terminals, tests and test sets, and current technology trends are also presented. 54 hours lecture.

ELE-50 - Basic Electronics **1 unit**

CSU

Prerequisite: None.

A general study of electronic theory, electronic devices, and simple circuits. Introduces the student to good laboratory procedures and equipment operation. 18 hours lecture and 18 hours laboratory.

ELE-56 - Computer Mathematics **3 units**

CSU

Prerequisite: None.

Special mathematics essential to the understanding of modern electronic computers and cybernetic systems. Binary arithmetic, and Boolean algebra are included. 54 hours lecture.

ELE-61 - Introduction to Robotics **3 units****(Same as MAN-61)**

CSU

Prerequisite: None.

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

ELE-63 - LabVIEW Visual Programming for Automated Systems **3 units****(Same as MAN- 63)**

CSU

*Prerequisite: None.**Advisory: CIS-1A*

Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory.

ELE-71 - Residential Wiring for Electricians **4 units***Prerequisite: None.*

Explores the foundations of electrical wiring for residential dwellings. Topics include residential requirements and practices with commercial and industrial applications. Laboratory allows students to wire and test sample wall and ceiling sections. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-72 - Commercial and Industrial Electrical 4 units
(Same as MAN- 72)*Prerequisite: None.*

Focuses on the wiring of commercial and industrial buildings that use metal or concrete walls. The National Electrical Code will be stressed at it relates to grounding, soil conditions, conduits, raceways, cable-trays, fills, line/load wiring, circuit/motor protection, de-rating, tension, wire-splicing, control/power transformers, pipe-bending/supporting, lighting distribution/layout, and special considerations. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-73 - Electric Motors for Electricians 4 units
(Same as MAN- 73)*Prerequisite: None.*

Enables electricians to understand and effectively wire most standard DC motors, servos and steppers, as well as many AC motors, including single and poly-phase units, from fractional horsepower to multi-horsepower, industrial giants. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-74 - Industrial Electrical Automation 4 units
(Same as MAN- 74)*Prerequisite: None.*

Automatic monitoring, control and communications for electrical systems used with various motors; pneumatics/hydraulics basics; machines/processes control; production-lines; machine-vision; QC-inspection; palletizing; robotics; inventory transport, storage, distribution and reporting control systems. Topics include open-loop vs closed-loop control with feedback; PID; A/D and D/A conversion; remote-sensing/control and programming PLCs/PACs; networking; RFID and bar-codes are also discussed. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-75 - Electronics for Electricians 4 units
CSU*Prerequisite: None.*

Enables electricians to integrate electronic devices into electrical systems for greater efficiency, flexibility and competitive advantage. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-76 - Electrician Specialties 4 units*Prerequisite: None.*

Introduces electricians to the specialized needs and requirements of institutional, educational and government entities, along with overlapping demands of other specialty areas that include access-control, security/safety, flood, fire and gas detection, environmental controls and renewable energy systems, patient-monitoring, nurse-call, closed-circuit television (CCTV), Internet-Intercom and phone systems and remote-monitoring and control applications. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-77 - Survey of Electrical Trades 4 units
(Same as MAN-77)*Prerequisite: None.*

An introduction to the ten primary electrical trades from residential, commercial and industrial jobs through to electrical specialties. Topics include basic electrical theory common to all electricians, such as: voltage, resistance, current, power, capacitance, inductance, reactance, impedance, blueprint symbols, Ohm's Law, Power Law, Power-factor, using instrumentation, interpreting measurements, wire gauges, ampacity, circuit protection, shorts, opens, troubleshooting and safety. Examines electrical trades opportunities and responsibilities along with an overview of NEC and OSHA basics. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-200 - Electronics Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District's courses which are equivalent to the Engineering Core requirements are listed as follows:

Core Requirements	Units
MAT-1A, 1B	8
CHE-1A, 1B	10
CIS-17A	3
PHY-4A, 4B, 4C	12
ENE-10	1
ENE-17	4
ENE-22 or 23 or 30	3
ENE-35	3
ENG-1A	4
ELECTIVES	4 or more
TOTAL	48

Electives

Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

ENE-1A	3
ENE-20	3
MAT-12	3
CHE-2A	4
CHE-12A	5
BIO-1	4
CIS-11	3

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

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

ENE-1A - Plane Surveying, I **3 units**
CSU

Prerequisite: None.

Advisory: MAT-36.

Fundamental surveying methods and procedures as applied to land measurement, building trades and route location. Taping, leveling and angle measurements are studied, as are the analysis and adjustment of the measurements. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-1B - Plane Surveying, II **3 units**
CSU

Prerequisite: ENE-1A.

Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-10 - Introduction to Engineering **1 unit**
UC, CSU

Prerequisite: None.

An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering technology. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-18 - Legal Aspects of Surveying **3 units**
CSU

Prerequisite: ENE-1A and 1B or five years surveying experience.

A study of legal aspects related to public land survey, municipal property survey, and descriptions and laws affecting a surveyor. Includes property line surveys, methods of setting missing property corners. 54 hours lecture.

ENE-21 - Drafting **3 units**
UC, CSU

Prerequisite: None.

Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

Materials fee does not include substantial cost of equipment and text(s) required to be purchased by the student.

ENE-22 - Engineering Drawing **3 units**
UC, CSU

Prerequisite: ENE-21.

Advisory: ENE-30.

Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and tolerances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-23 - Descriptive Geometry **3 units**
UC, CSU

Prerequisite: ENE-22 and MAT-36.

Graphical (drafting) techniques applied to the solutions of vector problems, the development of surfaces as in sheetmetal work, the determination of lines of intersection between surfaces, and the solution of miscellaneous engineering problems involving points, lines, and planes. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-26 - Civil Engineering Drafting **3 units**
CSU

Prerequisite: ENE-21.

Advisory: ENE-60 or MAT-36.

This course is designed to provide exposure to civil engineering drafting. Emphasis will be placed upon developing topographic and contour maps, including their use in site preparation and basic earthwork calculations. Techniques for interpreting field notes and legal descriptions will also be examined. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-27 - Technical Communication **3 units**
(Same as ELE-27)

CSU

Prerequisite: None.

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ENE-28 - Technical Design **3 units**
CSU*Prerequisite: ENE-22.**Advisory: ENE-30, 42 and 52.*

A study of industrial design and drafting procedures relating to the basic elements of mechanisms, including drawing of machine parts in various stages of manufacturing. Studies will include terminology, power transmission, bearings, fixtures, dies, ANSI-Y-14.5 standards of drawing, geometric dimensioning and tolerancing and manufacturing processes. Related problems include design layouts, detail and assembly drawings. A portfolio of completed drawings is a project requirement for this course (drawings may be drawn using the Computer-Aided Design system or the drawing board.) 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-30 - Computer Aided Drafting (CAD) **3 units**
CSU*Prerequisite: None.**Advisory: CIS-1A.*

A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop "computer drawn" drawings which are typical to the various fields of drafting. May be taken a total of two times. 27 hours lecture and 90 hours laboratory.

ENE-31 - Computer Aided Drafting and Design **3 units**
CSU*Prerequisite: ENE-30.*

This is the second course which presents an intensive study utilizing a two-dimensional Computer Assisted Drafting and Design (CAD) system to obtain graphic solutions, design refinements, modifications, and delineations of working technical drawings using AutoCAD. This course emphasizes basic high technology skills which are necessary to function as an entry level CAD operator. 27 hours lecture and 90 hours laboratory.

ENE-35 - Statics (Engineering Mechanics) **3 units**
UC, CSU*Prerequisite: PHY-4A.*

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture.

ENE-42 - SolidWorks I **3 units**
CSU*Prerequisite: None.*

This course is designed to introduce the student to three-dimensional parametric solid modeling with SolidWorks. Students will begin with basic parametric solid modeling techniques and advance into complex assemblies requiring animation. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

ENE-42B - SolidWorks II **3 units**
CSU*Prerequisite: ENE-42 or prior SolidWorks experience.*

An advanced course in using the three-dimensional parametric solid-modeler SolidWorks. This course is designed to further 3D parametric solid modeling software techniques learned in SolidWorks I. Students will delve deeper into topics that were introduced in the first SolidWorks course such as extruding, sweeping, lofting, shelling, assemblies, and animation. May be taken a total of three times. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-51 - Blueprint Reading **2 units***Prerequisite: None.*

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-52 - Geometric Dimensioning and Tolerancing **2 units***Prerequisite: None.*

A course presenting the basics of the Standards of Geometric Dimensioning and Tolerancing. This course will help students read, interpret and use ANSI Y14.5M, the current standard for drafting. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-60 - Math for Engineering Technology **3 units***Prerequisite: None.*

A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-61 - Computer Aided Design and Computer Aided Manufacturing **2 units**
(Same as MAC-61)*Prerequisite: ENE-31 and MAC-57.*

A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.

ENE-200 - Engineering 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.

ENGLISH

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

ENG-1A - English Composition 4 units
UC, CSU*Prerequisite: ENG-50 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory.

ENG-1AH - Honors English Composition 4 units
UC, CSU*Prerequisite: ENG-50 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-1B - Critical Thinking and Writing 4 units
UC, CSU*Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with Writing and Reading Center activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory.

ENG-1BH - Honors Critical Thinking and Writing 4 units
UC, CSU*Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

This course develops critical thinking, reading, and writing skills through the formal study of argument and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-4 - Writing Tutor Training 2 units
CSU*Prerequisite: ENG-1A or 1AH.*

Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid "appropriating the text" (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. May be taken a total of two times. 27 hours lecture and 27 hours laboratory.

ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-7 - British Literature II: Romanticism through Postmodernism 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-8 - Introduction to Mythology 3 units

(Same as HUM-8)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

ENG-9 - Introduction to Shakespeare 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture.

ENG-10 - Special Studies in Literature 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-11 - Creative Writing 3 units

UC, CSU

Prerequisite: ENG-1A or 1AH.

Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. Subsequent enrollment in an additional semester affords students opportunity for further development of fiction and poetry projects, as well as further development of creative writing and analysis skills and techniques. This course may be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-14 - American Literature I: Pre-Contact through Civil War 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-15 - American Literature II: 1860 to the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-18 - Survey of Native American Literature 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-20 - Survey of African American Literature 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-23 - The Bible as Literature 3 units

(Same as HUM-23)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-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 to the Seventeenth Century 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17th Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-41 - World Literature II: Seventeenth Century Through the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-44 - Poetry from the Twentieth Century to the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture.

ENG-45 - Modern Drama 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of drama's function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-48 - Short Story and Novel from the Twentieth Century to the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture.

ENG-50 - Basic English Composition 4 units*Prerequisite: ENG-60B, ESL-55 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-57 - Basic Literature and Composition 4 units*Prerequisite: None.*

This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-60A - English Fundamentals: Sentence to Paragraph 4 units*Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-60B - English Fundamentals: Paragraph to Essay 4 units*Prerequisite: ENG-60A or qualifying placement level.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-85 - Writing Clinic .5 unit*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory.

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 1 unit**Articles: A, An, and The***Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with extensive review of and practice using definite and indefinite articles in English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in using phrases and clauses to write well-structured sentences. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90I - Special Topics in ESL: Punctuation Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Students will analyze and apply the rules of punctuation. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90J - Special Topics in ESL: Spelling Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Improves students' spelling skills. Students will analyze and apply the rules and principles of spelling in American English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-91 - Oral Skills I: Beginning Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-51 or 52.*

This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-53 or 54.*

This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-93 - Oral Skills III: Advanced Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50.*

This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-95 - Pronunciation and Accent Reduction 3 units*Prerequisite: None.**Advisory: Qualification for ESL-52 or higher.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

FRENCH**FRE-1 - French 1 5 units**
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-2 - French 2 5 units
UC, CSU*Prerequisite: FRE-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-3 - French 3 5 units
UC, CSU*Prerequisite: FRE-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-8 - Intermediate Conversation 3 units
UC, CSU*Prerequisite: FRE-2 or 3.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. May be taken a total of four times. 54 hours lecture.

FRE-11 - Culture and Civilization 3 units
UC, CSU*Prerequisite: None.*

Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

GAMING**See SIMULATION AND GAME DEVELOPMENT****GEOGRAPHIC INFORMATION SYSTEMS****GIS-1 - Introduction to Geographic Information Systems 3 units****UC, CSU***Prerequisite: None.*

This course provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping. The course will present an in-depth review of the necessary hardware and software elements used in GIS. Various applications of GIS technology used in the natural and social sciences, business and government will be presented. The course includes a hands-on component in using the hardware and software elements of GIS. Emphasized will be vector-based data structures and an introduction to raster-based structures using current GIS technology software. Specific topics will include hands-on experience in the use of map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of data base; creating of charts and graphs; and presentation of data in map layouts. 54 hours lecture and 18 hours laboratory.

GIS-5 - Cartography and Base Map Development 3 units
CSU*Prerequisite: GIS-1.*

This course provides a comprehensive study of Geographic Information Systems (GIS) cartography including cartographic principles, data acquisition methods used in map production and methods of base map development. The course will include the history of cartography, principles of cartography, map projections, scales and map accuracy. Methods of data acquisition will include basic principles of remote sensing, aerial imagery and the use of Global Positioning System (GPS) in the field for map feature location. Scanning, digitizing and coordinate geometry techniques used in GIS base map development are introduced. The course will include the production of professional quality maps using ArcView. 54 hours lecture.

GIS-9 - Spatial Analysis with GIS 3 units
CSU*Prerequisite: GIS-1.*

This course provides an introduction to spatial analysis. This course will briefly review the principles of statistics and relate them to methods used in analysis of geographically referenced data. This course will introduce sampling strategies for data used in Geographic Information Systems (GIS) using raster and vector data structures. The fundamentals of conventional estimation techniques will be compared with geostatistical techniques. The course will present single and multilayer statistical operations including classification, coordination and modeling analysis. Applications and problems in spatial correlation will be discussed including interpretation of results of spatial analysis. 54 hours lecture.

GIS-13 - GIS for Science, Business and Government 3 units
CSU*Prerequisite: GIS-9.*

This course includes an in depth survey of GIS applications in science (geography, geology, oceanography, archeology and meteorology), government (city, county, state and federal) and business (marketing, sales and management.) Topics include data acquisition, accuracy, analysis, presentation, techniques and legal issues for various GIS applications. Students will work on individual projects in specialized areas using GIS. Projects will include necessary hardware and software requirements, methods of data acquisition, formulations of data standards, methods of base map development, cost benefits analysis and generation of presentation quality map layouts specific to the student's chosen GIS application. Students will evaluate GIS as an effective tool in the decision making process for their specific GIS application. 36 hours lecture and 54 hours laboratory.

GIS-17 - Advanced GIS Applications 3 units
CSU*Prerequisite: GIS-9.*

This course provides an introduction to advanced applications of Geographic Information Systems (GIS) using ArcView and ArcInfo. The course will provide hands-on training in new modules and extensions of ArcView and introduce hands-on training in ArcInfo. The course will introduce Avenue programming for customizing ArcView. The add on modules extend the analytical capabilities of ArcView and allow input of map features and conversion of feature themes from raster to vector. Spatial analysis will include slope and aspect maps, neighborhood and zone analysis. Network Analyst will include problem-solving techniques for geographic networks (point to point routing) or closest points. Use of ArcView and ArcInfo software to produce professional quality documents for use in spatial analysis and decision making. 36 hours lecture and 54 hours laboratory.

GIS-21 - Global Positioning System (GPS) 3 units
Field Techniques

CSU

Prerequisite: GIS-1.

A course in the basic use of a hand-held Global Positioning System (GPS) unit in the field. The course will include an introduction to the terminology, hardware and technology used in GPS. Instruction will include the fundamentals of operating a hand-held GPS unit. The course will introduce the basic techniques used in the determination of location and completion of a traverse using a GPS unit and a topographic map. It will also explain how GPS data can be used in Geographic Information Systems (GIS). 36 hours lecture and 54 hours laboratory.

GIS-25 - Geographic Information Systems Internship 3 units
CSU*Prerequisite: GIS-9.*

A directed field study program where students will apply classroom instruction to real world Geographic Information Systems (GIS) projects in the community. Students should complete GIS-1 and GIS-9 and arrange for an advisor prior to enrolling in an internship. The student will be under the supervision of an advisor from the college while participating in a short-term internship program in a business or government agency using GIS. Students in internship programs will meet periodically with their advisor, complete interim reports and present a final report. 36 hours lecture and 54 hours laboratory.

GEOGRAPHY**GEG-1 - Physical Geography** 3 units
UC, CSU*Prerequisite: None.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1H - Honors Physical Geography 3 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1L - Physical Geography Laboratory 1 unit

UC, CSU

*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1.*

Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.

GEG-2 - Human Geography 3 units
UC, CSU*Prerequisite: None.*

The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

GEG-3 - World Regional Geography 3 units
UC, CSU*Prerequisite: None.*

A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

GEG-4 - Geography of California 3 units
UC, CSU*Prerequisite: None.*

An introduction to California's physical and cultural diversity as well as the issues facing individual regions and the state. The course emphasizes ethnic diversity, human alteration of the landscape, and contemporary social, economic, and environmental issues using maps and other geographic tools. Topics include regions, demographic trends, politics, climate, landforms, natural vegetation, water resources, the cultural landscape, our Native American past, urbanization, agriculture, and the challenges of the future. 54 hours lecture.

GEG-5 - Weather and Climate 3 units
(Same as PHS-5)
UC, CSU*Prerequisite: None.*

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

GEG-6 - Geography of the United States and Canada 3 units
UC, CSU*Prerequisite: None.*

An overview of the regions of the United States and Canada. Topics include including regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

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.

HEALTH SCIENCE
HES-1 - Health Science **3 units**
UC, CSU

Prerequisite: None.

A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

HISTORY
HIS-1 - History of World Civilizations I **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

HIS-2 - History of World Civilizations II **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

HIS-6 - Political and Social History of **3 units**
the United States
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-6H - Honors Political and Social History of **3 units**
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 **3 units**
the United States
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 **3 units**
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 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-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-25 - History of Mexico **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. 54 hours lecture.

HIS-26 - History of California **3 units**

UC, CSU

Prerequisite: None.

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-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.

HUMANITIES
HUM-3 - Creativity and the Imagination **3 units**

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of creative and imaginative expression in a variety of disciplines with a focus on literature and fine arts. The course will examine the origins and structure of creative thought, traditional and modern definitions of creativity and imagination, the role of dreams and spirituality in the creative process, and methods of developing imagination, as well as motivation, inspiration, and barriers to creativity. Includes a study of the methods used by artists, inventors, and innovators in many fields to discover what one can do to build stronger channels to his/her own inner creative resources. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-4 - Arts and Ideas: Ancient World through **3 units****the Late Medieval Period**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H - Honors Arts and Ideas: Ancient World **3 units****through the Medieval Period**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through **3 units****the Modern Era**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 - Introduction to Mythology 3 units
(Same as ENG-8)
UC, CSU

Prerequisite: None.

Advisory: ENG-1B or 1BH.

A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

HUM-10 - World Religions 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H - Honors World Religions 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-11 - Religion in America 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A; HUM-10.

Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

HUM-16 - Arts and Ideas: American Culture 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through work and literature, art and philosophy. 54 hours lecture.

HUM-20C - Arts and Ideas: Special Studies in Humanities 3 units
CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 54 hours lecture.

HUM-23 - The Bible as Literature 3 units
(Same as ENG-23)
UC, CSU

Prerequisite: None.

Advisory: ENG-1B or 1BH.

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-35 - Philosophy of Religion **3 units**
(Same as PHI-35)
UC, CSU

Prerequisite: None.

Advisory: PHI-10 or 10H or 11.

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

ART 1, 2 - History and Appreciation of Art

ENG-6, 7 - English Literature

ENG-14, 15 - American Literature

ENG-40, 41 - Masterpieces of World Literature

MUS 19, 20, 21 - Music History and Literature

Any Philosophy course

See also Humanities A.A. Degree requirements

JAPANESE

JPN-1 - Japanese 1 **5 units**
UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-2 - Japanese 2 **5 units**
UC, CSU

Prerequisite: JPN-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-3 - Japanese 3 **5 units**
CSU

Prerequisite: JPN-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-4 - Japanese 4 **5 units**
CSU

Prerequisite: JPN-3.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-11 - Culture and Civilization **3 units**
CSU

Prerequisite: None.

Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

JOURNALISM

JOU-1 - Introduction to Journalism **3 units**
CSU

Prerequisite: None.

Advisory: ENG-1A or 1AH.

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

JOU-7 - Mass Communications **3 units**
UC, CSU

Prerequisite: None.

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

JOU-20 - Newspaper **3 units**
CSU

Prerequisite: None.

Advisory: JOU-1, PHO-8 or ENG-1A or 1AH.

Emphasis is on both theory and practice in producing the college newspaper. Qualified students may serve in various capacities, ranging from editorial work to photography, to advertising. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 18 hours lecture and 90 hours laboratory.

JOU-52 - Newspaper Editing **3 units**
CSU

Prerequisite: None.

Advisory: JOU-1, PHO-8 or ENG-1A or 1AH.

Advanced practice in the production of a newspaper, with practical experience on the college newspaper. Course to include theory and practice in news editing, headline writing, page design, photographic theory and graphic arts processes. Weekly critiques of college newspaper to be included. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

Also see PHOTOGRAPHY

KINESIOLOGY

It is recommended that students enroll in kinesiology activity courses or academic kinesiology courses (that satisfy the Self Development requirement of the Associate in Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate in Arts Degree requirements in this catalog.

UNIFORMS

Students are requested to wear attire appropriate to the activity as requested by the instructor.

LOCKERS

A lock and locker for which the student is responsible will be issued to each student. A \$5.00 charge will be assessed for a lost lock.

ACADEMIC COURSES**KIN-4 - Nutrition** **3 units**
UC, CSU

Prerequisite: None.

The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

KIN-10 - Introduction to Kinesiology **3 units**
UC, CSU

Prerequisite: None.

This is an orientation course for students interested in physical education. It studies the history of sport, analyzes scientific research as it pertains to physical fitness and sport, and provides information on education requirements and careers. 54 hours lecture.

KIN-16 - Introduction to Athletic Training **3 units**
UC, CSU

Prerequisite: None.

This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory.

KIN-29 - Soccer Theory **3 units**
UC*, CSU

Prerequisite: None.

This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

KIN-30 - First Aid and CPR **3 units**
UC, CSU

Prerequisite: None.

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. Fees for required certificates will be charged to the student and are not covered by BOGW. 54 hours lecture.

KIN-35 - Foundation for Fitness and Wellness **3 units**
CSU

Prerequisite: None.

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory.

KIN-36 - Wellness: Lifestyle Choices **3 units**
CSU

Prerequisite: None.

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

KIN-38 - Stress Management **3 units**
CSU

Prerequisite: None.

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate in Arts Degree and the Associate in Science Degree.

KIN-A03 - Adaptive Physical Fitness **1 unit**
UC*, CSU

Prerequisite: None.

Limitation on enrollment: Medical approval and verification of a physical disability.

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skills and competency development within this activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A15 - Bowling, Beginning **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to develop the basic techniques of bowling and an understanding of rules, etiquette, and score-keeping. Practice drills focus on the development of an appropriate grip, the approach and ball delivery. Students have an opportunity to practice skills and develop an understanding of the rules, etiquette, and score-keeping by participating in a class league which utilizes the handicap scoring system. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A15, KIN-A16, and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A16 - Bowling, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A15.

This course is designed to assist students in the continued improvement of basic bowling techniques and the development of knowledge and expertise specific to intermediate bowling skills. Emphasis will be placed upon the development of a hook, the ability to self-correct as related to common errors, and the introduction and practice of various systems of spare conversion. Students will also be introduced to the recommended adjustments associated with varying lane conditions. Opportunities for knowledge and skill development will be provided through prescribed drills, practice sessions, and participation in a class league which utilizes the handicap scoring system. Subsequent enrollment will provide the student an opportunity for further skill development and competency. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A20 - Golf, Beginning **1 unit**
UC*, CSU

Prerequisite: None.

Designed to serve as an opportunity for the students to develop fundamental skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students' interest in the game. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

KIN-A21 - Golf, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A20.

This course is designed to serve as an opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students' skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

KIN-A40 - Karate, Beginning **1 unit**
UC*, CSU

Prerequisite: None.

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A41 - Karate, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed KIN-A40.

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A46 - Hatha Yoga, Beginning **1 unit**
UC*, CSU

Prerequisite: None.

This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A47 - Hatha Yoga, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A46.

This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A55 - Slow Pitch Softball **1 unit**
UC*, CSU

Prerequisite: None.

Designed to give students the basic skills, rules and strategies for team play in the sport of slow pitch softball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A63 - Ultimate Frisbee **1 unit**
UC*, CSU

Prerequisite: None.

Provides instruction in the skills, techniques, strategy, and rules of Ultimate Frisbee. The class emphasizes throwing techniques, skill improvement, and strategic team play. Students will also be exposed to a variety of Ultimate Frisbee techniques, other freestyle techniques, and distance throwing techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A64 - Soccer **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A75 - Walking for Fitness **1 unit**
UC*, CSU

Prerequisite: None.

This course will assist students in improving physical health and general well being. It is designed for men and women of all ages, with an emphasis on cardiovascular health, fitness, and maintenance of healthy weight. Walking programs will be established to improve cardio-respiratory endurance and encourage optimal body composition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A77 - Jogging for Fitness **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to introduce basic fitness concepts to improve each individual's physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through stretching, muscle strengthening and jogging for conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A81 - Physical Fitness **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A83 - Kickboxing Aerobics **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Subsequent enrollment in additional semesters will provide the student with further development in skill competency. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A95 - Out-of-Season Varsity Sport Conditioning 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

VARSITY SPORTS

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

KIN-V10 - Soccer, Varsity Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V25 - Soccer, Varsity, Women 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athlete to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

LIBRARY**LIB-1 - Information Competency** 1 unit
UC, CSU*Prerequisite: None.*

Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

MACHINE SHOP TECHNOLOGY**MAC-55 - Occupational Safety and Health Administration (OSHA) Standards for General Industry** 2 units
(Same as MAN-55)*Prerequisite: None.*

Covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAC-56 - CNC Machine Set-up and Operation 4 units
(Same as MAN-56)*Prerequisite: None.*

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory.

MAC-57 - CNC Program Writing 3 units
(Same as MAN-57)*Prerequisite: None.*

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory.

MAC-61 - Computer Aided Design and Computer Aided Manufacturing 2 units
(Same as ENE-61)*Prerequisite: ENE-31 and MAC-57.*

A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.

MAC-200 - Machine Shop 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.

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-52 - Employee Training and Development 3 units

Prerequisite: None.

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

MAG-53 - Human Relations 3 units

Prerequisite: None.

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture.

MAG-54 - Employee Labor Relations 3 units

Prerequisite: None.

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture.

MAG-56 - Human Resources Management 3 units

Prerequisite: None.

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture.

MAG-70 - Introduction to Organization Development 3 units
(Same as BUS-70)

Prerequisite: None.

Advisory: MAG-44.

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

MAG-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.

MANUFACTURING TECHNOLOGY
MAN-52 - Computer-Aided Manufacturing–Mastercam 4 units

Prerequisite: None.

Advisory: CIS-1A.

A course in computer-aided manufacture of parts and assemblies using MasterCam software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. May be taken a total of two times. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-53 - Advanced Computer-Aided Manufacturing 3 units

Prerequisite: MAN-52.

This is an advanced course in the computer-aided manufacture of multi-dimensional parts and assemblies, using various Computer-Aided Manufacturing (CAM) software packages. This course will focus on the application of Computer Numerical Control (CNC) programming of turning centers and milling operations. Students will have the opportunity to fabricate complex parts by programming computer interfaces, which will in turn control machining operations. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-55 - Occupational Safety and Health Administration (OSHA) Standards for General Industry (Same as MAC-55) **2 units**

Prerequisite: None.

This course covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAN-56 - CNC Machine Set-up and Operation (Same as MAC-56) **4 units**

Prerequisite: None.

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory.

MAN-57 - CNC Program Writing (Same as MAC-57) **3 units**

Prerequisite: None.

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory.

MAN-59 - Computer Aided Manufacturing-GibbsCAM **4 units**

Prerequisite: None.

Advisory: CIS-1A.

A course in computer aided manufacture of parts and assemblies using GibbsCAM software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-60 - Hydraulic and Pneumatic Systems **3 units**

Prerequisite: None.

Advisory: ENE-60 or MAT 52.

Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and drive cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 40 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-61 - Introduction to Robotics (Same as ELE- 61) **3 units**

Prerequisite: None.

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

MAN-63 - LabVIEW Visual Programming for Automated Systems (Same as ELE- 63) **3 units**

CSU

Prerequisite: None.

Advisory: CIS 1A.

Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory.

MAN-64 - Programmable Logic Controllers **3 units**

Prerequisite: None.

Advisory: Recommend ELE-10 or 21.

Fundamentals of Programmable Logic Controllers (PLCs), with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. A comprehensive introduction to PLC theory, operation, installation, programming, maintenance, and troubleshooting. 36 hours and 54 hours laboratory.

MAN-72 - Commercial and Industrial Electrical (Same as ELE- 72) **4 units**

Prerequisite: None.

Focuses on the wiring of commercial and industrial buildings that use metal or concrete walls. The National Electrical Code will be stressed at it relates to grounding, soil conditions, conduits, raceways, cable-trays, fills, line/load wiring, circuit/motor protection, de-rating, tension, wire-splicing, control/power transformers, pipe-bending/supporting, lighting distribution/layout, and special considerations. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory.

MAN-73 - Electric Motors for Electricians (Same as ELE- 73) **4 units**

Prerequisite: None.

Enables electricians to understand and effectively wire most standard DC motors, servos and steppers, as well as many AC motors, including single and poly-phase units, from fractional horsepower to multi-horsepower, industrial giants. 54 hours lecture and 54 hours laboratory.

MAN-74 - Industrial Electrical Automation 4 units
(Same as ELE- 74)*Prerequisite: None.*

Automatic monitoring, control and communications for electrical systems used with various motors; pneumatics/hydraulics basics; machines/processes control; production-lines; machine-vision; QC-inspection; palletizing; robotics; inventory transport, storage, distribution and reporting control systems. Topics include open-loop vs closed-loop control with feedback; PID; A/D and D/A conversion; remote-sensing/control and programming PLCs/PACs; networking; RFID and bar-codes are also discussed. 54 hours lecture and 54 hours laboratory.

MAN-75A - Robotic Systems 4 units*Prerequisite: None.**Advisory: MAT-36 or ENE-60 and MAC-56.*

The application of numerical control programming to perform multiple manufacturing process operations by positioning tools, material and robots for machining, assembly and inspection. Live robots will be programmed and used to complete automated manufacturing and assembly of simple products. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

MAN-77 - Survey of Electrical Trades 4 units
(Same as ELE-77)*Prerequisite: None.*

An introduction to the ten primary electrical trades from residential, commercial and industrial jobs through to electrical specialties. Topics include basic electrical theory common to all electricians, such as: voltage, resistance, current, power, capacitance, inductance, reactance, impedance, blueprint symbols, Ohm's Law, Power Law, Power-factor, using instrumentation, interpreting measurements, wire gauges, ampacity, circuit protection, shorts, opens, troubleshooting and safety. Examines electrical trades opportunities and responsibilities along with an overview of NEC and OSHA basics. 54 hours lecture and 54 hours laboratory.

MAN-91C - Manufacturing Fundamentals for Apprenticeship 2 units*Prerequisite: None.*

A course in the fundamentals of manufacturing for technicians. This course introduces basic safety, measurement, metal forming and stamping. Machine operation of presses, brakes and other metal forming equipment will be introduced as well as an introduction to tool protection, die lubrication and troubleshooting machine processes are covered. 36 hours lecture.

MAN-92B - Manufacturing Teamwork and Communication 2 units*Prerequisite: None.*

A course in the team concepts used in industries to support world class manufacturing. This course presents the procedures to work effectively as self directed work teams using informal written and oral communication. 36 hours lecture.

MAN-93C - Survey of Electronic Sensors 2 units*Prerequisite: MAN-91C.*

A course introducing the basic application, use and location of sensors in the metal forming industry. The course explains the types of sensors, when and why they are used. 36 hours lecture.

MAN-200 - Manufacturing Work Experience 1-2-3-4 units
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.

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-40 - Advertising 3 units
CSU*Prerequisite: None.*

Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture.

MKT-41 - Techniques of Selling 3 units
CSU*Prerequisite: None.*

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture.

MKT-42 - Retail Management 3 units
CSU*Prerequisite: None.*

Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture.

MKT-50 - Marketing Research 3 units*Prerequisite: None.*

An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture.

MKT-200 - Marketing Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

MATHEMATICS**MAT-1A - Calculus I** 4 units
UC*, CSU*Prerequisite: MAT-10 or qualifying placement level.*

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II 4 units
UC, CSU*Prerequisite: MAT-1A.*

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III 4 units
UC, CSU*Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminate forms, and elementary applications to the physical sciences. 72 hours lecture.

MAT-2 - Differential Equations 4 units
UC, CSU*Prerequisite: MAT-1B.*

Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture.

MAT-3 - Linear Algebra 3 units
UC, CSU*Prerequisite: MAT-1B.*

Introduction to matrix algebra, determinants, systems of linear equations, vector spaces, linear independence, linear transformations, eigenvalues and eigenvectors and applications. 54 hours lecture.

MAT-4 - Finite Mathematics 3 units
UC, CSU*Prerequisite: MAT-35.*

Mathematics for majors in economics, business management, biological and social sciences. Topics include: system of equations, linear programming, matrices, probabilities, permutations and combinations, statistics and logic. 54 hours lecture.

MAT-5 - Calculus, A Short Course 4 units
UC*, CSU*Prerequisite: MAT-35 or qualifying placement level.*

Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration exponential and logarithmic functions. 72 hours lecture.

MAT-6 - Discrete Mathematics for Computer Science 3 units
(Same as CSC-6)
CSU*Prerequisite: MAT-10.**Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture.

MAT-10 - Precalculus 4 units
UC*, CSU*Prerequisite: MAT-36 or qualifying placement level.*

An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

MAT-11 - College Algebra 4 units

UC*, CSU

Prerequisite: MAT-35 or qualifying placement level.

Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

MAT-12 - Statistics 3 units

UC, CSU

Prerequisite: MAT-35 or qualifying placement level.

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-12H - Honors Statistics 3 units

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-25 - A Survey of Mathematics 3 units

UC, CSU

Prerequisite: MAT-35 or qualifying placement level.

This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours of lecture.

MAT-32 - Introduction to Symbolic Logic 3 units

(Same as PHI-32)

UC, CSU

*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

MAT-35 - Intermediate Algebra 5 units*Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

MAT-36 - Trigonometry 4 units

CSU

Prerequisite: MAT-35 and 53 or qualifying placement level.

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

MAT-52 - Elementary Algebra 4 units*Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.*

Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

MAT-53 - College Geometry 3 units*Prerequisite: MAT-52 or qualifying placement level.*

A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids: formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

MAT-63 - Arithmetic 3 units*Prerequisite: None.*

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course.)

MAT-64 - Pre-Algebra 3 units*Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.*

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course.)

MAT-65 - Arithmetic and Pre-Algebra **5 units***Prerequisite: None.*

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course.)

MAT-98 - Academic Excellence Seminar **.5 unit***Prerequisite: None.*

Corequisite: Concurrent enrollment in First-Year Experience program.

Interactive seminar designed to enhance students' learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

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.

COMMERCIAL MUSIC
see page 126**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.

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS- 12, 39, 79 and P12:

MUS-28	Riverside Community Symphony
MUS-33	Vocal Jazz Ensemble
MUS-41	Chamber Singers
MUS-42	Wind Ensemble
MUS-44	Jazz Ensemble
MUS-48	Marching Band
MUS-68	Community Symphony
MUS-73	Vocal Jazz Ensemble
MUS-77	Guitar Ensemble
MUS-81	Consort Singers
MUS-82	Wind Symphony
MUS-84	Jazz Orchestra
MUS-88	Pageantry Ensemble
MUS-P77	Advanced Guitar Ensemble
THE-37	Musical Theater Techniques
THE-52	Musical Theater Touring Ensemble

MUS-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-23 – History of Rock and Roll **3 units**
CSU*Prerequisite: None.*

A comprehensive study of rock music from its beginnings to the present with emphasis on its musical, socio-cultural and historical development. Study will also include stylistic trends and influential artists throughout the years, including the politics of rock. 54 hours lecture.

MUS-25 - Jazz Appreciation **3 units**
UC, CSU*Prerequisite: None.*

A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26 - Film Music Appreciation **3 units**
UC, CSU*Prerequisite: None.*

A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Vocal Jazz Ensemble, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band, RCC Symphony, Piano Ensemble, and Percussion Ensemble), and applied music (one-on-one instruction) each semester they are enrolled.

MUS-30 - Class Voice **1 unit**
UC, CSU*Prerequisite: None.*

Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. 54 hours laboratory.

MUS-31 - College Choir **1 unit**
UC, CSU*Prerequisite: None. Open to all students interested in a college choral singing experience.*

A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32 - Class Piano **1 unit**
UC, CSU*Prerequisite: None.*

Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary and secondary chords and their use in song accompaniment patterns. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-33 - Vocal Jazz Ensemble **2 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.**Limitation on enrollment: Audition on or before the first class meeting.*

A select vocal ensemble dedicated to the study and performance of jazz music arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. 108 hours laboratory.

MUS-34 - Vocal Jazz Lab **1 unit**
UC, CSU*Prerequisite: None.**Corequisite: MUS-33 or 73.**Limitation on enrollment: Audition on or before the first class meeting.*

A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory.

MUS-35 - Vocal Music Ensembles **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A small select vocal group dedicated to the rehearsal and performance of classical and madrigal literature. Public performance in concert or recital situations will take place throughout the semester. May be taken a total of 4 times. 54 hours laboratory.

MUS-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-43 - Jazz Improvisation and Theory 1 unit

UC, CSU

Prerequisite: None.

Practical experience in the art of jazz improvisation and the theory behind effective improvisation. Jazz combo or similar format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. May be taken a total of four times. 54 hours laboratory.

MUS-51 - Men's Ensemble 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory.

MUS-65 - Basic Musicianship 2 units

UC, CSU

Prerequisite: None.

An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation.. 36 hours lecture.

MUS-71 - College Chorus 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-72 - Group Keyboarding Skills 1 unit

UC, CSU

Prerequisite: None.

Keyboard skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Opportunity provided for group and individual performance. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-73 - Vocal Jazz Singers 2 units

UC, CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory.

MUS-75 - Advanced Vocal Ensembles 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-77 - Guitar Ensemble 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Previous experience with classical guitar and an audition on or before the first class meeting.*

An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-78 - Beginning Applied Music Training II 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-83 - Advanced Chamber Choir 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

MUS-89 - Music of Multicultural America **3 units**
UC, CSU*Prerequisite: None.*

A comparative and integrative study of the multicultural musical styles of the United States. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours lecture.

MUS-93 - The Business of Music **3 units**
CSU*Prerequisite: None.*

Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.

MUS-200 - Music Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

MUS-P44 - Jazz Lab Band **1 unit**
UC, CSU*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting. Designed for students who are beginning or intermediate jazz performers.*

Study and performance of beginning and intermediate literature for jazz ensemble. May be taken a total of four times. 54 hours laboratory.

NATIVE AMERICAN STUDIES

In cooperation with representatives of the Native American community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Native American students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Native American heritage and its contributions to American life.

Among these courses are:

- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature

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-33 - Introduction to Social and Political Philosophy **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

PHI-35 - Philosophy of Religion **3 units**
(Same as HUM-35)
UC, CSU

Prerequisite: None.

Advisory: PHI-10 or 10H, or 11.

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY

PHO-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.

Also see JOURNALISM

PHYSICAL EDUCATION
see KINESIOLOGY

PHYSICAL SCIENCE

PHS-1 - Introduction to Physical Science **3 units**
UC*, CSU

Prerequisite: None.

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

PHYSICS

PHY-2A - General Physics, I **4 units**
UC*, CSU

Prerequisite: None.

Corequisite: Enrollment in MAT-1A.

Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of mechanics, including Newton's laws, energy, momentum and rotational motion; study of fluid mechanics; study of thermodynamics, including heat, temperature, kinetic theory of gases, and the laws of thermodynamics; study of oscillatory motion. 54 hours lecture and 54 hours laboratory.

PHY-2B - General Physics, II **4 units**
UC*, CSU

Prerequisite: PHY-2A.

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: study of wave motion, including Doppler effect for sound waves, intensity of sound waves; study of electricity and magnetism, including electric field and potential, Gauss' Law, current and DC circuits, capacitance and inductance, Faraday's Law; study of light including electromagnetic waves, reflection, refraction and diffraction; study of modern physics, including special relativity, quantum, atomic and nuclear physics. 54 hours lecture and 54 hours laboratory.

Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

PHY-4A - Mechanics **4 units**
 UC*, CSU
Prerequisite: None.
Corequisite: MAT-1A.
 Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, and fluid dynamics. 54 hours lecture and 54 hours laboratory.

PHY-4B - Electricity and Magnetism **4 units**
 UC*, CSU
Prerequisite: PHY-4A.
Corequisite: MAT-1B.
 Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell's equations, and waves and oscillations. 54 hours lecture and 54 hours laboratory.

PHY-4C - Heat, Light and Waves **4 units**
 UC*, CSU
Prerequisite: PHY-4A.
Corequisite: MAT-1B.
 Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

PHY-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-4 - Introduction to World Politics **3 units**
 UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-4H - Honors Introduction to World Politics **3 units**
 UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Limitation on enrollment: Enrollment in the Honors program.

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers and enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-5 - The Law and Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

POL-7A - Current Political Issues 3 units

CSU

*Prerequisite: None. Sections may be taken in any sequence.**Advisory: Qualification for ENG-1A.*

Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

POL-11 - Political Theory 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

POL-13 - Introduction to American Foreign Policy 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. 54 hours lecture.

POL-14 - Internship in Political Science 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required.

PSYCHOLOGY**PSY-1 - General Psychology** 3 units

UC, CSU

Prerequisite: None.

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

PSY-2 - Physiological Psychology 3 units

UC, CSU

Prerequisite: None.

The scientific study of the physiological determinants of behavior. Issues addressed include: basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming and neurological and mental disorders. 54 hours lecture.

PSY-8 – Introduction to Social Psychology 3 units

CSU

Prerequisite: None.

This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

PSY-9 - Developmental Psychology 3 units

UC, CSU

Prerequisite: None.

Genetic and environmental determinants of life-span human development in the biosocial, cognitive and psychosocial domains. 54 hours lecture.

PSY-33 - Theories of Personality 3 units

UC, CSU

Prerequisite: None.

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. This course includes discussion of the application of theory to real-life situations and the significance of the theorist's biographical data to the development of the theory. 54 hours lecture.

PSY-35 - Abnormal Psychology 3 units

UC, CSU

Prerequisite: None.

Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: □anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

READING
REA-2 - Rapid Reading **2 units**
CSU

Prerequisite: None.

Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying placement level is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. May be taken a total of two times. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-3 - Reading for Academic Success **3 units**
CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. Total of 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-4 - Critical Reading as Critical Thinking **3 units**
CSU

Prerequisite: None.

This course is intended for students to fully understand the relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading. 54 hours lecture.

REA-81 - Reading, Level I **3.5 units**

Prerequisite: None.

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-82 - Reading, Level II **3.5 units**

Prerequisite: REA-81 or qualifying placement level.

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-83 - Reading, Level III **3 units**

Prerequisite: REA-82 or ESL-73 or qualifying placement level.

Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-86 - Reading Strategies for Textbooks **1 unit**

Prerequisite: None.

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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 CSU 3 units*Prerequisite: None.*

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics CSU 3 units*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 CSU 3 units*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 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.

SIMULATION AND GAME DEVELOPMENT**GAM-21 - History of Video Games CSU 3 units***Prerequisite: None.*

A comprehensive study of the evolution of video games throughout history including arcade games, console games, computer games and mobile applications. Students will become acquainted with representative game designs through playing games, analyzing games, reading and writing about games. 54 hours lecture and 18 hours laboratory.

GAM-22 - Game Design Principles CSU 3 units*Prerequisite: None.*

An introduction to the fundamental techniques, concepts, and vocabulary of game design. Students will design original non-digital prototypes and games, using iteration and playtesting best practices. Topics include formal elements of games, mechanics and dynamics, decision-making, flow states and player psychology, the MDA Framework, the iterative process, and rapid prototyping. 54 hours of lecture and 18 hours of laboratory.

GAM-23 - Digital Game Design CSU 3 units*Prerequisite: GAM-22.*

An introduction to digital game design, including the study of various genres of games, and the preparation of a game design document. Intended for those considering a career in the video game industry. Topics include analyzing the target audience, pitching an original game concept, design documentation, the iterative process, and rapid digital prototyping. 54 hours lecture and 18 hours laboratory.

GAM-35 - Introduction to Simulation and Game Development (Same as CIS-35) CSU 3 units*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.

GAM-36 - Introduction to Computer Game Design (Same as CIS-36) CSU 3 units*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.

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

GAM-38A - Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations 4 units
(Same as CIS-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.

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

Prerequisite: CIS/GAM-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.

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

Prerequisite: CIS/GAM-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.

GAM-39 - Current Techniques in Game Art 4 units
(Same as CIS-39)
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.

GAM-42 - PhotoShop for Game Art and Animation 2 units
CSU

Prerequisite: None.

Introduction to Adobe Photoshop including mastery of digital image editing and techniques for painting custom textures for Game Art and Animation. Use of Layers, Layer Styles, Adjustment Layers and Blending Modes. Adjusting and correcting colors for textures and images to be used in Autodesk Maya and Unreal Development Kit Game Engine, as well as an introduction to all aspects of Adobe Photoshop for use in digital image editing. 36 hours lecture and 18 hours laboratory.

GAM-43 - Survey of Media Art for Game Design/Animation 3 units
(Same as CIS-43)
CSU

Prerequisite: ART-17, CIS/GAM-38A and CAT/CIS-78A.

Survey of industry concepts, techniques, and applications for multimedia, game art, animation, and concept art. Students will learn graphic styles for interface design, texturing techniques for 3D models, digital painting techniques for stylized concept art, digital background and layout design as it applies to video games and animation. 36 hours lecture and 54 hours laboratory.

GAM-44 - Portfolio Production 3 units
(Same as CIS-44)
CSU

Prerequisite: CIS/GAM-38A, 38B and 38C.

Creative organization and presentation of a body of work exhibiting portfolio-quality aptitude. Covers all aspects of creation and presentation of a professional portfolio including compositing, audio and video editing skills required to present the body of work in 3D modeling, animation or concept art. Students will edit existing work to emphasize individual strengths and areas of specialization. Compilation of a professional resume and mock interviews will be completed by each student. 36 hours lecture and 54 hours laboratory.

GAM-46 - Environment and Vehicle Modeling 3 units
CSU

Prerequisites: ART-17, and CIS/GAM-38A.

A comprehensive study of game industry modeling techniques for both hard surface and organic models. Advanced 3D modeling techniques in creating environment and vehicle models with specific limitations on tri/poly count. Topics include Polygonal modeling tools, Subdivision Surface tools, and NURBS (Non Uniform Rational B Splines) modeling tool sets. An introduction to background design and layout as well as shot planning and composition as it applies to storytelling in a game/simulation environment with a focus on creating architectural interiors and exteriors representing houses, buildings and entire worlds contained under a roof. 54 hours lecture and 18 hours laboratory.

GAM-48 - 3D Character Animation 3 units
CSU*Prerequisite: CIS/GAM- 38B.*

An advanced 3D animation course that applies real-life action sequences to characters. Topics include game cycle animation, weight, actions and personality for the character including advanced techniques with key frame animation including incorporating audio as well as dynamic animation to assist the character driven animation. 54 hours lecture and 18 hours laboratory.

GAM-49 - Game Modeling and Texturing 3 units
CSU*Prerequisite: CIS/GAM-38A and CIS-78A or GAM-42.*

An intermediate 3D modeling class focusing on low poly modeling and texture mapping for games. Topics include the basics of lighting an object, advanced Photoshop skills and presentation skills. 54 hours lecture and 18 hours of laboratory.

SOCIOLOGY**SOC-1 - Introduction to Sociology** 3 units
UC, CSU*Prerequisite: None.*

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. 54 hours lecture.

SOC-2 - American Social Problems 3 units
UC, CSU*Prerequisite: None.*

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

SOC-3 - Social Inequality in American Society 3 units
UC, CSU*Prerequisite: None.*

This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture.

SOC-10 - Race and Ethnic Relations 3 units
UC, CSU*Prerequisite: None.*

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethnics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-12 - Marriage and Family Relations 3 units
UC, CSU*Prerequisite: None.*

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

SOC-15 - Women in American Society 3 units
UC, CSU*Prerequisite: None.*

The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. 54 hours lecture.

SOC-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-50 - Introduction to Social Research Methods 3 units
UC, CSU*Prerequisite: None.*

Designed to introduce the student to the nature of scientific inquiry and to the basic principles and procedures applied to the conduct of research in the social sciences. The course is organized around the generally accepted sequential steps in the research process; from the inception of a research idea to the research design for inquiry, to the gathering and analysis of data, to the final report of the findings. 54 hours lecture.

SPANISH**SPA-1 - Spanish 1 5 units****UC*, CSU***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory.

**SPA-1H - Honors Spanish I 5 units
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
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
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
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 (Not UC at N)***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
SEE COMMUNICATION STUDIES****SUPPLY CHAIN TECHNOLOGY****SCT-3 - Supply Chain Technology 4 units
CSU**

Prerequisite: None.

Advisory: CIS-1A.

This course examines contemporary supply chain management technologies including but not limited to technologies for supply chain visibility, facility design, transportation and logistics, materials management, warehousing and distribution; innovative use of technology for competitive advantage; structural and infrastructural policies and systems in operations strategy decisions, team-based case study and learn-by-doing exercises. 54 hours lecture and 54 hours laboratory.

**SUPERVISION
See MANAGEMENT****TELECOMMUNICATIONS
See FILM, TELEVISION AND VIDEO****THEATER ARTS****THE-2 - Play Practicum-Special Projects Laboratory I 1 unit
UC*, CSU**

Prerequisite: None.

Advisory: Acting and production skills desirable.

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**THE-3 - Introduction to the Theater 3 units
UC, CSU**

Prerequisite: None.

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

**THE-4 - Play Practicum-Special Projects 2 units
Laboratory II**

UC*, CSU

Prerequisite: None.

Advisory: Acting and production skills desirable.

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

**THE-5 - Theater Practicum 3 units
UC, CSU**

Prerequisite: None.

Advisory: Acting and production skills desirable.

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

**THE-6 - Advanced Theater Practicum 3 units
UC*, CSU**

Prerequisite: THE-5.

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

**THE-29 - Musical Theater Appreciation 3 units
UC, CSU**

Prerequisite: None.

A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis will be placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture.

**THE-30 - Voice and Movement for the Stage 2 units
UC, CSU**

Prerequisite: None.

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

THE-32 - Acting Fundamentals-Theater 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-33 - Scene Acting: Creating a Role **3 units**
UC, CSU
Prerequisite: THE-32.
 Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor's body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory.

THE-34 - Scene Study in Various Theatrical Styles **3 units**
UC, CSU
Prerequisite: THE-32.
 Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor's artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in Shakespearean Verse **3 units**
UC, CSU
Prerequisite: THE-32.
 Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

THE-36 - Improvisational Acting **3 units**
UC, CSU
Prerequisite: THE-32.
 Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long and form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-38 - Auditioning for the Stage **1 unit**
CSU
Prerequisite: None.
 Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.

THE-39 - Acting for the Camera **3 units**
UC, CSU
Prerequisite: None.
Advisory: THE-32.
 Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.

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 1-2-3 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 three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

ZOOLOGY

See BIOLOGY 2A, 2B

NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an "educational gateway" for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor's Office.

ENGLISH**ENG-885 - Writing Clinic** 0 units*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory.

ENGLISH AS A SECOND LANGUAGE**ESL-801 - ESL Support for Career and Technical Programs** 0 units*Prerequisite: None.**Advisory: Qualification for ESL 53.*

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.)

GUIDANCE**GUI-801 - Testing for Success CAHSEE Preparation** 0 units*Prerequisite: None.*

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement.

INTERDISCIPLINARY STUDIES**ILA-800 - Supervised Tutoring** 0 units*Prerequisite: None.**Co-Requisite): Student must be enrolled in at least one other non-tutoring course.**Limitation on Enrollment: Student must be referred by an instructor or a counselor.*

This self-paced open-entry/open-exit course provides supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class time in the Learning Center, which is designed to help achieve specific course objectives related to college courses and/or to improve learning and study skills in specific subject matter. Content varies according to the course for which tutoring is sought. 216 hours laboratory. May be taken a total of twelve times. (Non-degree, non-credit course.)

READING**REA-887 - Reading Clinic** 0 units*Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.





Section VII
FACULTY



Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors the faculty at RCCD can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 51st Distinguished Faculty Lecturer is

DR. SUSAN R. MILLS
PROFESSOR
MATHEMATICS

Susan R. Mills is a professor of Mathematics at Riverside City College and currently serves as department chair of Mathematics and college assessment coordinator. She began her teaching career at RCC as a part-time faculty in spring 1991 and was hired as a full-time faculty member in fall 1991. Prior to her teaching career, she worked as a software engineer for TRW in San Bernardino, and for Digital Equipment Corporation in Geneva, Switzerland. She holds a B.S. in Mathematics from the University of North Carolina, Chapel Hill, and a M.S. in Applied Mathematics from the University of California, Riverside. She earned a Ph.D. in Education from Claremont Graduate University in 1999, where she was the recipient in 1997 of the Winifred Hausam

– Helen Fisk Award, the highest honor Claremont Graduate University faculty can confer on a student of higher education.

Susan has served the College in numerous ways. She has held the positions of chair and assistant chair of the Mathematics Department and is a long-standing member of the Assessment, Program Review, and Strategic Planning Committees. She was faculty co-chair for the 2007 Accreditation Self-Study. From 2004-05 she ventured into administration, serving as associate vice president for Institutional Effectiveness.

Her professional interests include exploring ways to help students better learn mathematics, math anxiety, diversity issues in mathematics education, and the assessment of learning.

Susan is the proud wife of Brendan O'Neill and mother of Rosemary and Samuel. When not teaching, she enjoys spending time with her family in Lake Tahoe.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

NORCO COLLEGE FACULTY

ANDACHEH, KHALIL

**Associate Professor,
Sociology**

B.A., University of Tehran (Iran); M.A., Roosevelt University; M.A., University of California, Irvine; Ph.D., University of California, Irvine. At Riverside Community College District since 2002.

AYCOCK, GREG

**Dean,
Student Success
Project Director Title V**

B.A., University of California, Riverside; M.S., California State University, Long Beach. At Riverside Community College District since 2011.

BADER, MELISSA

**Associate Professor,
English**

B.A., University of Washington; M.A., California State Polytechnic University, Pomona. At Riverside Community College District since 2004.

BECK, REX

**Associate Professor,
Business Administration**

B.S., United States Military Academy at West Point; M.B.A., California State University, San Bernardino. At Riverside Community College District since 2002.

BOELMAN, PETER

**Associate Professor,
Economics**

B.A., Connecticut College, New London; M.A., University of Massachusetts at Amherst. At Riverside Community College District since 1994.

BROCKENBROUGH, CELIA

**Associate Professor,
Library Services**

B.A., Howard University, Washington, D.C.; M.L.S., University of Maryland. At Riverside Community College District since 1991.

BROTHERTON, CATHERINE

**Professor,
Computer Information Systems**

B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 1986.

BURNETT, SARAH

**Associate Professor,
Early Childhood Education**

B.S. Econ; The University of Wales, Swansea; M.S., The Johns Hopkins University. At Riverside Community College District since 2005.

CAMPO, PEGGY

**Assistant Professor,
Anatomy and Physiology**

B.S., Universidad Catolica de Cordoba; M.S., University of California, Riverside; M.A., Harvard University. At Riverside Community College District since 2008.

CAPPS, NICOLE

**Assistant Professor,
English**

B.A., M.A., California State Polytechnic, Pomona. At Riverside Community College District since 2009.

CHACON, ROSINA (Zina)

**Associate Professor,
Counseling**

A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.A., University of Redlands. Ed.D., University of Southern California. At Riverside Community College District since 2003.

CHUNG, ELISA

**Associate Professor,
Mathematics**

A.A., Fullerton; B.S., M.A., California State University, Fullerton. At Riverside Community College District since 1991.

CLUFF, MICHAEL

**Associate Professor,
English**

B.A., M.A., University of California, Riverside. At Riverside Community College District since 1990.

COMSTOCK, TAMI

**Assistant Professor,
English**

B.A., Western State College; M.A., University of Northern Colorado. At Riverside Community College District since 2009.

CORDIER, GERALD

**Assistant Professor of Career and
Technical Education, Drafting**

Course work completed at California State University, Fullerton, and California State University, San Bernardino. At Riverside Community College District since 1988.

COVERDALE, JOHN

**Associate Professor,
Computer Information Systems**

B.A., Occidental College; B.S., M.S., Azusa Pacific University. At Riverside Community College District since 1997.

CRASNOW, SHARON L.

**Professor,
Philosophy**

B.A., Barnard College; M.A., Ph.D., University of Southern California. At Riverside Community College District since 1992.

DEGUZMAN, JOSEPH S.

**Associate Professor,
Mathematics**

B.S., Mapua Institute of Technology, M.S., M.L.Q. University, Manila, Philippines. At Riverside Community College District since 2001.

DIECKMEYER, DIANE

**Interim Vice President,
Academic Affairs
Associate Professor, Reading**

B.A., M.A., University of California, Riverside; Ed.D., University of Southern California. At Riverside Community College District since 1999.

DI THOMAS, DEBORAH

Interim President,

B.S., California Polytechnic University; M.A., Azusa Pacific University; Ed. D., Pepperdine. At Riverside Community College District since 1992.

ECKSTEIN, JOSEPH G.

**Associate Professor,
Geography**

B.A., B.Ed., (Honours), University of Western Ontario, Canada; M.Sc., London School of Economics, London, England. At Riverside Community College District since 1992.

ELIZALDE, ANDRES

**Associate Professor,
English**

B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.

- FARRAR, CAROLACOSTA** Interim Dean of Instruction
Professor, Psychology
B.A., B.S., University of California, Irvine; Ph.D., University of California, Riverside. At Riverside Community College District since 1997.
- FLICK, AREND** Professor,
English
A.B., University of Chicago; Ph.D., University of California, Berkeley. At Riverside Community College District since 1991.
- FRANCO, NICHOLAS** Assistant Professor,
Counseling
A.A., Fullerton College; B.A., California State University, Fullerton; M.S., University of La Verne. At Riverside Community College District since 2009.
- FREITAS, SIOBHAN** Associate Professor,
Chemistry
B.S., University of Massachusetts; M.S., Ph.D., University of California, Los Angeles. At Riverside Community College District since 2000.
- FREWING, JANET** Associate Professor,
Mathematics
B.A., California State University, Fullerton; M.A., University of California, Santa Barbara. At Riverside Community College District since 2001.
- FRIEDRICH FINNERN, TERESA** Associate Professor,
Biology
B.S., Hope College; M.S., Ph.D., University of Michigan. At Riverside Community College District since 2006.
- GARCIA, CARLOS** Associate Professor,
Drafting
B.S., California State University, Fresno; B.S., University of Southern California; M.S., California State University, Northridge. At Riverside Community College District since 1992.
- GRAY, ALEXIS** Associate Professor,
Anthropology
B.A., California State University, Los Angeles. M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 2006.
- GREEN, MONICA** Dean,
Student Services
B.A., University of California, Riverside; M.A., California State University, San Bernardino; Ed.D., Pepperdine University. At Riverside Community College District since 2001.
- GREENE, RAVELLE LYN** Assistant Professor,
Political Science
B.A., M.A., California State University, Northridge; Ph.D., University of Southern California. At Riverside Community College District since 2009.
- GUTIERREZ, MONICA** Associate Professor,
Biology
B.S., University of California, Irvine; Ph.D., University of California, Los Angeles. At Riverside Community College District since 2004.
- HARRIS, VIVIAN** Assistant Professor,
Library
B.A., California State University, Long Beach; M.L.I.S., San Jose State University; M.A., California State University, San Bernardino. At Riverside Community College District since 2011.
- HITCHCOCK, DOMINIQUE** Associate Professor,
Spanish/ French
A.A., B.A., M.A., Ph.D., (Highest Honors) Université de Paris Sorbonne, Paris IV. At Riverside Community College District since 1996.
- HUMBLE, DINA** Associate Professor,
Music
B.M., University of Minnesota; M.M.E., University of Northern Colorado. At Riverside Community College District since 1999.
- ILISCUPIDEZ, MARISA** Assistant Professor,
Counseling
A.A., Mount San Antonio College; B.A., California State University, San Bernardino; M.A., University of San Diego. At Riverside Community College District since 2011.
- JOHNSON, BRIAN D.** Associate Professor,
Mathematics
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.
- KYRIAKOS, STEPHANY** Associate Professor,
History
B.A. (summa cum laude), University of Colorado; M.Phil., Ph.D., Yale University. At Riverside Community College District since 1999.
- LEWIS, MARK E.** Associate Professor,
Communication Studies
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.
- TOMPSETT-MAKIN, DEBORAH J.** Professor,
Political Science
B.S., University of Pittsburgh; M.A., Old Dominion University; Ph.D., University of California, Riverside. At Riverside Community College District since 2000.
- MCALLISTER, LISA** Director,
Health Services
A.S., Broward/Grayson Community Colleges; B.S.N., M.S.N., University of Phoenix. At Riverside Community College District since 2009.
- MILLS, DAVID** Associate Professor,
English
A.A., Riverside Community College; B.A., University of California, Los Angeles; M.A., Indiana University. At Riverside Community College District since 2001.
- MITER, CAROL** Associate Professor,
English
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 1991.
- MOORE, BARBARA** Assistant Professor,
Biology
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2006.
- MOORE, JOHN** Assistant Professor,
Counseling
B.A., M.A., Azusa Pacific University. At Riverside Community College District since 2011.

- MUTO, JAN** Assistant Professor,
Communication Studies
B.A., M.A., University of Delaware; Ph.D., University of Utah. At Riverside Community College District since 2010.
- NANCE, DAMON** Dean,
Library/Learning Resources
A.A., Crafton Hills College; B.A., California State University, San Bernardino; M.L.I.S., San Jose State University. At Riverside Community College District since 2007.
- NELSON, LISA** Associate Professor,
English
B.A., B.F.A., University of South Maine; M.A., University of California, Riverside; Ph.D., Columbia University. At Riverside Community College District since 2005.
- OLAERTS, ANA-MARIE** Associate Professor,
Communication Studies
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2006.
- PARK, STEPHEN** Assistant Professor,
Mathematics
B.S., University of Southern California; M.A., California State University, Fullerton. At Riverside Community College District since 2009.
- PAVLIS, BONNIE** Associate Professor,
Humanities
B.A.(summa cum laude), University of California, Los Angeles; M.A., Ph.D., University of California, Berkeley; Certificate in TESL, University of California, Riverside. At Riverside Community College District since 1990.
- PAYÁN, DAVID A.** Associate Professor,
Counseling
A.A., East Los Angeles College; B.A., University of California, Riverside; M.A., San Diego State University. At Riverside Community College District since 1991.
- PERRY, JUDY** Associate Professor,
Computer Information Systems
B.S., Oklahoma State University; M.S., University of Southern California. At Riverside Community College District since 1994.
- PRIOR, ROBERT** Professor,
Mathematics
B.A., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College District since 1990.
- REY, JASON** Associate Professor,
Mathematics
B.A., M.A., University of California, Riverside; Ed.D., University of Southern California. At Riverside Community College District since 2004.
- REYNOLDS, JOSEPH** Associate Professor,
Counseling
B.S., Florida State University; M.H.S., Ed.D., University of Florida. At Riverside Community College District since 2001.
- RIES, RICHARD** Associate Professor,
Mathematics
B.A., B.S., M.S., University of California, Riverside. At Riverside Community College District since 2005.
- ROBLES, ANDY** Associate Professor,
Mathematics
B.S., M.S., California Polytechnic State University, Pomona. At Riverside Community College District since 1999.
- SHIRINIAN, MARGARITA** Associate Professor,
English as a Second Language
B.A., Moscow State Pedagogical University; M.A., California State University, Northridge. At Riverside Community College District since 2005.
- SKIBA, KARIN** Professor,
Art
B.A., Pitzer College; M.F.A., Claremont Graduate University. At Riverside Community College District since 1990.
- SLONIGER, MITZI A.** Associate Professor,
Reading
B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College District since 2000.
- SMITH, DEBORAH** Associate Professor,
Mathematics
B.A., California State University, San Bernardino; M.S., University of California, Riverside. At Riverside Community College District since 1998.
- STERNBURG, CHARLES** Professor,
Anatomy and Physiology
B.S., M.S., California State University, Northridge; Ph.D., University of California, Irvine. At Riverside Community College District since 1992.
- STEVENS, WALTER** Associate Professor,
Theater Arts
B.A., M.F.A., University of California, Irvine. At Riverside Community College District since 1996.
- SYNODINOS, DIMITRIOS** Associate Professor,
Coordinator, Student Activities
A.A., Glendale Community College; B.A., M.A., California State University, Northridge. At Riverside Community College since 2005.
- THOMAS, JAMES W.** Professor,
Construction Technology
A.A., AS., Chaffey College; A.A., San Bernardino Valley College; B.A., Prescott College; M.P.A., California State University, San Bernardino; D.P.A., University of La Verne. At Riverside Community College District since 2000.
- TRAN, PHU** Associate Professor,
Physics
B.S., California Polytechnic University, Pomona; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.
- TSCHETTER, SHERYL L.** Associate Professor,
English
B.A., University of California, Riverside; M.A., California State University, San Bernardino; Ed.D., University of Southern California. At Riverside Community College District since 2000.
- TYLER, STANLEY** Assistant Professor,
Chemistry
B.A., University of California, Irvine; M.S., University of California, Los Angeles; M.A., Ph.D., University of California, Irvine. At Riverside Community College District since 2009.

UESUGI, KOJI**Associate Dean,
Special Funded Programs**

B.A., University of California, Davis; M.A., Claremont Graduate University; M.A. California State University, Fullerton; Ed.D., University of California, Los Angeles. At Riverside Community College District since 2009.

VAN HULLE, PAUL**Associate Professor,
Manufacturing Technology**

A.S., Riverside Community College; B.A., California State University, Los Angeles; M.A., California State University, San Bernardino. At Riverside Community College District since 2005.

WAGNER, THOMAS**Professor,
Real Estate/Business Administration**

B.A., B.S., Bucknell University; J.D., Temple University Law School; LL.M., University of Virginia School of Law. At Riverside Community College District since 1992.

WALLSTROM, TIMOTHY**Associate Professor,
Kinesiology**

B.S., M.S., California State University, Fullerton; Ph.D., The Ohio State University. At Riverside Community College District since 2006.

WIMER, BEVERLY**Associate Professor,
Kinesiology**

B.S., Northwest Missouri State University; M.S., University of Arizona. At Riverside Community College District since 1989.

WORSHAM, PATRICIA A.**Associate Professor,
Business Administration**

B.A., University of California, Santa Barbara; M.B.A., California Polytechnic University, Pomona. At Riverside Community College District since 2001.

ZWART, GAIL A.**Associate Professor,
Business Administration**

B.S., California Polytechnic University, Pomona; M.P.A., California State University, San Bernardino; M.B.A., Baker College; D.P.A., University of La Verne. At Riverside Community College District since 2003.





Section VIII
DISTRICT

RCCD

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Moreno Valley College

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

Academic Affairs	571-6351	Counseling	571-6104	Instructional Media Center	571-6201
Academic Departments:		Dean of Health Sciences	571-6292	Job Placement	571-6414
Business, and Information Technology		Dean of Instruction	571-6165	KRCC TV, Channel 17	571-6100 x 4317
Systems	571-6125	Dean of Public Safety Education		Law Enforcement Programs	571-6316
Communications	571-6325	and Training	571-6320	Library	571-6111
Health, Human, and		Dean of Student Services	571-6137	Mailroom	571-6145
Public Services	571-6251	Dental Hygiene/Assisting Program .	571-6433	Math Lab	571-6232
Humanities and		Dental Tech Program	571-6440	Matriculation	571-6131
Social Sciences	571-6134	Disabled Student Program		Middle College High School	571-6463
Mathematics, Sciences and		and Services	571-6138	Outreach	571-6236
Physical Education	571-6125	Extended Opportunity		Physician Assistant Program	571-6166
Public Safety Education and		Programs and Services	571-6253	Police Dispatch	222-8171
Training	571-6317	Early Childhood Education		President's Office	571-6161
Admissions	571-6101	Center	571-6214	Puente Program	571-6240
ASRCC Student Government	571-6105	Emergency Medical Services	571-6395	Title V Office	571-6260
Assessment and Placement Testing .	571-6492	Facilities Office	571-6113	Tutorial Services	571-6167
Bookstore	571-6107	Financial Services	571-6139	Web Development	571-6380
Business Services	571-6342	Fire Technology	571-6197	Workforce Preparation	571-6154
Career and Transfer Center	571-6205	Health Services	571-6103	Writing and Reading Center	571-6128
College Police	571-6190	Information Services	571-6116		
Computer Lab	571-6127	Institutional Research and Assessment	571-6388		

Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcollege.edu

Academic Departments		College Police	372-7088	Outreach	372-7052
Art and Humanities	372-7076	24 Hour Dispatch Center	222-8171	Student Activities	372-7007
Business, Engineering and Information		College Receptionist	372-7044	Student Employment	372-7190
Technologies	372-7076	Counseling	372-7101	Student Financial Services	372-7009
Communications	372-7067	Dean of Instruction	372-7018	The Talented Tenth Program (T3p) .	372-7148
Mathematics and Sciences	372-7079	Dean of Student Services	372-7081	Title V, Hispanic Serving	
Social and Behavioral Sciences	372-7076	Disabled Student Services	372-7070	Institution	739-7800
World Languages	372-7076	Early Childhood Education	739-0068	Trio Programs	
Admissions and Records	372-7003	Extended Opportunity		Student Support Services	372-7155
Assessment Center	372-7156	Programs and Services	372-7128	Upward Bound	372-7149
Bookstore	372-7085	Health Services	372-7046	Tutorial	372-7143
Career / Transfer / Job Placement . .	372-7043	Library/Learning Resources	372-7019	Writing and Reading Center	372-7000 x 4545

Riverside City College

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

Admissions and Records	222-8600	Disabled -Student Services	222-8060	Career and Technical Education	222-8131
Applied Technology	222-8491	Diversity and Equity Compliance	222-8435	Open Campus	www.opencampus.com
Art	222-8395	Early Childhood Education	222-8068	Outreach	222-8574
Art Gallery	222-8358	Extended Opportunity		Performance Riverside	222-8100
Athletics	222-8892	Programs and Services	222-8045	Senior Citizen Education	222-8090
Bookstore	222-8140	Health Services	222-8151	Student Activities	222-8570
Business Administration	222-8550	Human Resources	222-8588	Student Financial Services	222-8710
College Police	222-8520	Information Systems and		Transcript Office	222-8603
24 Hour Dispatch Center	222-8171	Technology	222-8556	Transfer Center	222-8446
Parking Control (Citations)	222-8520/21	International Student Center	222-8160	Tutorial	222-8168
Community Education	222-8090	Library/Learning Resources	222-8560	Veterans Office	222-8602
Cosmetology	222-8181	Math Learning Center	222-8000 x 4100	Writing and Reading Center	222-8632
Counseling	222-8440	Nursing, School of	222-8405	Workforce Preparation	222-8648



RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

OFFICE OF THE CHANCELLOR

Dr. Gregory Gray
Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

Mr. Jim Parsons
Associate Vice Chancellor, Strategic Communications and Relations

Mr. Orin Williams
Associate Vice Chancellor, Facilities Planning and Development



Dr. Gregory Gray

OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori
Provost/Vice Chancellor, Educational Services

Dr. John Tillquist
Dean, Economic Development

Ms. Sylvia Thomas
Associate Vice Chancellor, Educational Services

Mr. David Torres
Dean, Intuitional Research

Mr. Raj Bajaj
Dean, Institution Reporting and Academic Services

OFFICE OF THE VICE CHANCELLOR, ADMINISTRATION AND FINANCE

Dr. James Buysse
Vice Chancellor, Administration and Finance

Mr. Aaron Brown
Associate Vice Chancellor, Finance

Mr. Steve Gilson
Associate Vice Chancellor, Information Services

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
District Curriculum Chair
Riverside Curriculum Committee Chair

Ms. Natalie Hannum
Committee Member
Moreno Valley Curriculum Committee Chair

Mr. Peter Boelman
Committee Member
Norco Curriculum Committee Chair

Ms. Sylvia Thomas
District Administrative Co-Chair*

Mr. Chip Herzig
Committee Member*
CurricUNET Liason

Ms. Toni Van Buhler
Committee Secretary*

Ms. Naomi Foley
Committee Clerk*

*Non-voting member



RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

RCCD GOALS — 2005-2015

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

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

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

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

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

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

OUR RCCD VISION AND VALUES

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

OUR VISION

The Riverside Community College District is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

VALUES

Recognition for Our Heritage of Excellence: We embrace the District's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

Passion for Learning: We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

Respect for Collegiality: We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

Appreciation of Diversity: We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

Dedication to Integrity: We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

Commitment to Community Building: We believe the District is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

Commitment to Accountability: We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

RCCD FUNCTIONS

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending the colleges of Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

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

CAREER AND TECHNICAL EDUCATION

Goal: Occupational programs, through an advisory process, respond to the changing needs of our communities' labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At the colleges, occupational skills training provides specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

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

Objective: The colleges 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 Alford, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

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

The Moreno Valley and Norco Campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010 (see the following Accreditation section). It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

DISTRICT MEMBERSHIPS

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics,

the Community Colleges for International Education, the Community College League of California, the Consortium for North American Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Norco Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce

STRATEGIC COMMUNICATIONS AND RELATIONS

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications and Relations 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.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships and other special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in the acquisition of land for what is now Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery, Passport to College, the purchase of the RCCD Alumni House, the Riverside Aquatics Complex, among other initiatives. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, one of the largest scholarship campaigns undertaken by a community college at the time. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$5 million, with \$500,000 distributed annually in scholarship support to incoming, continuing, and transferring students. In 2005 and 2006, an additional \$1,000,000 in scholarships was awarded to students enrolled in the Passport to College program, a nationally recognized early outreach initiative. In 2006, the RCCD Foundation launched a major gifts initiative—Campaign RCC which successfully raised more than \$20 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support to the School of Nursing/Science Complex, acquire Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. If you would like to learn more about the RCCD Foundation or you are interested in gift and scholarship opportunities, please call (951) 222-8626 or visit the foundation's website at www.rccd.edu/community/foundation.



RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive, now known as the RCCD Alumni House. The house overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the rear courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point in the home's garden, and a visual testament to RCCD Alumni and friends of the District. For gifts of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at RCCD, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick today!

OPEN CAMPUS

The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of online-based technologies including the Internet and streaming media. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

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

RESERVE OFFICER TRAINING CORPS

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

ARMY AND AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial

year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

Air Force ROTC

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

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact (951) 571-6138.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation

in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at RCCD 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.rccd.edu/pages/ferpa/ for more information.

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

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor,

collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.norcocollege.edu.

REPEAT POLICY

Course Repetition in a Non-Repeatable Course

Title 5 Sections 55040-55046, 55253 and 56029

Education Code Section 76224

- A. Students may repeat courses under the following circumstances:
1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
 - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW", or "NP" has been recorded.
 - b. A student is limited to a maximum of five (5) allowable attempts per course unless he/she has received four (4) "W's" or three (3) substandard grades in the course.
 - c. A "Request for Course Repetition"* is required for any exceptions to "b" above.
 2. The student's previous grade is, at least in part, the result of extenuating circumstances.
 - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. *
 3. There has been a lapse of time (at least 5 years) since the student previously took the course. (See Significant Lapse of Time section)
 4. The course outline of record has been officially changed and demonstrates significant curricular changes.*
 5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included

for purposes of calculating the student's grade point average.

B. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
3. Students may repeat any course, which was taken at an accredited college or university and for which substandard academic performance was recorded.
4. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office at any college. Requests are approved or denied by the Dean of Instruction, or designee.

Significant Lapse of Time

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of five (5) or more years since the grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District will disregard the previous grade and credit when computing a student's grade point average.

Course Repetition in a Repeatable Course

Students may repeat courses in which a "C" or better grade was earned.

The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four (4) times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the most recent grade used in the computation of the grade point average.
 - b. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Examples of activity courses include physical education, music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three times.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

After a student has attempted a course four (4) times and in instances where a student is permitted to repeat a course any number of times, the student will be required to register for the course, in person, at the Admissions and Records office of any campus.

COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/human_resources, or by calling (951) 222-8039.

COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 or the Penal Code.

PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibido, o asociado con: discapacidad, sexo/género, nacionalidad, raza, origen étnico, edad (40+), religión, orientación sexual, estado civil, estado de Veterano de Vietnam, o cualquier característica enumerada o definida en la Sección 11135 del Código de Gobierno o una característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción o real discapacidad, sexo/género, nacionalidad, raza origen étnico, religión, orientación sexual, edad, o alguna característica enumerada o definida en la Sección 11135 del Código de Gobierno o cualquier característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

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

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

FILING A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process

de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o queja para ser investigado, quien participe en una investigación, quien representa o defiende a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL:

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que el conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.

is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at www.rcc.edu/administration/board/policies.cfm, www.rcc.edu/administration/hr/dec.cfm, from the Diversity and Human Resources Department, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

or with the:

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

WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative

- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la propuesta resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en www.rcc.edu/administration/board/policies.cfm, www.rcc.edu/administration/hr/dec.cfm, en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita..
- En situaciones en que la queja afirme discriminación en el empleo, la queja deberá ser presentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días..
- Usted puede presentar una queja con el:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

o con:

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

Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

ALL APPEALS MUST BE IN WRITING

(E-mail is not a satisfactory method.)

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el periodo de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una

apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street
Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

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



DISTRICT ACADEMIC ADMINISTRATION**BAJAJ, PANKAJ****Dean,****Institutional Reporting and Academic Services**

B.E., MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

BRADY, GLEN**Director, Distance Education**

B.S., University of Utah; M.S., San Diego State University. At Riverside Community College District since 2000.

BUYSSE, JAMES**Vice Chancellor,****Administration and Finance**

BA., M.A.S., Ph.D., University of Illinois. At Riverside Community College District since 1992.

GRAY, GREGORY W.**Chancellor**

B.S., Indiana University of Pennsylvania; M.Ed., University of Pittsburgh; Ed.D., Pennsylvania State University. At Riverside Community College District since 2009.

KANE, MELISSA**Vice Chancellor,****Diversity and Human Resources**

B.A., University of Missouri; M.A.A., University of Memphis. At Riverside Community College District since 2005.

KEELER, RICHARD**Director,****Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

MAGHROORI, RAY**Vice Chancellor/Provost,****Educational Services**

B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

MARTINEZ, DANIEL**Associate Dean,****Institutional Research**

B.S., Loma Linda University; M.A., California State University, San Bernardino; Ph.D., Claremont Graduate University. At Riverside Community College District since 2000.

THOMAS, SYLVIA A.**Associate Vice Chancellor,****Educational Services****Associate Professor, Reading**

B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College District since 1988.

TILLQUIST, JOHN**Dean,****Economic Development**

B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

TORRES, DAVID**Dean,****Institutional Research**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.



FACULTY EMERITI

Michael Amrich, Professor Emeritus, Chemistry
 Sally Armstrong, Professor Emerita, Art
 Hilda Attride, Professor Emerita, English
 Jo Ann Bailey, Professor Emerita, Library Services
 Theodore Banks, Professor Emeritus, Physical Education
 James Baylor, Professor Emeritus, Business Administration
 Henry Z. Benedict, Professor Emeritus, Counseling
 Joe Bennett, Professor Emeritus, Automotive Technology
 Richard Bevan, Professor Emeritus, Dental Technology
 John S. Biehl, Professor Emeritus, Biology and Health Services
 Elizabeth Bigbee, Dean Emerita, Learning Resources
 Janis Binam, Professor Emerita, Anthropology
 Donald Birren, Professor Emeritus, Physical Education
 Douglas Bond, Professor Emeritus, Chemistry
 Friedrich Brose, Professor Emeritus, Library Services
 C. Kenneth Brown, Professor Emeritus, Instructional Media
 Vern Browne, Professor Emeritus, Computer Information Systems
 Patricia Bufalino, Professor Emerita, Nursing
 Ronald Burton, Professor Emeritus, English
 Dean Chambers, Professor Emeritus, Business Administration
 Linda Chang, Professor Emerita, Library Services
 JoAnn Chasteen, Professor Emerita, Nursing
 Mike Churchill, Professor Emeritus, Physical Education
 Eileen Colapinto, Professor Emerita, Counseling
 Marmion Complin, Professor Emerita, Computer Information Systems
 George Conrad, Professor Emeritus, Machine Shop Technology
 Frank Corona, Professor Emeritus, Spanish
 Lois O. Cresgy, Professor Emerita, Physical Education
 Arthur Dassow, Professor Emeritus, Counseling
 Foster Davidoff, Superintendent/President, Emeritus
 Brenda Davis, President Emerita and Professor Emerita, Nursing
 Betty Day, Professor Emerita, English
 Philip Denham, Professor Emeritus, English/Mathematics
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology
 Robert Dixon, Professor Emeritus, Astronomy
 JoEllen Dooley, Professor Emerita, Library Services
 Roger Duffer, Professor Emeritus, Music
 John Elliott, Professor Emeritus, Physics
 Stanley Everett, Professor Emeritus, Administration of Justice
 Al Fages, Professor Emeritus, Physical Education
 Brenda Farrington, Professor Emerita, Counseling
 Annette Gaines, Professor Emerita, Nursing
 Robert L. Garvin, Professor Emeritus, Automotive Technology
 John Georgakakos, Professor Emeritus, Chemistry
 Sharon Gillins, Professor Emerita, Film, Television and Video
 Garnett Lee Gladden, Professor Emeritus, Psychology
 Grace Goodrich, Professor Emerita, Accounting/Business/CIS
 Pauline Goss, Professor Emerita, Nursing

Cecil Green, Professor Emeritus, Business Administration
 Helen Hadden, Professor Emerita, Business
 Michael Hain, Professor Emeritus, Biology
 Allen E. Hansen, Professor Emeritus, Mathematics
 Kenneth Harper, Professor Emeritus, Anthropology
 Wihelmina Hathaway, Professor Emerita, Chemistry
 Raphael C. Hawley, Professor Emeritus, Physics and Astronomy
 Lauris Hazlett, Professor Emeritus, Mathematics
 Carol Hensel, Professor Emerita, Home Economics
 Alta Hester, Professor Emerita, Counseling
 James Hill, Professor Emeritus, History
 Jimmie Hill, Professor Emeritus, Counseling
 Patricia Hora, Professor Emerita, Nursing
 Sam Huang, Professor Emeritus, Biology and Health Science
 Charles Inacker, Dean Emeritus, Instruction
 Bruce Jackson, Professor Emeritus, Counseling
 Charles Jackson, Professor Emeritus, Anthropology and Sociology
 Henry Jackson, Professor Emeritus, Welding
 George Jiang, Professor Emeritus, English and Speech
 Gilbert Jimenez, Professor Emeritus, History
 Cecil Johnson, Professor Emeritus, Biology
 Hilda (Bixler) Johnson, Professor Emerita, Nursing
 Tom Mark Johnson, Director Emeritus, Athletics
 Kristina Kauffman, Professor Emerita, Political Science
 Allan Kirkpatrick, Professor Emeritus, Sociology and Psychology
 LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities
 Janice Kollitz, Professor Emerita, English
 Theodore Knipe, Professor Emeritus, Psychology
 Lee Kraus, Professor Emeritus, English
 Kenneth Krivanek, Professor Emeritus, German and English
 Robert S. Kroger, Professor Emeritus, Physics
 Carolyn Sue Kross, Professor Emerita, Nursing Education
 James Kross, Professor Emeritus, Physical Education
 Wilma La Cava, Professor Emerita, Nursing
 Taiko Lacey, Professor Emerita, Office Administration
 Mary Lange, Professor Emerita, Nursing
 Louis Larson, Professor Emeritus, Geography
 Susan Lawrence, Professor Emerita, Counseling
 Jim Leatherwood, Dean Emeritus, Occupational Education
 Edward Ledford, Professor Emeritus, English
 Eva Leech, Professor Emerita, Nursing
 Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
 John Locker, Professor Emeritus, Criminal Justice
 George Londos, Professor Emeritus, Biology
 Ann Marie Lyons, Professor Emerita, Mathematics
 Barbara Mariscal, Professor Emerita, Cosmetology
 Cynthia Marquez, Professor Emerita, Philosophy and Religion
 Jean Marsh, Professor Emerita, Cosmetology
 W. Paul Matthews, Professor Emeritus, Engineering
 John M. Matulich, Deputy Superintendent and

Vice President Emeritus, Administrative Services
 Doris Mawn, Professor Emerita, Medical Assisting
 Doris McElroy, Professor Emerita, Nursing
 Leighton McLaughlin, Professor Emeritus, Journalism
 Ron McPherson, Professor Emeritus, Computer Information Systems
 Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services
 Michael Meyer, Professor Emeritus, English
 Joseph B. Miller, Professor Emeritus, Health Science
 V. Eva Molnar, Professor Emerita, Business Administration
 Michael Montano, Professor Emeritus, Mathematics
 David Moody, Professor Emeritus, Mathematics
 Gloria Jean Morgan, Professor Emerita, Cosmetology
 James Morrison, Professor Emeritus, Biology
 Donald Myers, Professor Emeritus, Biology
 Harold Nemer, Professor Emeritus, Mathematics/Astronomy
 Louis N. Papac, Professor Emeritus, Cosmetology
 May R. Paquette, Professor Emerita, Office Administration
 John Partida, Professor Emeritus, Cosmetology
 Pamela Patey, Professor Emerita, Office Administration
 Patricia Peters, Professor Emerita, Physical Education
 Louise Peterson, Professor Emerita, Home Economics
 Gail Piestrup, Professor Emerita, English
 Joan Pleasants, Professor Emerita, Chemistry
 Richard Ramirez, Vice President Emeritus, Student Services
 Natalie Ringlund, Professor Emerita, Physical Education
 Cheryl Roberts, Professor Emerita, Early Childhood Studies
 Nancy Rose, Professor Emerita, Library Science
 John Ross, Professor Emeritus, Music
 Salvatore Rotella, Chancellor Emeritus
 Phyllis Rowe, Professor Emerita, Nursing
 Joan Royce, Professor Emerita, Psychology
 Mary Ryder, Professor Emerita, Counseling
 Fernando Salcedo, Professor Emeritus, Spanish
 Carol Salgado, Professor Emerita, Early Childhood Studies
 June Saunders, Professor Emerita, Nursing
 Darrell Sausser, Professor Emeritus, Music
 Robert Schermerhorn, Professor Emeritus,
 Physical Education and Athletics
 Richard Schneider, Professor Emeritus, Psychology
 Joan Semonella, Professor Emerita, Speech Communication
 Gary Semonella, Professor Emeritus, Speech Communication
 Kenneth Shabell, Professor Emeritus, Mathematics
 Selby Sharp, Professor Emeritus, Chemistry,
 Engineering and Mathematics
 Terrance Shaw, Professor Emeritus, Anatomy and Physiology
 Roger Sliva, Professor Emeritus, Automotive Body Technology
 Katie Smith, Professor Emerita, Reading
 Robert Southwick, Professor Emeritus, Geology
 Dina Stallings, Professor Emerita, English and Speech
 Dorothy Steck, Professor Emerita, Nursing

Linda Stonebreaker, Professor Emerita, Reading
 Letha Strain, Professor Emerita, Office Administration
 Margaret Thompson, Professor Emerita, Home Economics
 John Thornton, Professor Emeritus, Reading
 Irmy Tilton, Director Emerita, Cosmetology
 Patrick Titus, Professor Emeritus, Counseling
 Melchior Tomaselli, Professor Emeritus, Cosmetology Department
 Tony Turner, Professor Emeritus, Physical Education
 Richard K. Tworek, President Emeritus
 Evan Vail, Provost Emeritus
 Donald Van Dyke, Professor Emeritus, Biology/Botany
 Barney W. Van Noy, Professor Emeritus, Dental Technology
 Joseph von Helf, Professor Emeritus, Anthropology
 Todd Wales, Professor Emeritus, Drafting
 Charles Walker, Professor Emeritus, English/Speech Communication
 Dorothy (Chari) Wallace, Professor Emerita, Business Administration
 Roger Warren, Professor Emeritus, Cosmetology
 LeRoy Watters, Professor Emeritus, Psychology
 David Waxman, Professor Emeritus, Physical Education
 Diana Webster, Professor Emerita, Business Administration
 Auston White, Professor Emeritus, Administration of Justice
 Gerald Williams, Professor Emeritus, Electronics
 Bruce Wilson, Professor Emeritus, Physical Education
 Pearl Wolfesen, Professor Emerita, College Nurse
 Cecilia Wong, Executive Dean Emerita, Technology/Learning Resources
 Geraldine Woods, Professor Emerita, Anthropology
 Gordon R. Woolley, Jr., Assistant Superintendent Emeritus and
 Business Manager
 Cornelia Wylldestar, Professor Emerita, Reading



Section IX
INDEX

INDEX

A	
Academic Appeals by Students	10
Academic Calendar	vi
Academic Freedom	2
Academic Honesty	10
Academic Renewal	10
Accounting	
Courses	113
Curricular Pattern	71
Transfer Pattern	52
Accreditation	3
Add Procedures	4
Additional Degree Requirements	34
Administration of Justice	
Courses	114
Curricular Pattern	63
Transfer Pattern	52
Administration	v, 197
Admission and Registration of Students	3
Advanced Placement	36
Advisory	4, 113
Air Conditioning and Refrigeration	
Curricular Pattern	64
Alumni House	200
American Sign Language	
Courses	116
Curricular Pattern	108
Anatomy and Physiology	116
Anthropology	
Courses	116
Transfer Pattern	52
Appeals, Academic	10
Application for Admission	3
Applied Digital Media and Printing	
Curricular Pattern	65
Architecture	
Courses	117
Curricular Pattern	66
Areas of Emphasis	29
Art	
Courses	118
Curricular Pattern	67
Transfer Pattern	52
Arts, The	
Art, Music, Theater	10
Assessment	5
Associate Degree in Arts	29
Associate Degree in Arts for Transfer	43
Associate Degree in Science	32, 58
Associate Degree, Graduation Requirements	28
Associate Degree, Philosophy for	28
Attend, Who May	3
Attendance	4
Auditing Classes	35
Automotive Technology	
Curricular Pattern	68
B	
Banking and Finance	
Curricular Pattern	71
Basic Skills Competency Requirement	33
Biology	
Courses	122
Transfer Pattern	52
Black Studies	124
Board of Trustees	inside front cover
Books, Equipment and Supplies	7
Botany (also see Biology),	
Transfer Pattern	53
Business Administration	
Courses	124
Curricular Pattern	71
Transfer Pattern	53
C	
Calendar	vi
California State University (CSU) Admission Requirements	45
Career and Technical Education Programs	32, 57
Career Center	11
Catalog Rights	35
Certificate Programs	34, 45, 58, 63
Change of Information	201
Chemistry	
Courses	125
Transfer Pattern	53
Chicano Studies	126
Clubs and Organizations	17
College Hour	18
College Level Examination Program (CLEP)	38
College Transfer Requirements	41
Commercial Music	
Courses	126
Curriculum Pattern	75
Communications Studies	
Associate in Arts for Transfer	43
Courses	127
Transfer Pattern	53
Community Education	198
Community Interpretation	
Curricular Pattern	76
Computer Applications and Office Technology	
Courses	129
Curricular Patterns	76
Computer Information Systems	
Courses	131
Curricular Patterns	78
Transfer Pattern	53
Computer Science	
Courses	137
Transfer Pattern	53
Concurrent Enrollment	3
Conduct, Standards	19
Construction Technology	
Courses	140
Curricular Pattern	83
Cooperative Agencies Resources for Education (CARE)	12
Corequisites	4, 6, 10, 112
Cosmetology	
Curricular Pattern	83
Counseling Center	5, 11
Course Descriptions	111
Course Repetition	201
Credit by Examination	38
Culinary Arts	
Curricular Pattern	85
Curricular Patterns	51
D	
Dance (academic)	
Courses	142
Dance (The Arts)	10
Dean's List	35
Dental Assistant	
Curricular Pattern	85
Dental Hygiene	
Curricular Pattern	86
Transfer Pattern	53

Dental Laboratory Technology		
Curricular Pattern	87	
Disabled Student Services	11, 200	
Discipline	12	
Discrimination Policy	203	
Dismissal	19	
Drafting Technology (also see Engineering),		
Curricular Pattern	87	
Drop Procedures	4	
E		
Early and Middle College Programs	12	
Early Childhood Education		
Courses	143	
Curricular Pattern	88	
Economics		
Courses	146	
Transfer Pattern	53	
Education		
Transfer Pattern	53	
Education Paraprofessional		
Curricular Pattern	90	
Educational Plan, Student	6	
Electronics Technology		
Courses	168	
Curricular Pattern	90	
Emergency Medical Services		
Curricular Pattern	92	
Emergency Medical Technician (EMT)	92	
Engineering		
Courses	149	
Curricular Pattern	93	
Transfer Pattern	54	
English		
Courses	152, 187	
Transfer Pattern	54	
English as a Second Language	155, 187	
Enrollment, Limitations on	4, 112	
Enrollment, Open	3	
Environmental Science, Transfer Pattern	54	
Evaluation of Credit	4	
Expenses (see Fees)		
Extended Opportunity Program and Services (EOPS)	12	
Extenuating Circumstances Petition	35	
F		
Faculty	189	
Norco College	191	
Faculty, Emeriti	209	
Family Educational Rights and Privacy Act (FERPA)	18, 200	
Fees	7	
Film, Television and Video		
Curricular Pattern	94	
Final Examinations, Final Grades	36	
Financial Services, Student	12	
Federal Aid (FAFSA)	12	
Student Employment	14	
State Aid	13	
Student Loans	14	
Scholarships	14	
Fire Technology		
Curricular Pattern	95	
Food Services	16	
Foreign Students (see International Student Center)		
Foundation	199	
French	157	
Full-time Status	4	
Functions	198	
G		
Game Development (see Simulation and Game Development)		
General Business (see Business Administration)		
General Education Requirements for Transfer	43	
General Education Requirements	27	
General Education Student Learning Outcomes	28	
Geographic Information Systems		
Courses	157	
Curricular Pattern	97	
Geography		
Courses	158	
Transfer Pattern	54	
Geology		
Transfer Pattern	54	
Goals, Institutional	2, 198	
Government, Student	18	
Grade Point Requirement	29	
Grading System	37	
Graduation, Petition for	35	
Graphics Technology (see Applied Digital Media and Printing)		
Grievance Procedure	22	
Guidance		
Courses	159, 187	
H		
Harassment and Retaliation Policy	203	
Health Fee	7	
Health Requirements	5	
Health Science		
Courses	160	
Transfer Pattern	54	
Health Services	16	
High School Articulated Courses	57	
High School Students	3	
History		
Courses	160	
Transfer Pattern	54	
History and Development of the District	199	
Holds	8	
Honors at Graduation, Scholastic	35	
Honors Program	16	
Human Services		
Curricular Pattern	97	
Humanities	161	
I		
Independent Colleges and Universities		
Admission Requirements	45	
Information Center	17	
Interdisciplinary Studies		
Courses	187	
International Education (Study Abroad Program)	17	
International Students	8, 17	
Intersegmental General Education Transfer Curriculum (IGETC)	43, 48	
J		
Japanese	163	
Job Placement Services	11	
Journalism		
Courses	163	
Transfer Pattern	54	
K		
Kinesiology		
Courses	164	
Curricular Pattern	98	
Transfer Pattern	55	

L	
Landscape Architecture, Transfer Pattern	55
Learning Skills Courses (see Reading)	
Library (academic courses)	167
Library/Learning Resource Center	7, 17
Logistics Management Curricular Pattern	73, 100
Lower-Division Transfer Pattern (LDTP)	52
M	
Machine Shop Technology	167
Management (also see Business Administration)	168
Manual Communications (see American Sign Language)	
Manufacturing Technology	
Courses	168
Curricular Pattern	100
Map of College	iv
Marketing (also see Business Administration)	170
Mathematics	
Courses	171
Transfer Pattern	55
Matriculation	5
Medical Assisting	
Curricular Pattern	101
Medical Transcription, Curricular Pattern	101
Memberships, District	199
Microbiology	
Courses	173
Transfer Pattern	55
Military Credit	39
Military Personnel/Family Members	8
Mission Statement	
College	2
District	198
Music (The Arts)	10
Music	
Courses	173
Curricular Pattern	102
Transfer Pattern	55
Music, Commercial (see Commercial Music)	
Musical Performance	174
N	
Native American Studies	176
Non-Credit Courses	187
Non-Degree Credit	112
Non-Discrimination and Prohibition of Harassment and Retaliation	203
Non-Resident Tuition and Fees	7
Nursing Education	
Curricular Patterns	103
Transfer Pattern	55
O	
Occupational Programs (see Career and Technical Education)	
Office Administration (see Computer Applications and Office Technology)	
Open Campus	200
Organizations and Clubs	17
Orientation	5
P	
Paralegal	
Curricular Pattern	105
Parking	7
Pass/No Pass	36
Petition for Graduation	34
Pharmacy, Transfer Pattern	55
Philosophy	
Courses	176
Transfer Pattern	55
Phone Listing	196
Photography	
Courses	177
Curricular Pattern	106
Physical Education (see Kinesiology)	
Physical Science	177
Physician Assistant	
Curricular Pattern	106
Physics	
Courses	177
Transfer Pattern	55
Physiology and Anatomy (see Anatomy and Physiology)	
Police Science (see Administration of Justice)	
Political Science	
Courses	178
Transfer Pattern	55
Pre-Law, Transfer Pattern	55
Prerequisites	4, 6, 10, 112
Privacy Act	200
Probation and Dismissal	19
Program Length	3
Psychology	
Courses	179
Transfer Pattern	55
Public Affairs (see Strategic Communications and Relations)	
Publications, College	inside back cover
R	
Reading	180, 187
Real Estate (also see Business Administration)	180
Refunds	7, 8
Registration	3
Remedial Limitations	4
Repeat Policy	201
Repetition, Course	201
Requirements for College Transfer	41
Residence Requirement for Degree	28
Residency Requirements	7
Retail Management (WAFC) Curricular Pattern	107
Rights and Responsibilities, Student	6
S	
Scholarship, Standards of	19
Scholarships, Student	14
Second Degrees	34
Sign Language Interpreting	
Courses	116
Curricular Pattern	108
Simulation and Game Development	
Courses	181
Smoking Policy	18
Social Events	17
Social Sciences, Transfer Pattern	56
Social Work, Transfer Pattern	56
Sociology	
Associate in Arts for Transfer	44
Courses	183
Transfer Pattern	56
Spanish	184
Special Supportive Services	200
Specialized Training	57
Speech Communication (see Communications Studies)	
Standards of Conduct	19
Stenographer Courses (see Computer Applications and Office Technology)	199
Strategic Communications and Relations	6
Student Educational Plan	6
Student Employment Services	18
Student Financial Services	12
Student Government	18



Student Activities Office	18
Study Abroad Program (see International Education)	17
Subject Examinations	38
Supervision (see Management)	
Supply Chain Technology	185

T

Table of Contents	i
Theater Arts	
Courses	185
Transfer Pattern	56
Transcripts	8
Transfer Programs	52
Transfer Requirements	52
Transferability of Course	45
Tutorial Services	24

U

University of California (UC) Admission Requirements	43
--	----

V

Veterans Assistance	25
Veterans Fees – Personnel/Family	8
Veterans Military Credit	39
Vision and Values	
College	2
District	198

W

Welding Technology	
Curricular Pattern	108
Withdraw Procedures	4
Work Experience	56, 86
Workshop Courses	56

Z

Zoology (see Biology)	
-----------------------	--

RIVERSIDE COMMUNITY COLLEGE DISTRICT
1533 Spruce Street
Riverside, CA 92507
(951) 222-8000



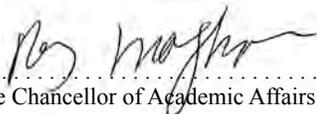
The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College District
Name of School

1533 Spruce Street, Riverside, CA 92507
Address

June 2011
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.


.....
Vice Chancellor of Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

College Catalog	June
Fall Semester Schedule	July
Winter Intersession Schedule	November
Spring Semester Schedule	December
Summer Semester Schedule	April
Community Report	Published quarterly
Faculty Survival Guide	Published annually
Student Handbook	Published annually

For information about college publications, please contact:

Strategic Communications and Relations
Riverside Community College District
1533 Spruce Street
Riverside, California 92507
(951) 222-8857

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2011-2012



Norco College
2001 Third Street
Norco, California 92860-2600
(951) 372-7000
www.norcocollege.edu