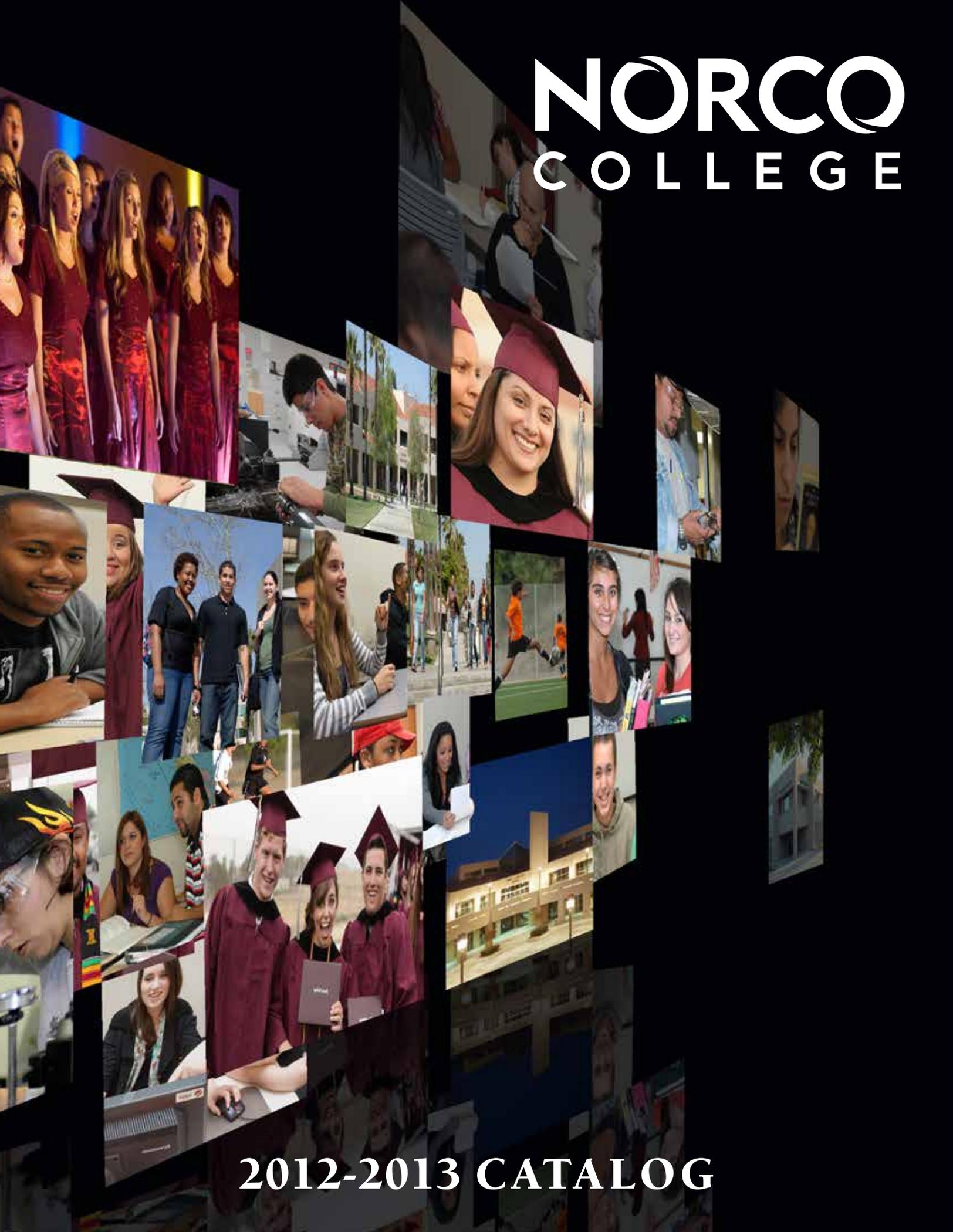


NORCO COLLEGE



2012-2013 CATALOG

RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

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

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**Dr. Paul Parnell
President, Norco College**

BOARD OF TRUSTEES

Janet Green	President
Virginia Blumenthal	Vice President
Samuel Davis	Secretary
Mark Takano	Member
Mary Figueroa	Member
Noemi Jubaer	Student Trustee 2012-13

All information contained in the 2012-13 Catalog is current as of February 2012. 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.rccd.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate or allow harassment of any student or employee 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. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA coordinator, who is Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. Telephone number: (951) 222-8039.

Available in alternative formats.

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GREETINGS FROM OUR PRESIDENT

On behalf of all Norco College's fine faculty, staff and administrators it is my pleasure to welcome you. Our focus is Student Success and Excellence in everything we do. We emphasize high academic standards, a dynamic learning environment, the importance of treating students as individuals and we value diversity. Here you can earn associate degrees relevant to today's technologically oriented workforce that are valued by employers, transfer to four-year universities, complete career technical certificates, develop new job skills or fine tune your basic skills to achieve your education and career goals.

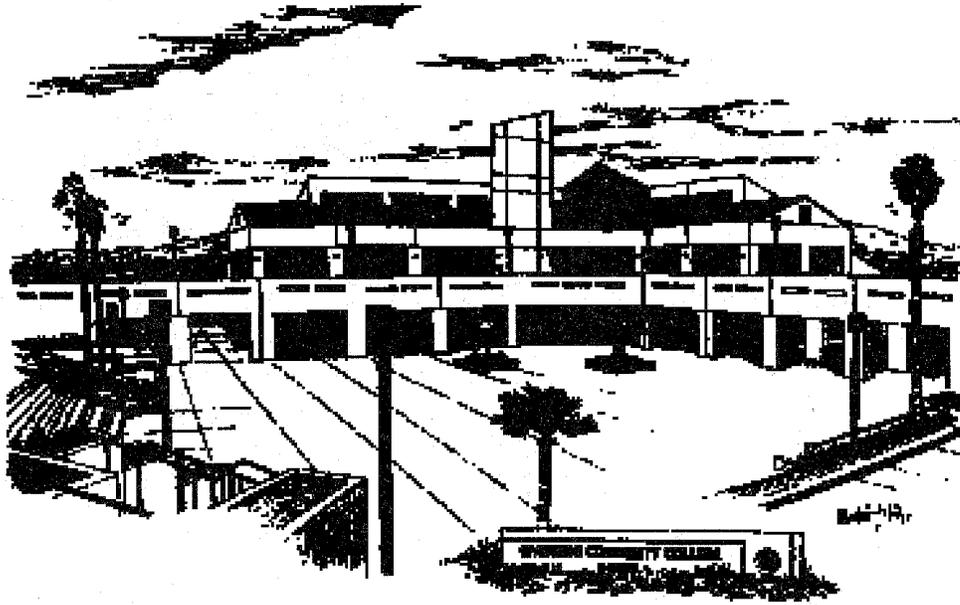


Norco College's strong links with our local community, business and industry leaders, area universities, and local K-12 school districts enable us to give you an education of excellence in emerging programs like logistics and supply chain technology, computer game design, and industrial technology. They contribute to a comprehensive liberal arts and sciences curriculum to serve you in the rapidly changing 21st century workplace. We are honored you have chosen us to further your education. Take full advantage of our student-centered faculty, staff and administrators and the learning services designed for your success. This college catalog is a good starting point to learn about all of our programs. It is available online with links to our class schedule, courses, the student handbook, and college departments at the norcollege.edu website.

One of our newest buildings is appropriately named the "Center for Student Success" and we look forward to meeting you there and across our campus as you study and participate in clubs, performances and campus events all designed to enhance your learning experience at Norco College.

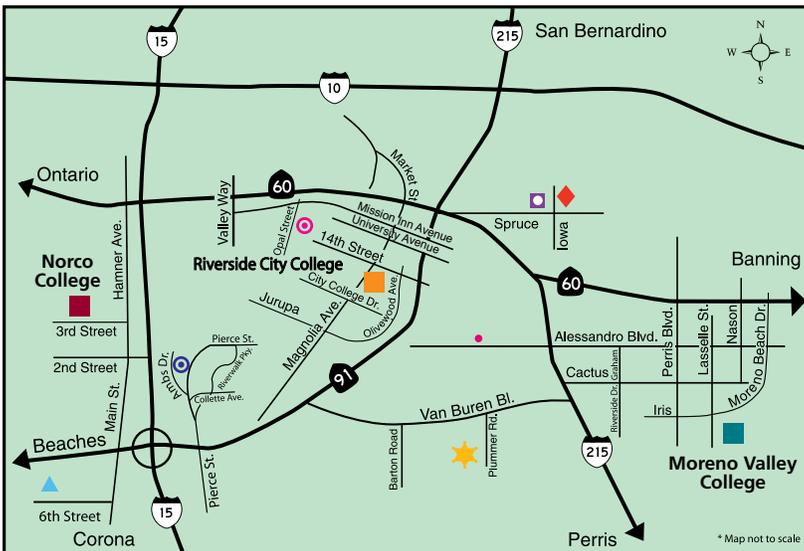
Best Wishes on your Road to Success!
Paul Parnell, Ph.D.
President
Norco College
Riverside Community College District





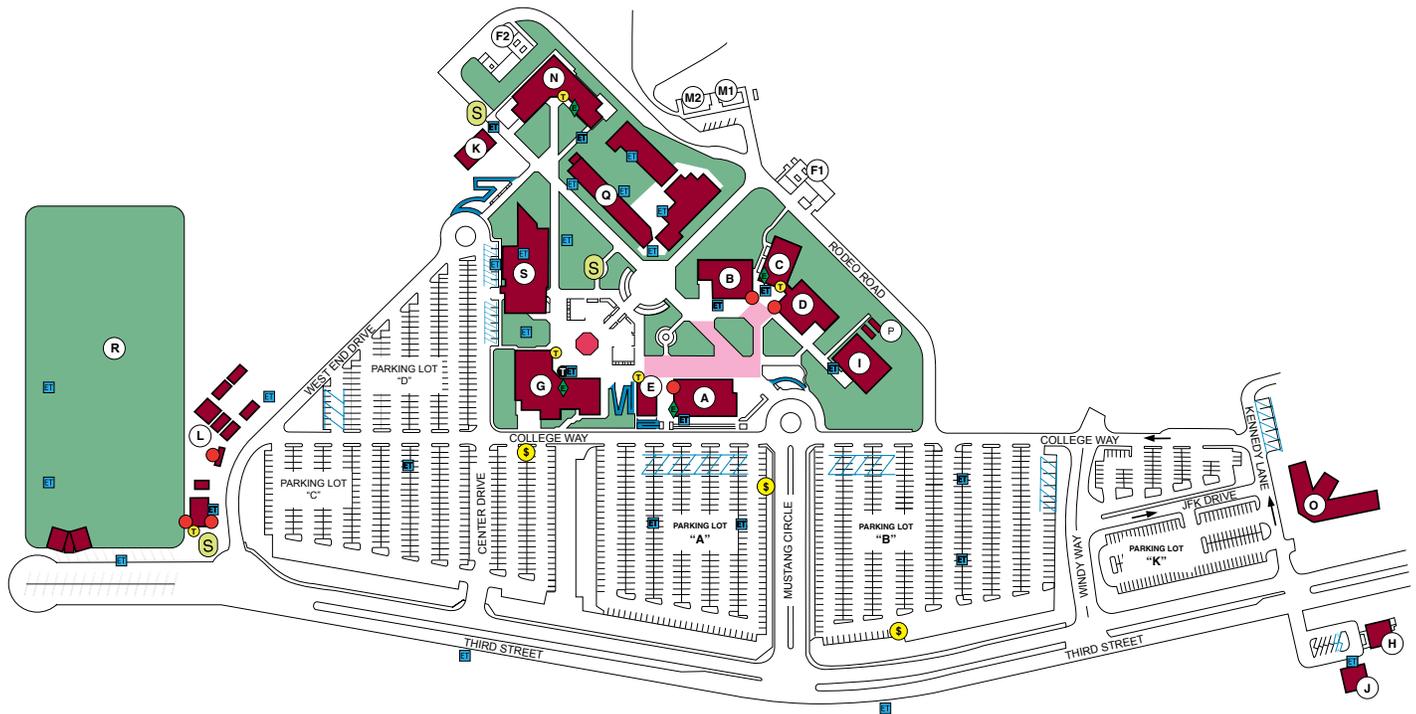
RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

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

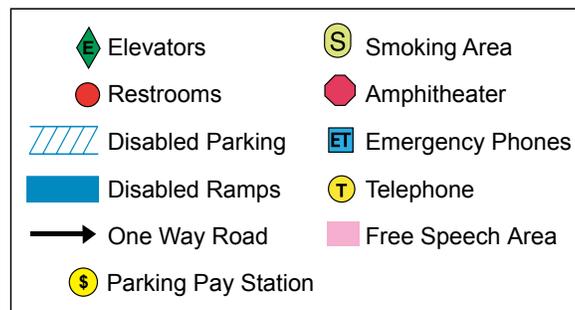


- **Riverside City College**
 4800 Magnolia Avenue
 Riverside, CA 92506-1299
 (951) 222-8000
- **Norco College**
 2001 Third Street
 Norco, CA 92860-2600
 (951) 372-7000
- **Moreno Valley College**
 16130 Lasselle Street
 Moreno Valley, CA 92551-2045
 (951) 571-6100
- **RCCSO**
 450 E. Alessandro Blvd.
 Riverside, CA 92508
 (951) 222-8039
- **RCCD District Office**
 1533 Spruce Street
 Riverside, CA 92507
 (951) 222-8506
- ★ **Ben Clark Training Ctr.**
 3423 Davis Avenue
 Riverside, CA 92518
 (951) 486-2800
- ▲ **RCCD Economic Development**
 152 East Sixth Street
 Corona, CA 92879
 (951) 571-6474
- ◆ **Culinary Academy**
 1155 Spruce Street
 Riverside, CA 92507
 (951) 955-3311
- **Stokoe Annex**
 4501 Amb's Drive
 Riverside, CA 92505
 (951) 222-8729
- **Rubidoux Annex**
 4250 Opal Street
 Riverside, CA 92509
 (951) 328-3881

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) | M | Facilities |
| E | College Safety and Police | N | Applied Technology - (ATEC) |
| F | Central Plants | O | Kennedy Middle College (KMC) |
| 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 ADMINISTRATION

Dr. Paul Parnell
President

Mr. David Bobbitt
Interim Vice President of Business Services

Dr. Diane Dieckmeyer
Vice President, Academic Affairs

Dr. Debbie DiThomas
Vice President, Student Services

Dr. Greg Aycock
Dean, Student Success

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

Dr. Monica Green
Dean, Student Services

Mr. Damon Nance
Dean, Technology and Learning Resources

Mr. Kevin Fleming
Associate Dean, Career and Technical Education

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

Dr. Koji Uesugi
Associate Dean, Special Funded Programs

Ms. Daniela McCarson
Assistant Dean, CalWORKS and Special Funded Programs

Ms. Eva Amezola
Director, Upward Bound

Ms. Hortencia Cuevas
Program Director, Student Support Services

Mr. Mark DeAsis
Director, Enrollment Services

Ms. Maria Gonzalez
Director, Student Financial Services

Ms. Lisa McAllister
Director, Health Services

Ms. Julie Mendez
Director, Upward Bound

Mr. Steve Monsanto
Director, Facilities

Ms. Lorena Patton
Director, Title III STEM Grant

Mr. George Walters
Project Director, NSF National Center, Supply Chain
Technology Education



Riverside Community College District

2012-2013 ACADEMIC CALENDAR

June 2012						
S	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
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April 2013						
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May 2013						
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June 2013						
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23	24	25	26	27	28	29
30						

- Required Day for New Faculty - August 21
- Summer Session 2012
June 18 - July 29 (6 weeks)
- Required FLEX Day
College - 1/2 day AM August 23
District/Discipline - 1/2 day AM February 8
- Optional FLEX Day
August 23 & February 8 - 1/2 days PM
August 24
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 7)
- Classes not in Session
- Fall 2012
August 27 - December 14
Weekend Classes - September 1 - December 9
- Winter Intersession 2013 (6 weeks)
January 2 - February 10
Weekend Classes - January 5 - February 10
- Spring 2013
February 11 - June 7
Weekend Classes - February 23 - June 2
- Final Exams

For final exam schedule, please refer to the Class Schedule.
Graduation: June 7, 2013
The application deadline to walk in the Commencement Ceremony is April 1, 2013



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.”

This aligns with Title 5 section 51023 and as evidenced by the adoption of Board Policy 4030.

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 2012-2013 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 Kennedy Middle College high school 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.norcocollege.edu for updates.

ADMISSION AND REGISTRATION OF STUDENTS

Students need to apply if:

- They have never been a student at any of the Riverside Community College District colleges.
- They have not been in attendance at any RCCD college for at least one major term (fall or spring only).
- They submitted an application for a future term and wish to attend a current one.

Beginning with the fall 2012 term, students will not need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).

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/add code obtained from the instructor. Authorization or add codes are active on the first day of the class until the add deadline. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

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

Units for Full-Time/Part-Time Status

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

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 College, Moreno Valley College 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 Kinesiology department about sports physicals.

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 in person appointments for Accuplacer and PTESL online at www.norcocollege.edu on the Assessment webpage. Students with questions regarding the inability to schedule an appointment can contact the Assessment Center. Hours of operation are posted outside the Assessment Center, available online, and via telephone at (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. 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 website below.

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

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 80, 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 online 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. Students will be able to access the online 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 online 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 online orientation is completed. If you have any further questions, please call (951) 372-7101 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.

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.norcocollege.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 one 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 Norco Bookstore has many choices for students to purchase their books. We offer a successful rental program, many digital options, and used and new textbooks.

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.

An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

We offer a wide selection of supplies needed for the many classes on the colleges. We also have a selection of school spirit and accessories.

The Norco Bookstore will gladly accept 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. We also accept Barnes and Noble gift cards. We do not accept checks.

Full refunds are given on textbooks during **the FIRST week** of school only with a store receipt. If you drop a class, you have 30 days from the start of school to return for a full refund (store receipt and proof of class drop is required). The book must be in the same condition that you purchased it in. All returns/exchanges require an original receipt. The bookstore will buy back textbooks every day from students. The best time to sell back your textbooks is during finals week. Just bring your student identification and the books to the store and we can give let you know the value.

Order your textbooks thru norcollegebookstore.com and follow us on facebook.com/bncollege for information, promotions and discounts in the bookstore.

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.norcollege.edu, or in the Admissions office at the Student Services 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 "Rush" official transcript request. 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 non-immigrant 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.norcollege.edu.

Holds on Records

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

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

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 independently (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 www.norcocollege.edu on the Admissions and Records webpage. 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 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.

CALWORKS AT NORCO COLLEGE

Current and prospective Norco students who meet the criteria for program eligibility which includes having minor children and both the parent(s) and children are receiving cash aid may receive services through the college CalWORKs Program. Eligible CalWORKs students usually begin by participating in an intake appointment where they are introduced to Norco College and the CalWORKs program. Each CalWORKs student then is given the opportunity to meet with a Norco College counselor to develop an educational plan. Students are referred to and assisted with other resources on campus as necessary, including Student Financial Services, Disability Resource Center, Admissions, etc.

CalWORKs students receive support services such as priority registration, intensive case management, job placement, counseling, career advisement, and other services that promote success. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Norco CalWORKs staff continues to recruit eligible students so that support services can be provided to ensure their success in school and the workplace.

Call (951) 372-7052 for more information.

CAREER AND JOB PLACEMENT CENTER

The Career and Job Placement Center is dedicated to assisting students with resources to help them explore career options and identify job opportunities on- and off-campus as students complete their educational goal at Norco College. The Center collaborates with Career and Technical Education to promote career activities and co-hosts the Career and Job Fair.

The Career and Job Placement Center is committed to providing resources, information, and services to students who are interested in researching jobs and exploring career options.

Our services include:

- Occupational resources (regularly updated jobs list)
- Computers with Internet access
- Eureka career explorations program
- Resume assistance (Resume Builder software and workshops)
- Career and Job Fair

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

COUNSELING CENTER

The mission of the Norco College Counseling Department is to foster and promote the intellectual, emotional, social and cultural development of students by offering a wide range of counseling, career,

instructional and educational services. Our services assist students in acquiring the skills, attitudes, abilities, and knowledge that will enable them to take full advantage of their college experience and achieve success.

Counseling supports the academic goals of the College through consultation and collaboration with faculty, staff, and campus organizations. We offer comprehensive guidance courses and counseling services reflective of our diverse population and evolving student needs.

Counselors advise students in planning and achieving their personal, educational, and career/vocational goals through:

- Individual counseling appointments, express/walk-in counseling, online counseling
- Orientation
- Student Educational Plans (SEPs)
- Academic probation/dismissal counseling
- Transfer course selection for UC, CSU and private universities
- Certificate and associate degree requirements
- Instruction of guidance courses
- Assessment and interpretation of career inventories
- Referrals to other support services
- Career exploration

How To Schedule An Appointment With a Counselor

New students may make an appointment with a Counselor after completing Assessment, Orientation and Counseling (AOC). AOC is completed online through WebAdvisor. Students may call the Counseling Center at (951) 372-7101 for an appointment or students may schedule an appointment online at www.norcocollege.edu on the Counseling webpage. If a student is unable to keep an appointment, we ask that the student call and cancel or reschedule 24 hours prior. Counseling hours vary by term. The Counseling Center is located on the second floor of the Student Services building.

DISABILITY RESOURCE CENTER

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:

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

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 enrollment opportunities at Kennedy Middle College High School or visit www.cnusd.k12.ca.us/jkhs for details.

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
- Over-and-above tutoring
- Transfer information and assistance

To be eligible for EOPS at Norco College, 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 45 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
- Child care stipend
- Bus pass or parking pass
- Campus 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.norcollege.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.

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, sign up NOW for a Sallie Mae debit card. Go to www.norcollege.edu to sign up. 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 \$30.00 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 assists 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 half 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.norcollege.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. 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 receive your 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 on the second floor of the Student Services Building 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:

• **High School Diploma**

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, or has passed a federally approved Ability to Benefit test (ATB) prior to July 1, 2012.

• **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.

• New: AB 540 eligible students may apply for and participate in the Board of Governors (BOG) fee waiver program starting Jan. 1, 2013. (Note: Please check our website for updates).

• **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 one time only 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 required 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 lower level of the Library building. Our office is open Monday and Thursday 8:00 a.m. to 7:30 p.m., Tuesday and Wednesday 8:00 a.m. to 4:30 p.m., and Fridays from 8:00 a.m. to 2:00 p.m. Hours may vary in summer and winter terms so check the college website for current hours. To make appointments either come in to our office in person or call (951) 372-7046.

Health Services that are offered to all current students includes: first aid/emergency care; basic hearing /vision screenings; in-house Blood Sugar testing, Strep Throat testing, and pregnancy testing; over the counter medications; psychological counseling; and evaluation and treatment of common health problems and well women exams by our physicians and nurse practitioner. For complex cases, we offer referrals to outside health agencies in the community.

Limited medical insurance is available against accidental injury while on campus. All college accidents should be reported immediately to the Health Services office for proper evaluation and treatment. For life threatening emergencies always dial 911 from any campus or cell phone.

We are here to serve you! All medical records and discussions with our staff are strictly 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 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 flyers and two posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION/STUDY ABROAD

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 disciplines 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 in such countries as the Czech Republic, Hungary, Greece, Turkey, Morocco, and Italy.

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 J. 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 Wilfred J. Airey Library (Norco College) at: <http://library.rcc.edu/norco/>.

Hours for each library during the Fall and Spring semesters are:
Salvatore G. Rotella Digital Library / Learning Resource Center (Riverside City College)
 Monday – Thursday: 7:30 a.m. – 7:00 p.m.
 Friday: 7:30 a.m. – 4:00 p.m.
 Circulation Services: (951) 222-8651
 Reference Desk: (951) 222-8652

Moreno Valley Library (Moreno Valley College)
 Monday – Thursday: 8:00 a.m. – 7:00 p.m.
 Friday: 8:00 a.m. – 1:00 p.m.
 Circulation Services: (951) 571 – 6111
 Reference Desk: (951) 571 – 6447

Wilfred J. 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

The website to access summer and winter intersession hours is: <http://library.rcc.edu/norco>.

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 at Norco College may 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 colleges, but also the broader communities. The Norco Voice is free and can be obtained in newspaper dispensers provided in various locations on campus. During terms when the Norco Voice cannot be published, alternate forums are made available to students.

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 Center for Student Success Room 106 (CSS 106). New and exciting activities are always planned. Please stop by and find out how you can get involved. You may also check out our website at sites.google.com/site/asnorcocollege.

CLUBS AND ORGANIZATIONS

The ASNC sponsors an array of clubs/organizations, including honors societies, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all students who have paid the current semester's student services fee. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities office (CSS 106).

Honors

AGS (Alpha Gamma Sigma)
Norco Scholars Association

Athletics

Soccer Club
Table Tennis Club

Religious

Mustangs for Christ
Muslim Student Association

Academic

Norco Voice (Journalism)
Puente
The Talented Tenth Program (T3p)
Student Game Creation Club
Game Art Club

Business

SIFE (Students in Free Enterprise)

Social and Cultural

Anthropology
LPEC (Latinos Promoting Education and Culture)
Black Student Alliance

Special Interest

Karate
Green Health Club
Japanese Art Appreciation Club (Anime Club)
Circle K International (Kiwani Club)
Veterans Club
Strive Club (AB 540)
Gender and Sexuality Awareness (GSA) Club

COLLEGE HOUR

Norco College is committed to a strong co-curricular program which is intended to complement instructional programs by offering a broader educational experience providing two "activity hours" per

week: Tuesday/Thursday 12:50 to 1:50 p.m.. During College Hour, an extensive program of activities (e.g., lectures, films, speakers) is provided by the ASNC in collaboration with the Inter Club Council. A master calendar of these events is maintained in the Student Activities Office (CSS 106).

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 dedicate 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 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. The Gamma Zeta chapter of Alpha Gamma Sigma became active at Norco College on April 22, 1995.

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. Please see the campus map on page iv for specific locations.

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 Norco College
- Support for college clubs and organizations
- College social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events
- Provides information and services to all students pertaining

to scholarships, book loans, employment, housing, volunteer opportunities and intramural athletics.

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 (ASNC) 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, by being appointed to vacant positions or by becoming involved in a wide range of other activities.

Norco College 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.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 on the Student Employment programs or to view Federal Work Study information on the Student Employment programs or to view Federal Work study and District positions please refer to our website at www.norcollege.edu/services/employment.

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: Center for Student Success (second 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 5 units during intersession..

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%.

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" "NP" and "NP" are recorded meets or exceeds 50%.

STANDARDS OF STUDENT CONDUCT

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

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

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

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
 3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger

of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at www.rccd.edu/administration/board.
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 will follow procedures delineated in AP 5520.
- 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.

STUDENT SUPPORT SERVICES PROGRAMS (TRiO)

Student Support Services Realizing Individual Success through Education (SSS RISE)

The Student Support Services Realizing Individual Success through Education Program (S.S.S. RISE) is a federally funded TRiO program from the U.S. Department of Education, designed to assist disabled, low-income and/or first-generation college students with enhancing their academic skills, increase retention/graduation rates and provide access and opportunities to higher education.

Services:

- Personal, Academic, Transfer and Career Counseling
- Tutorial Referrals: Personal one on one collaboration
- Workshops (in the areas of transfer information, career, study skills, scholarships)
- Transfer, Financial Aid and Scholarship Application Assistance
- Field trips to four-year universities and cultural activities

Eligibility:

- Documented disabilities, for example, mobility impairments, psychological, learning, developmental, visual and hearing impairments and etc.
- Citizen or permanent resident of the United States
- First-Generation college student (neither parent received a four-year degree) and/or low-income students by federal guidelines for income and family size.
- Show potential for future success in higher education, plan on completing a A.A. degree, certificate program, and/or transfer to a four year college.
- Has a need for academic support (as determined by the S.S.S. RISE Program)
- Enrolled at Norco College with a minimum of 12 units
- No more than 30 units completed

STUDENT SUPPORT SERVICES PROGRAM (SSS)

The Student Support Services Program (S.S.S.) is a federally funded TRiO program from the U.S. Department of Education, designed to assist low-income, first generation college students and/or disabled students with enhancing their academic skills, increase retention/graduation rates and provide access and opportunities to higher education.

Services:

- Personal, Academic, Transfer, and Career Counseling
- Tutoring Referrals: Personal one-on-one collaboration
- Workshops (in the areas of transfer information, career, study skills, scholarships)
- Transfer, Financial Aid and Scholarship Application Assistance
- Grant Aid for Pell Grant Eligible students
- Field trips to four-year universities and cultural activities

Eligibility:

- Low-income students by federal guidelines for income and

family size.

- First generation college students (neither parent received a four-year degree) and/or disabled
- Citizen or permanent resident of the United States
- Show potential for future success in higher education, plan on completing A.A. degree, certificate program
- Has a need for academic support, (as determined by the S.S.S. Program)
- Enrolled at Norco College with a minimum of 12 units
- No more than 30 units completed

TRANSFER CENTER

The Transfer Center is dedicated to assisting students with resources to enhance their academic success, ultimately leading to the attainment of individual educational goals. The Center maintains an open and welcoming environment that promotes and encourages student development and self-exploration.

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

- Transfer advisement and assistance
- Transfer advisement with university admissions counselors
- College catalogs (UC, CSU, private universities and out of state schools)
- Access to CSU Mentor, University of California
- Access to AICCU (California's independent universities)
- Transfer application assistance
- Transfer information workshops

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

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 three 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 Norco 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.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* to the Student Services office. The Statement of Responsibility 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 four 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.

For more information, contact the Veterans' Services at (951) 372-7142 or email veterans.services@norcocollege.edu. 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 have . . .

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), and 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.
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.

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, 20A, 20B, 20C, 20D, 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

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

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, 54

HUMANITIES, PHILOSOPHY, AND ARTS

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

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

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

The student must 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
 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, 54

KINESIOLOGY, 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.

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

ASSOCIATE IN SCIENCE

CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate in Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more with a grade of "C" or better or a "P" if the course is taken on a "pass/nopass" basis 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 62-80 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
 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.

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 (0-8 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 (excluding MAT-32), 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, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Communication Studies 51; English 85; English as a Second Language 65; Nursing (Continuing Education) 52A, 52B, 52C, 62A, 62B, 62C, 81; Registered Nursing 11A, 11B, 11C, 12A, 12B, 12C.

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 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
 - or
 2. Fitness and Wellness (3 units)

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

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

VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate

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 with a grade of "C" or better.

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 2012, fall 2012, winter 2013, spring 2013

Fall – First day of fall term through October 15 to apply for fall 2012, winter 2013, spring 2013

Winter – First day of winter term through February 1 to apply for winter 2013, spring 2013

Spring – First day of spring term through April 1 to apply for spring 2013

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.

A student may earn more than one degree (AA/AS) from Norco College.

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.

X. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ Summer 2012 through Spring 2013. 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 20% 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 second week of the semester or by the end of the first 20% 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 exams in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A.3. 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.



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	IGETC Area	CSU-GE Area
IB Biology	5B (without lab)	B2
IB Chemistry HL	5A (without lab)	B1
IB Economics HL	4B	D2
IB Geography HL	4E	D5
IB History (any region) HL	3B or 4F	C2 or D6
IB Language A1 (any language except English) HL	3B and 6A	C2
IB Language A2 (any language except English) HL	3B and 6A	C2
IB Language A1 (any language) HL	3B	C2
IB Language A2 (any language) HL	3B	C2
IB Language B (any language) HL	6A	n/a
IB Mathematics HL	2A	B4
IB Physics HL	5A (without lab)	B1
IB Psychology HL	4I	D9
IB Theater HL	3A	C1

AP Exam	GE Area	IGETC Area	CSU-GE AREA
Art History	Humanities	3A or 3B	C1 or C2
Biology	Natural Sciences	5B and 5C	B2+B3
Calculus AB	Language and Rationality	2A	B4
Calculus BC	Language and Rationality	2A	B4
Chemistry	Natural Sciences	5A and 5C	B1+B3
Chinese Language & Culture	Humanities	3B and 6A	C2
Macroeconomics	Social/Behavioral Sciences	4B	D2
Microeconomics	Social/Behavioral Sciences	4B	D2
English Language	Language and Rationality	1A	A2
English Literature	Language and Rationality	1A or 3B	A2+C2
Environmental Science	Natural Sciences	5A and 5C	B1+B3
European History	Social/Behavioral Sciences	3B or 4F	C2 or D6
French Language	Humanities	3B and 6A	C2
French Literature	None	3B and 6A	C2
German Language	Humanities	3B and 6A	C2
Comparative Government & Politics	Social/Behavioral Sciences	4H	D8
U.S. Government and Politics	Social/Behavioral Sciences	4H and US 2	D8+US-2
Human Geography	Social/Behavioral Sciences	4E	D5
Italian Language and Culture	Humanities	3B and 6A	C2
Japanese Language and Culture	Humanities	3B and 6A	C2
Latin Literature	None	3B and 6A	C2
Latin: Vergil	None	3B and 6A	C2
Physics B	Natural Sciences	5A and 5C	B1+B3
Physics C mechanics	Natural Sciences	5A and 5C	B1+B3
Physics C electricity/magnetism	Natural Sciences	5A and 5C	B1+B3
Psychology	None	4I	D9
Spanish Language	Humanities	3B and 6A	C2
Spanish Literature	None	3B and 6A	C2
Statistics	Language and Rationality	2A	B4
U.S. History	Social/Behavioral Sciences	(3B or 4F) US-1	(C2 or D6)+ US-1
World History	Social/Behavioral Sciences	3B and 4F	C2 or D6

AP Exam	RCCD Equivalent	Units
Art History	Art 1 and 2	3 + 3
Biology	Biology 1	4
Calculus AB	Math 1A	4
Calculus BC	Math 1A and 1B	4 + 4
Chemistry	Chemistry 1A and 1B	5 + 5
Chinese Language & Culture	Chinese 1-2	5 + 5
Macroeconomics	Economics 7	3
Microeconomics	Economics 8	3
English Language	English 1A	4
English Literature	English 1A and 1B	4 + 4
Environmental Science	Biology 36	3
European History	History 5	3
French Language	French 1-2	5 + 5
French Literature	None	0
German Language	German 1 and 2	5 + 5
Comparative Government & Politics	Political Science 2	3
U.S. Government and Politics	Political Science 1	3
Human Geography	Geography 2	3
Italian Language and Culture	Italian 1-2	5 + 5
Japanese Language and Culture	Japanese 1-2	5 + 5
Latin Literature	Latin 1-2	5 + 5
Latin: Vergil	None	0
Physics B	Physics 2A and Physics 2B	4 + 4
Physics C mechanics	Physics 4A	4
Physics C electricity/magnetism	Physics 4B	4
Psychology	None	0
Spanish Language	Spanish 1 and 2	5 + 5
Spanish Literature	None	0
Statistics	Math 12	3
U.S. History	History 6 and 7	3 + 3
World History	History 1 and 2	3 + 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.

RCCD GENERAL EDUCATION / CSU-GE CREDIT FOR CLEP TESTS

Students may earn credit for College–Level Examination Program (CLEP) tests. CLEP credit can be used to meet CSU-GE and RCCD general education (GE). UC **does not award units for CLEP credit**. Students must have the College Board send CLEP results to the Admissions Office for use on the A.A. or CSU-GE patterns. **Course credit and units granted at Riverside City College may differ from course credit and units granted by another college or transfer institution.**

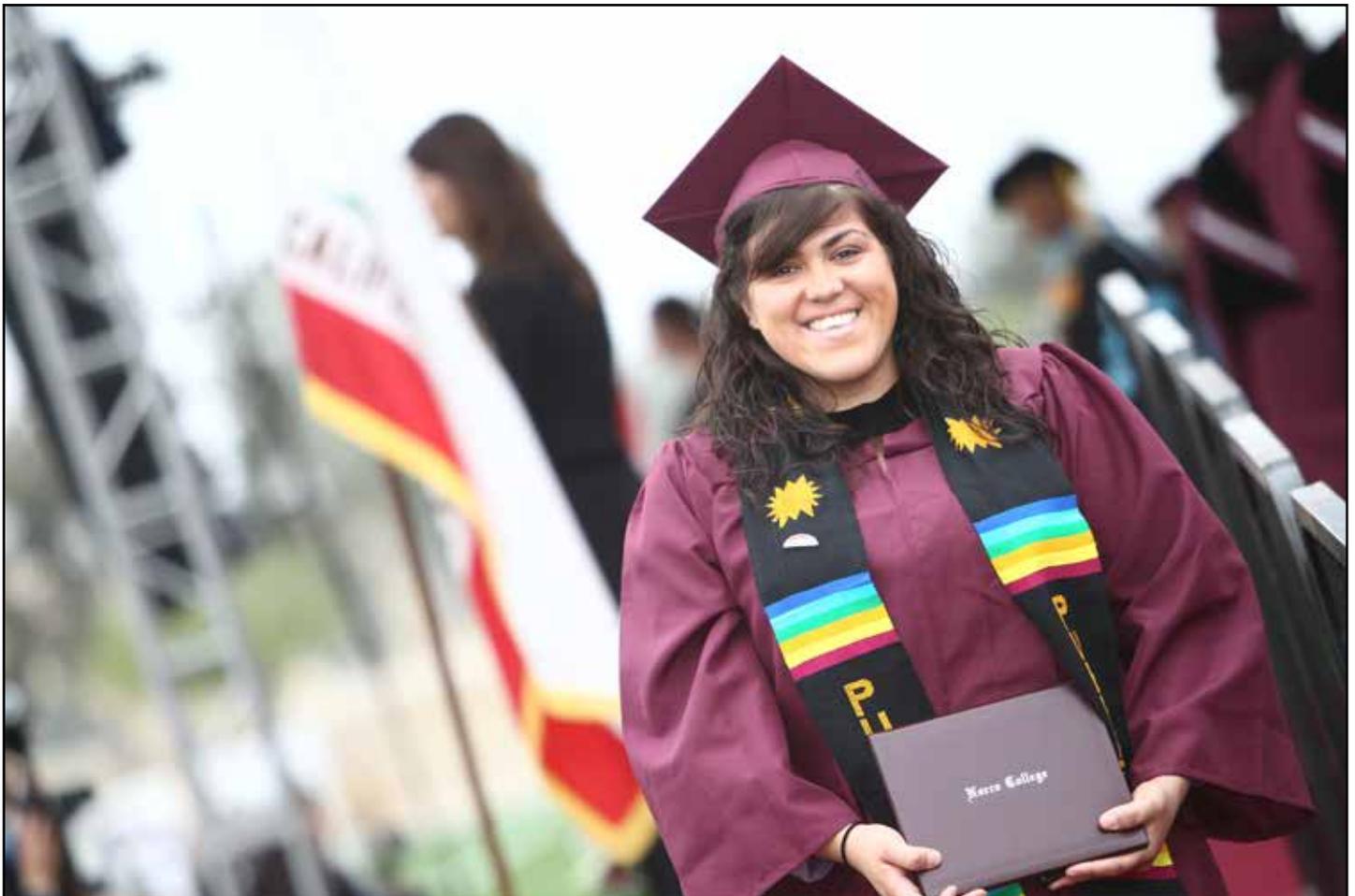


CLEP EXAM	GE RCCD	Credit (Units) Granted	Minimum CLEP SCORE	Semester Credits Toward CSU-GE Breadth Certification	CSU American Institutions and/or GE Breadth Area
American Government	Political Science 1	3	50	3	D8
American Literature	English Literature Elective	3	50	3	C2
Biology	Biology 10 (no lab)	3	50	3	B2
Calculus	Math 1A	4	50	3	B4
Chemistry	Chemistry 10 (no lab)	3	50	3	B1
College Algebra	Math 11	4	50	3	B4
College Composition	English 1A and Elective	4 + 4	50	0	N/A
College Composition Modular	None	0	50	0	N/A
College Mathematics	Math 25 and Elective	3 + 3	50	0	N/A
English Literature	English Literature Elective	3	50	3	C2
Financial Accounting	None	0	50	0	N/A
French Language Level I	French 1 and French 2	5 + 5	50	0	N/A
French Language Level II	French 1, French 2, French 3 and French 4	5+5+5+5	59	3	C2
German Language Level I	German 1 and German 2	5 + 5	50	0	N/A
German Language Level II	German 1, German 2, and German 3	5+5+5	60	3	C2
History of the United States I: Early Colonization to 1877	History 6	3	50	3	D6 + US-1
History of the United States II: 1865 to the Present	History 7	3	50	3	D6 + US-1
Human Growth and Development	None	0	50	3	E
Information Systems and Computer Applications	CIS 1A	3	50	0	N/A
Introduction to Educational Psychology	None	3	50	0	N/A
Introductory Business Law	Business Elective	3	50	0	N/A
Introductory Psychology	None	0	50	3	D9
Introductory Sociology	Sociology 1	3	50	3	D0
Natural Sciences	Life Science and Physical Science Elective	3 + 3	50	3	B1 or B2
Precalculus	None	0	50	3	B4
Principles of Macroeconomics	Economics 7	3	50	3	D2
Principles of Management	Management 44	3	50	0	N/A
Principles of Marketing	Marketing 20	3	50	0	N/A
Principles of Microeconomics	Economics 8	3	50	3	D2
Social Sciences and History	Social Sciences and History (does not meet American History and Institutions requirements)	3 + 3	50	0	N/A
Spanish Language I	Spanish 1 and Spanish 2	5 + 5	50	0	N/A
Spanish Language II	Spanish 1, Spanish 2, Spanish 3 and Spanish 4	5+5+5+5	63	3	C2
Western Civilization I: Ancient Near East to 1648	History 4	3	50	3	C2 or D6
Western Civilization II: 1648 to the Present	History 5	3	50	3	D6

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

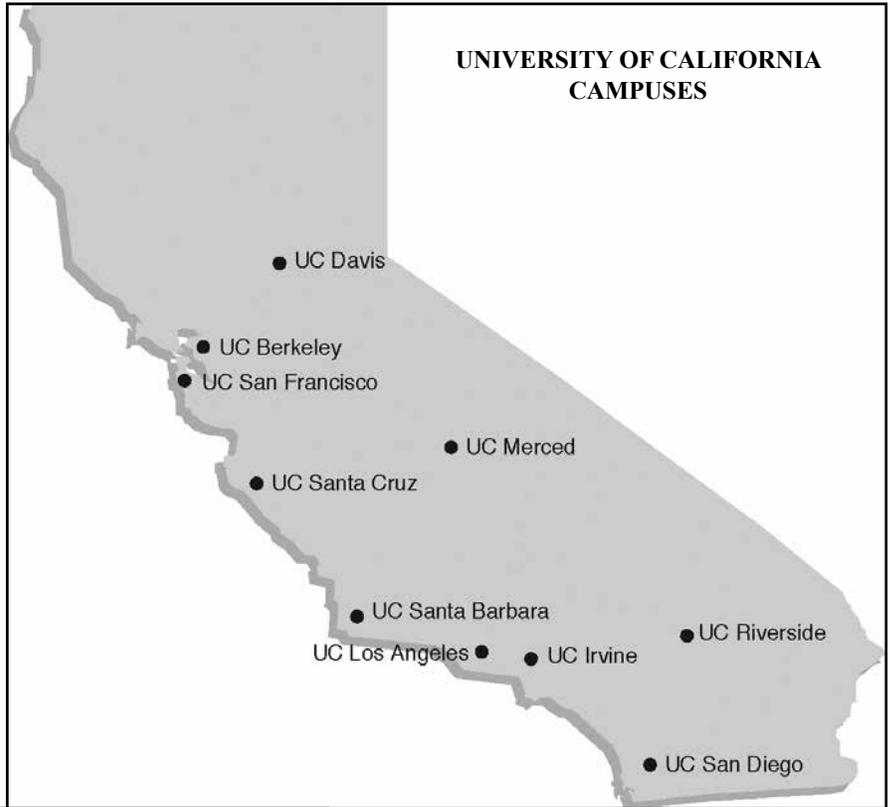
**REQUIREMENTS FOR
COLLEGE TRANSFER**

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

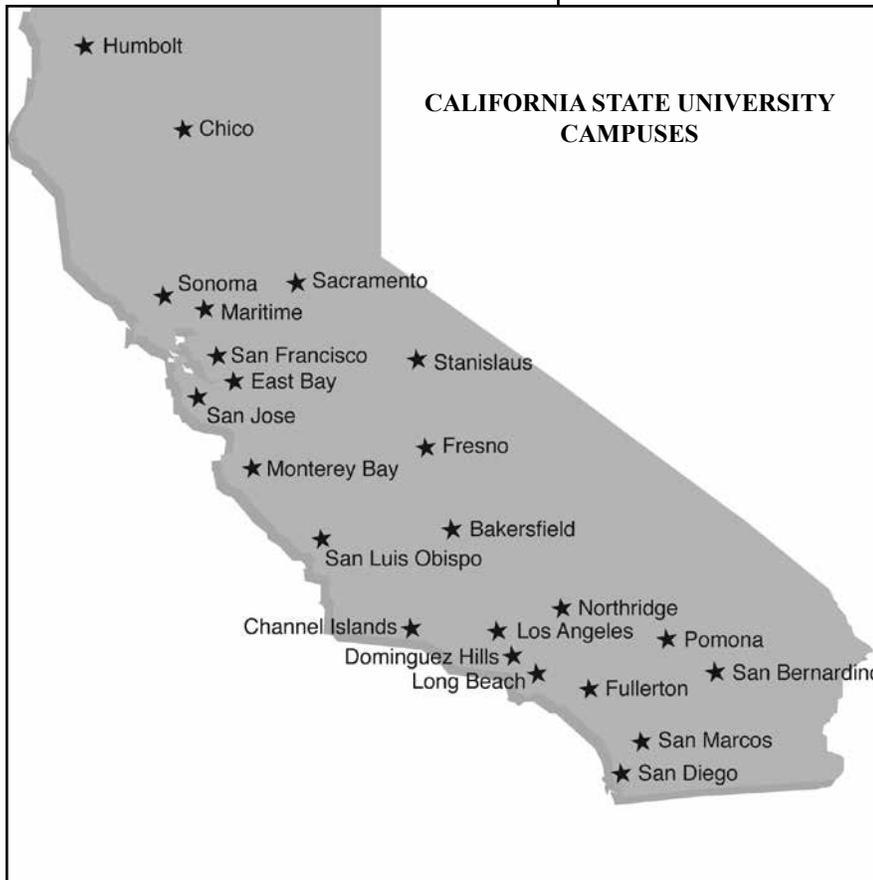
University of California (UC)

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 CAMPUSES



California State University (CSU)

CSU Website: www.csu.mentor.edu

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

REQUIREMENTS FOR TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Norco College offers programs of study that align with the first two years (freshman and sophomore levels) at most four-year colleges and universities. Information on many of the four-year universities can be found in the transfer center. Requirements for admission, general education, and major preparation are different at each four-year institution so it is important to make an appointment to meet with a counselor during your first semester to develop a Student Educational Plan (SEP), which will list all the required courses to reach your goal.

CALIFORNIA STATE UNIVERSITY (CSU)

CSU Minimum Admissions Requirements

Upper Division Transfer Students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 CSU-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.0 GPA (2.4 for California non-residents). GPA requirements may be significantly higher if the campus or the major is impacted.
3. Complete at least 30 semester units (or 45 quarter units) of courses equivalent to general education requirements with grades of "C" or better. The 30 units must include the "Golden Four" (Area A-1: Oral Communication; Area A-2: Written Communication; Area A-3: Critical Thinking; and at least one course of at least 3 semester units (or 4 quarter units) in Area B-4: Mathematics/Quantitative reasoning).

It is highly recommended that students complete either the CSU GE or IGETC certification pattern prior to transferring to the CSU system.

CSU GE CERTIFICATION

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor's degree. Nine of these units are upper-division (junior/senior level) and are to be taken at the CSU campus after transfer. Norco College can certify 39 of these units as having met all of the lower division (freshman/sophomore level) general education requirements. Although it is not an admission requirement, it is to the student's advantage to complete all areas of the general education pattern and have them certified.

Full certification by the community college will be accepted without the need to take additional lower-division general education courses at the CSU campus. Advanced Placement (AP) test credit, certain CLEP exams, and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some CSU GE requirements. Coursework must be evaluated through the office of evaluations or by the Norco College articulation officer. Coursework completed at foreign institutions may not be used for CSU GE certification.

UNIVERSITY OF CALIFORNIA (UC)

UC Minimum Admission Requirements

Upper Division Transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 UC-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.4 GPA (2.8 for California non-residents). At many UC campuses, admission is competitive and the required GPA can be significantly higher.
3. Complete the following course pattern with a grade of "C" or better in each course:
 - Complete two transferable college courses in English Composition (3 semester units or 4-5 quarter units each).
 - Complete one transferable course in mathematical concepts and quantitative reasoning (3 semester or 4-5 quarter units).
 - Complete four transferable college courses (3 semester or 4-5 quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

The majority of UC campuses give high priority to students who have completed major preparation courses.

Students who complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern prior to transfer to the UC system will satisfy the transfer eligibility coursework listed in item 3 above.

IGETC CERTIFICATION

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a campus in either the California State University (CSU) or University of California (UC) System without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education. Courses used for IGETC certification must be completed with grades of "C" or better and must be a minimum of 3 semester or 4-5 quarter units. **Grades of C- are not acceptable.** A course cannot be certified unless it was on the IGETC list during the year when it was taken. Students beginning in Fall 2012 must follow the 2012-2013 IGETC requirements. Advanced Placement (AP) test credit and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some IGETC requirements. Coursework must be evaluated through the office of evaluations or by the Norco College articulation officer. Coursework completed at foreign institutions may not be used for IGETC certification.

PARTIAL IGETC CERTIFICATION

Partial IGETC certification is allowed with a maximum of two courses missing, which have to be completed after transfer. Students need Areas 1 and 2 of the IGETC completed to meet minimum transfer admission requirements. A deficiency in Area 1 and/or 2 may also indicate a student does not meet the minimum transfer requirements.

UC IGETC LIMITATION

Some of the UC campuses do not accept or recommend IGETC for certain majors, (e.g. Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution.

HOW TO REQUEST CERTIFICATION

Students can apply for IGETC or CSU GE certification at the last community college attended prior to transfer. Students can request IGETC or CSU GE certification on the transcript request form found in the Norco College admissions and records department or through their WebAdvisor account.

MAJOR PREPARATION COURSES FOR TRANSFER

For each major at a four-year institution, there are lower-division (freshman and sophomore level) major preparation requirements. Students should complete as many lower-division major courses as possible prior to transfer. Each four-year university has its own programs and major requirements. It is recommended that students see a counselor, on a regular basis, to determine the courses needed to transfer to CSU, UC or a private university.

ASSIST

Major preparation courses for CSU and UC campuses can be found on ASSIST (www.assist.org). ASSIST is an online student-transfer information system that shows how course credits earned at a California Community College can be applied when transferred to a CSU or UC campus.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change or courses deleted from the C-ID database. As a result, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Each private or out-of-state college/university has its set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, you can meet with a counselor to see if Norco College has an articulation agreement with the school you are interested in. Also, some private and out-of-state universities do accept the CSU GE or IGETC pattern. Be sure to ask your counselor if this is the case with

your school of interest. If there is no articulation agreement with the school, you may need to contact the school's admissions office for more information. After researching the transfer admission requirements, students are encouraged to follow up with a Norco College counselor or a representative from the school of interest. The Association of Independent California Colleges and Universities is a good source of information for private 4-year institutions in California. Their website can be accessed at www.aiccu.org.



Associate Degree
for Transfer™

ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Norco College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: <http://californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx>.

Students are encouraged to meet with a Norco College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

COMMUNICATION STUDIES

NAA587 (CSUGE)
NAA588 (IGETC)

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	Public Speaking	3
COM-9/9H	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	Persuasion in Rhetorical Perspective	3
COM-3	Argumentation and Debate	3
COM-6	Dynamics of Small Group Communication	3

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

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

EARLY CHILDHOOD EDUCATION NAS529 (CSUGE) NAS530 (IGETC)

This program focuses on the theory and practice of early childhood care and education for children from birth to age eight for occupational preparation. The course of study will include the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program will have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers.

Program Learning Outcomes

- Upon successful completion of this program, students should be able to:
- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
 - Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.

- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (25 units)		Units
EAR-19	Observation and Assessment In Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices Children of Teaching Young	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3

Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education 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 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

NAA695 (CSUGE) NAA696 (IGETC)

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	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	American Social Problems	3
MAT-12	Statistics	3
or		
MAT-12H	Honors Statistics	3
SOC-50	Introduction to Social Research Methods	3

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

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



CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2012-2013

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. Courses are approved for the academic year in which they were completed.

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 or
COM-1H Honors Public Speaking
COM-6 Dynamics of Small Group Communication
COM-9 Interpersonal Communication or
COM-9H Honors Interpersonal Communication

A-3: Critical Thinking:

COM-2 Persuasion in Rhetorical Perspective
COM-3 Argumentation and Debate
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)
REA-4 Critical Reading as Critical Thinking

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-2B Introductory Chemistry II
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
PHS-1 Introduction to Physical Science
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 Introduction to the Natural History
of So. Cal.
BIO-10 Principles of Life Science
BIO-11 Intro. to Molecular and Cellular Biology

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

**BIO-30 will meet the CSU GE B-2 requirement if taken any time between Fall 2010 and Summer 2013. Effective Fall 2013, BIO-30 will no longer meet the B-2 requirement.*

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; min. 3 semester units):

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
DAN-6 Dance Appreciation
GAM-21 History of Video Games

MUS-3 Fundamentals of Music
MUS-19 Music Appreciation
MUS-23 History of Rock and Roll
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:

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

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

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

C-2: Humanities (Continued):

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
ENG-48 Short Story and Drama from 20th
century to the present
FRE-1 French I

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-3 Creativity and the Imagination
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 the Modern Era
HUM-8 Introduction to Mythology
(Same as ENG-8)
HUM-10 World Religions or
HUM-10H Honors World Religions

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 or
SPA-1H Honors 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-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 Communication
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: Interdisc. Social or Behavioral:

COM-9 Interpersonal Communication or
COM-9H Honors Interpersonal Communication
COM-12 Intercultural Communication
EAR-20 Child Growth and Development
EAR-42 Child, Family and Community

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-8 Introduction to Social 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-12 Marriage and Family Relations
SOC-20 Introduction to Criminology
SOC-50 Introduction to Social Research Methods

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

BIO-30 Human Reproduction and Sexual
Behavior
EAR-20 Child Growth and Development
EAR-42 Child, Family and Community
GUI-47 Career Exploration and Life Planning

GUI-48 College Success Strategies (2 units only)
HES-1 Health Science
KIN-4 Nutrition
KIN-35 Foundation for Fitness and Wellness
KIN-36 Wellness: Lifestyle Choices

KIN-38 Stress Management
PSY-9 Developmental Psychology
PSY-33 Theories of Personality
SOC-12 Marriage and Family Relations

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:

1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.
2. 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.
3. "Golden 4 Courses" in Areas A-1, A-2, A-3, and B-4 must be completed with grades of "C" or better.
4. Some CSU campuses may require specific general education courses based upon the major. Check with a counselor to ensure proper academic planning.
5. It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP). 4/3/12 NF

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2012-2013 FOR TRANSFER TO CSU AND UC

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. For certain majors at some of the UC campuses it may be more advantageous to complete a campus-specific general education pattern. IGETC certification is valid for community college transfer students only. Those who have already transferred to the CSU/UC systems may under some circumstances return to Norco College to complete IGETC requirements. Courses are approved for the academic year in which they were completed. See a counselor for details.

Transfer students will receive IGETC certification after completing all of the subject areas below with a min. "C" grade or better (A grade of "C-" is not acceptable.)

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
ENG-1BH Honors Critical Thinking and Writing

1C - Oral Communication: (CSU requirement only)

COM-1 Public Speaking or
COM-1H Honors Public Speaking
COM-6 Dynamics of Small Group Communication
COM-9 Interpersonal Communication 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 ART-6H Honors Art Appreciation	MUS-3 Fundamentals of Music
ARE-36 History of Architecture - Renaissance through Modern	ART-7 Women Artists in History	MUS-19 Music Appreciation
ART-1 History of Western Art: Pre- Historic, Ancient, and Medieval	ART-8 Mexican Art History	MUS-23 History of Rock and Roll
ART-2 History of Western Art: Rena- issance through Contemporary	ART-9 African Art History	MUS-25 Jazz Appreciation
ART-5 History of Non-Western Art	ART-10 Modern and Contemporary Art History	MUS-26 Film Music Appreciation
	DAN-6 Dance Appreciation	MUS-89 Music of Multicultural America
	FRE-11 Culture and Civilization	THE-3 Introduction to the Theatre
		THE-29 Musical Theater Appreciation

3B – Humanities:

COM-12 Intercultural Communication*	FRE-8 Intermediate Conversation	HUM-10H Honors World Religions
ENG-6 British Literature I: Anglo-Saxon through 18 th Century	HIS-1 History of World Civilizations I*	HUM-11 Religion in America
ENG-7 British Literature II: Romanticism through Postmodernism	HIS-2 History of World Civilizations II*	HUM-16 Arts and Ideas: American Culture
ENG-8 Introduction to Mythology (Same as HUM-8)	HIS-6 Political and Social History of the U.S.* or HIS-6H Honors Political and Social History of the U.S.*	HUM-18 Death: An Interdisciplinary Perspective
ENG-9 Introduction to Shakespeare	HIS-7 Political and Social History of the U.S.*	HUM-23 The Bible as Literature (Same as ENG-23)
ENG-14 American Literature I: Pre-Contact through Civil War	HIS-7H Honors Political and Social History of the U.S.*	HUM-35 Philosophy of Religion (Same as PHI-35)
ENG-15 American Literature II: 1860 to the Present	HIS-14 African American History I*	JPN-2 Japanese 2
ENG-18 Survey of Native American Literature	HIS-25 History of Mexico*	JPN-3 Japanese 3
ENG-20 Survey of African American Literature	HIS-26 History of California*	JPN-4 Japanese 4
ENG-23 The Bible as Literature (Same as HUM-23)	HIS-31 Introduction to Chicano Studies*	PHI-10 Introduction to Philosophy or
ENG-35 Images of Women in Literature	HIS-34 History of Women in America*	PHI-10H Honors Introduction to Philosophy
ENG-40 World Literature I: From Ancient Literature through 1650 C.E.	HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or	PHI-12 Intro. to Ethics: Contemporary Moral Issues
ENG-41 World Literature II: 1650 C.E. to the Present	HUM-4H Honors Arts and Ideas: Ancient World through the Late Medieval Period	PHI-33 Introduction to Social and Political Philosophy
ENG-44 Poetry from the 20 th Century to the Present	Modern Era or	PHI-35 Philosophy of Religion (Same as HUM-35)
ENG-45 Modern Drama	HUM-5H Honors Arts and Ideas: The Renaissance through the Modern Era	SPA-2 Spanish 2 or
ENG-48 Short Story and Novel from the 20 th Century	HUM-8 Introduction to Mythology (Same as ENG-8)	SPA-2H Honors Spanish 2
FRE-2 French 2	HUM-10 World Religions or	SPA-3 Spanish 3
FRE-3 French 3		SPA-4 Spanish 4
		SPA-8 Intermediate Conversation
		SPA-11 Spanish Culture and Civilization
		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-6 Geography of the U.S. and Canada	POL-4H Honors Introduction to World Politics
ANT-2 Cultural Anthropology	HIS-1 History of World Civilizations I*	POL-5 The Law and Politics
ANT-3 Prehistoric Culture	HIS-2 History of World Civilizations II*	POL-11 Political Theory
ANT-4 Native American Cultures	HIS-6 Political and Social History of the U.S. * or	POL-13 Introduction to American Foreign Policy
ANT-5 Cultures of Ancient Mexico	HIS-6H Honors Political and Social History of the U.S.*	PSY-1 General Psychology
ANT-6 Introduction to Archaeology	HIS-7 Political and Social History of the U.S. * or	PSY-2 Physiological Psychology*
ANT-7 Anthropology of Religion	HIS-7H Honors Political and Social History of the U.S.*	PSY-8 Introduction to Social Psychology
ANT-8 Language and Culture	HIS-14 African American History I*	PSY-9 Developmental Psychology
COM-12 Intercultural Communication*	HIS-25 History of Mexico*	PSY-33 Theories of Personality
COM-13 Gender Communication	HIS-26 History of California*	PSY-35 Abnormal Psychology
EAR-20 Child Development	HIS-31 Introduction to Chicano Studies*	SOC-1 Introduction to Sociology
ECO-4 Introduction to Economics**	HIS-34 History of Women in America*	SOC-2 American Social Problems
ECO-7 Principles of Macroeconomics or	POL-1 American Politics or	SOC-3 Social Inequality in American Society
ECO-7H Honors Principles of Macroeconomics	POL-1H Honors American Politics	SOC-10 Race and Ethnic Relations
ECO-8 Principles of Microeconomics	POL-2 Comparative Politics	SOC-12 Marriage and Family Relations
GEG-2 Human Geography	POL-4 Introduction to World Politics or	SOC-15 Women in American Society
GEG-3 World Regional Geography		SOC-20 Introduction to Criminology
GEG-4 Geography of California		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

#BIO-30 will meet the IGETC 5B requirement if it is taken at Norco College any time between Fall 2010 and Summer 2013. Effective Fall 2013, BIO-30 will no longer meet the IGETC 5B requirement.

5C – Science Laboratory:

This requirement is satisfied by completion of any course in 5A or 5B with a laboratory. Lab courses are underlined.

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

FRE-1 French 1	JPN-2 Japanese 2	SPA-2 Spanish 2 or
FRE-2 French 2	JPN-3 Japanese 3	SPA-2H Honors Spanish
FRE-3 French 3	JPN-4 Japanese 4	SPA-3 Spanish 3
JPN-1 Japanese 1	SPA-1 Spanish 1	SPA-4 Spanish 4

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:

1. * 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.
2. ** UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.
3. 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.
4. 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

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.

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
 Architecture
 Art
 Business Administration
 Computer Applications and Office Technology
 Computer Information Systems

Construction Technology
 Early Childhood Education
 Electronics
 Engineering
 Kinesiology
 Machine Shop
 Management
 Manufacturing
 Marketing
 Real Estate
 Theater

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 on the Assessment webpage at www.norcocollege.edu.

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 and the student will receive college credit for a specific high school or ROP course(s). Not all courses are articulated and some courses require students to receive a "B" or better to qualify for credit. Students can find the most up-to-date listing of articulated courses and correlating grade requirements at RCCD's Tech Prep website, www.rccd.edu/techprep.

1. Students wishing to apply for credit by articulation should first complete a RCCD college application at <http://www.cccapply.org/apply>.
2. Once a student ID# is obtained, students may apply online for articulated credit at www.rccd.edu/techprep.

For further information or assistance, please contact the Career and Technical Education Projects office, 951-222-8963.

ALVORD UNIFIED SCHOOL DISTRICT

Accounting Principles (CAT/ACC 55)
 Anatomy/Physiology (AMY 10)
 Architectural Design 1 (ARE 24)
 CADD Computer Aided Drafting and Design (ENE 30)
 Computer Keyboarding (CAT 53)
 Drafting 2 (ENE 21)
 Web Design (ADM 74)
 Word Processing (CAT 50)

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

EMT (EMS 50 & EMS 51)

COLTON JOINT UNIFIED SCHOOL DISTRICT

Advanced Keyboarding/Computer Literacy (CAT 50)
 Microsoft Word (CAT/CIS 34A)

CORONA NORCO UNIFIED SCHOOL DISTRICT

Anatomy/Physiology 1A/1B (AMY 10)
 Architecture Design 1A-1B (ARE 24 & ARE 25)
 Auto 2A/2B (AUT 50)
 Business Procedures (CAT 61)
 Computer Aided Drafting 2A-2B (ENE 42)
 Design Manufacturing Technology 1A & 1B (MAN 52)
 Electronics 1A-1B (ELE 21)
 Introduction to Engineering & Architecture 1A-1B (ENE 21 & ENE 30)
 Photography 1A & 1B (PHO 8)

COLTON REDLAND YUCAIPA ROP (CRY-ROP)

American Sign Language II (AML 1)
 Automotive General Service Technician (AUT 50)
 CISCO Internetworking Level 1 (CIS 26A)
 CISCO Internetworking Level 2 (CIS 26B)
 CISCO Internetworking Level 3 (CIS 26C)
 CISCO Internetworking Level 4 (CIS 26D)
 Construction Technology (CON 60)
 Desktop Publishing & Printing (ADM 1)
 Fundamental Webpage Design (ADM 74)
 Microsoft Office (CAT/CIS 93)
 Welding Occupations (WEL 15)

CALIFORNIA SCHOOL FOR THE DEAF

Construction Technology (CON 60)

JURUPA UNIFIED SCHOOL DISTRICT

Accounting 1 (CAT/ACC 55)
 Auto 1 (AUT 50)
 Introduction to Business 1 & 2 (BUS 10)
 Photography 1 (PHO 8)
 Photography 2 (PHO 9)
 Television Broadcasting (FTV 67)
 Video Production (FTV 67)
 Web Design (ADM 74)

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Advanced Engineering Design w/Solidworks (ENE 42)
 Manufacturing & Materials Engineering 1 (WEL 34)
 Manufacturing & Materials Engineering 2 (WEL 35)

MORENO VALLEY UNIFIED SCHOOL DISTRICT

Advanced Engineering Drawing (ENE 31)
 Accounting 1 (CAT/ACC 55)
 Anatomy and Physiology (AMY 10)
 Architecture Design (ARE 24)
 Automotive Technology I & II (AUT 50)
 Digital Electronics (ELE 25)
 Engineering Drawing 1 & 2 (ENE 21)
 Medical Science/Health Careers 1&2 or Preparing to work in Healthcare Level 1&2 (HET 79)
 Photography 101 (PHO 8 & PHO 9)
 Principles of Engineering (ENE 10 & ENE 60)
 Web Design (ADM 74)

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Automotive Technology (AUT 50)
 Drafting 1 (ENE 21)

NUVIEW UNION SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
 Computer 1 (CAT/CIS 93)
 Photography (PHO 20)

RIVERSIDE COUNTY OFFICE OF EDUCATION CTE/ROP

Allied Health Occupations (HET 79)
 Auto Collision & Refinishing (AUB 50)
 Automotive Technology (AUT 50)
 CIS Microsoft Office Tools I (CAT/CIS 34A)
 CIS Microsoft Office Tools II (CAT/CIS 98A)
 Construction Technology (CON 60)
 Digital Imaging (ADM 71)
 Digital Photography I (PHO 20)
 Emergency Medical Tech (EMS 50 & 51)
 Graphics Technology (ADM 1)
 Maintenance Mechanics (MAN 60 & MAN 61)
 Masonry Occupations (CON 81, 82, 83, 84, 85, & 86)
 Nurse Assistant (HET 80)
 TV/Video Level I (FTV 67)
 Website Design & Development (ADM 74)

REDLANDS UNIFIED SCHOOL DISTRICT

Advanced Multimedia Design #0962 (FTV 67)

RIVERSIDE UNIFIED SCHOOL DISTRICT

Advanced Web Design (ADM 74)
 Anatomy and Physiology (AMY 10)
 Beginning Computer Class (CAT/CIS 93)
 CCNA 1 (CIS 26A)
 CCNA 2 (CIS 26B)
 Certified Nursing Assistant (HET 80)
 Digital Electronics (ELE 25)
 Health & Bioscience Academy I (FIT E2A)
 Health & Bioscience Academy II (HET 79 & MDA 1A)
 Keyboarding/Tech Tool I (CAT 50)
 Medical Terminology (MDA 1A)
 Principles of Engineering (ENE 10 & ENE 60)

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

Adobe Prep I & II (ADM 71)
 Automotive Technology A & B (AUT 50)
 CISCO Academy 1A (CIS 26A)
 CISCO Academy 1B (CIS 26B)
 CISCO Academy 2A (CIS 26C)
 CISCO Academy 2B (CIS 26D)
 Construction Occupations A/B (CON 60)
 Introduction to Accounting (CAT/ACC 55)

SAN BERNARDINO COUNTY SUPERINTENDANT OF SCHOOLS (SBCSS) ROP

Computer Aided Drafting (ENE 21 & ENE 30)

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT

American Sign Language 2 (AML 1)

VAL VERDE UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
 Business Computers (CAT/CIS 3)
 CISCO Academy 1A (CIS 26A)
 CISCO Academy 1B (CIS 26B)
 CISCO Academy 2A (CIS 26C)
 CISCO Academy 2B (CIS 26D)
 Computer Essentials (CAT/CIS 34)
 Web Page Design & Development (ADM 74)

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.



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		•	•

Program	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
AREA OF EMPHASIS						
Administration & Information Systems			•	MAA494	NAA494*	AA494*
American Studies			•	MAA492		AA492*
Communications, Media & Languages			•	MAA495	NAA495*	AA495*
Fine & Applied Arts			•	MAA496	NAA496*	AA496*
Humanities, Philosophy & Arts			•	MAA497	NAA497*	AA497*
Kinesiology, Health and Wellness			•	MAA498	NAA498*	AA498*
Social & Behavioral Studies			•	MAA499	NAA499*	AA499*
Math and Science			•	MAS493	NAS493	AS493*
 Associate Degree for Transfer™						
Communication Studies						
With CSUGE pattern			•	MAA587	NAA587	AA587
With IGETC pattern			•	MAA588	NAA588	AA588
Early Childhood Education						
With CSUGE pattern			•	MAS529	NAS529	AS529*
With IGETC pattern			•	MAS530	NAS530	AS530*
Sociology						
With CSUGE pattern			•	MAA695	NAA695	AA695*
With IGETC pattern			•	MAA696	NAA696	AA696*
Theatre Arts						
With CSUGE pattern			•			AA747
With IGETC pattern			•			AA748
*50% or more of the certificate/degree may be completed online						

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
New Media and Interactive 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
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 Management 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*
Real Estate Salesperson and Transaction	•				NCE854	
COMMERCIAL MUSIC		•	•		NAA645/NCE645	
COMMUNITY INTERPRETATION		•	•	MAS557/MCE557		

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For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at <http://www.rccd.edu/academicprograms/Pages/index.aspx>

Certificates and Degrees	Certificates Approved Locally	Certificates Approved State	Associate Degree	Moreno Valley	Norco	Riverside
COMPUTER APPLICATIONS & OFFICE TECHNOLOGY						
Administrative Office Professional	•					CE637*
Executive Office Management		•	•			AS639*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Office Fast-Track	•					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	•					CE806*
Web Master - Web Designer	•			MCE820	NCE820	CE820*
Web Master - Web Developer	•			MCE843	NCE843	CE843
CONSTRUCTION TECHNOLOGY		•	•		NAS532/NCE532	
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*

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Certificates and Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
ELECTRONICS TECHNOLOGY						
Electronics Technology		•	•		NAS546/NCE546	
EMERGENCY MEDICAL SERVICES						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MCE585		
ENGINEERING						
Civil Engineering Technician		•	•		NAS550/NCE550	
Engineering Graphics	•				NCE796	
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		
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
MANUFACTURING TECHNOLOGY						
Automated Systems Technician		•	•		NAS737/NCE737	
Computer-Aided Production Technology	•				NCE799	
MEDICAL ASSISTING						
Admin/Clinical Medical Assisting		•	•	MAS718/MCE718		
Medical Transcription		•	•	MAS701/MCE701		
MUSIC			•	MAA564		AA680
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
NURSING						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586
Vocational Nursing		•	•			AS588/CE588

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Certificates and Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
PARALEGAL STUDIES			•			AS591*
PHOTOGRAPHY		•	•			AS592/CE592
PHYSICIAN ASSISTANT		•	•	MAS501/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536/NCE536	AS536*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505/CE505
SIMULATION AND GAME DEVELOPMENT						
Game Art: 3D Animation		•	•		NAS686/NCE686	
Game Art: Character Modeling		•	•		NAS687/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NCE688	
Game Art Core	•				NCE855	
Game Audio		•	•		NAS684/NCE684	
Game Design		•	•		NAS685/NCE685	
SPEECH LANGUAGE PATHOLOGY ASSISTANT		•	•	MAS697/MCE697		
WELDING TECHNOLOGY		•	•			AS606/CE606
Stick Welding (SMAW)	•					CE824
TIG Welding (TGAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818



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PROGRAMS AND CERTIFICATES

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

ACCOUNTINGSee [BUSINESS ADMINISTRATION](#)**ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE (MNR) NAS504/NCE504**

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.

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

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

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

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

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

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

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

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

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

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

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)		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

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		
BUS/CIS/CAT-3	Computer Applications for Business	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
General Business	12
Human Resources	12
Logistics Management	12
Management	12
Marketing	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) NAS523/NCE523

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
<hr/>	
ACC-1B Principles of Accounting II	3
and	
Select another 9 units from the following:	9
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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 Accounting Work Experience	1-2-3-4
BUS/MAG-47 Applied Business and Management Ethics	3

GENERAL BUSINESS CONCENTRATION (MNR) NAS524/NCE524

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
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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 Business Administration 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

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
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MAG-56 Human Resources Management	3
and	
Select another 9 units from the following:	9
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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 eight 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
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BUS-80 Principles of Logistics	3
and	
Select another 9 units from the following:	9
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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) NAS521/NCE521

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
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MAG-44 Principles of Management	3
and	
Select another 9 units from the following:	9
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MAG-46 Contemporary Quality Systems Management	3
MAG/BUS-47 Applied Business and Management Ethics	3
MAG-53 Human Relations	3
MAG-56 Human Resources Management	3
MAG-60 Introduction to Hospitality Management	3
MAG-200 Management Work Experience	1-2-3-4
BUS-48 International Management	3

MARKETING CONCENTRATION (MNR) NAS525/NCE525

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Business Administration Major Core Requirements	18
Required for this concentration	3
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MKT-20 Principles of Marketing	3
and	
Select another 9 units from the following:	9
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MKT-40 Advertising	3
MKT-41 Techniques of Selling	3
MKT-42 Retail Management	3
MKT-200 Marketing Work Experience	1-2-3-4
BUS-43 International Business-Marketing	3
BUS-51 Principles of E-Commerce	3
BUS-80 Principles of Logistics	3

REAL ESTATE CONCENTRATION (MNR) NAS527/NCE527

This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Real Estate concentration, the student should be able to do the following:

- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems.
- Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values.
- Discuss and evaluate real estate markets and trends.

Business Administration Major Core Requirements	18
Select another 12 units from the following:	12
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RLE-80 Real Estate Principles	3
RLE-81 Real Estate Practices	3
RLE-82 Legal Aspects of Real Estate	3
RLE-83 Real Estate Finance	3
RLE-84 Real Estate Appraisal	3
RLE-85 Real Estate Economics	3
RLE-86 Escrow Procedures I	3
RLE-200 Real Estate Work Experience	1-2-3-4

REAL ESTATE SALESPERSON AND TRANSACTION (N) NCE854

This program prepares students to buy, sell and lease, and to represent others to buy, sell and lease residential and commercial real estate property. Prepares students to qualify for the California Real Estate Salesperson license and to successfully take the California Real Estate Salesperson exam. Instruction includes analysis of ethical and procedural real estate problems; types of real estate property ownership and leases; sales contracts and associated documents; required disclosures; land use policy; real estate marketing; real estate financing; and state and federal statutes, regulations and court cases affecting California real estate sales and leases.

Certificate Program**Program Learning Outcomes**

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

- Demonstrate the ability to analyze ethical and procedural problems that arise in real estate transactions.
- Discuss and evaluate real estate marketing and sales techniques.
- Explain and evaluate methods of financing and evaluating real estate.
- Demonstrate the ability to analyze state and federal statutes, regulations, and court cases affecting real estate sales.

Required Courses (9 units)	Units
RLE-80 Real Estate Principles	3
RLE-81 Real Estate Practices	3

Select 3 units from the following:

ACC-1A Principles of Accounting I	3
BUS-18A Business Law I	3
RLE-82 Legal Aspects of Real Estate	3
RLE-83 Real Estate Finance	3
RLE-85 Real Estate Economics	3

COMMERCIAL MUSIC

PERFORMANCE (N)

NAA645/NCE645

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 units)	6
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 units)	6
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 of Arts Degree

The Associate of 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.

GAME AUDIO

See [SIMULATION AND GAME DEVELOPMENT](#)

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)

NAS726/NCE726

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

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)**NAS728/NCE728**

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

Certificate Program**Program Learning Outcomes**

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

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

Required Courses (25.5 units)

Units

CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Fundamentals of Programming Logic Using C++	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

Electives - Group 1 (6 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	C++ Programming: Objects	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)

CIS/CSC-11	Computer Programming using Assembler	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

Associate in Science Degree

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

DESKTOP PUBLISHING (N)**NAS647/NCE647**

This program is designed for students who wish to pursue training in desktop publishing. Training will focus on using a computer to design page layouts, develop presentations, and create advertising campaigns. Students will learn to design, integrate, and format all forms of digital images into printable media.

Certificate Program**Program Learning Outcomes**

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

- Design and create images used for printed media in advertising;
- Understand and apply the techniques used to create and modify artwork using a vector-based program or bit-mapped program;
- Integrate text and graphics in a document layout program to create professional-quality, full-color documents;
- Format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication-ready material;
- Demonstrate the knowledge of workflow process in the creation of printed media in advertising;
- Demonstrate the knowledge of design principles in advertising and layout design, type, and lettering applications;
- Incorporate two dimensional design visual media of printed media in advertising.

Required Courses (18 units)

Units

CIS/CAT-78A	Introduction to Adobe Photoshop	3
CIS/CAT-78B	Advanced Adobe Photoshop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction Adobe InDesign	3
ART-22	Basic Design	3
ART-39	Design and Graphics	3

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Desktop Publishing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

SIMULATION AND GAMING: GAME ART (MN) 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)

CIS 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**

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)

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

JAVA PROGRAMMING (NR)**NCE809**

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

WEB MASTER (MNR)

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in Javascript and PHP.

Certificate Program

Core Program Learning Outcomes

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

- Create valid, properly structured web pages using a variety of HTML 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 text, graphics, and multimedia.

Required Courses (17 units)		Units
Core Requirements (6 units)		
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
or		
ADM-74	Dreamweaver for Graphic Designers	3
In addition, choose one of the concentrations below		11

Web Designer Concentration NCE820

Concentration Program Learning Outcomes

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

- Apply design and visual communication principles to web site, page, and interface design.
- 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 Flash to create web animations and interactive web sites.

Concentration Required Courses (11 units)		Units
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	WEB Animation with Flash and	3
CIS/CAT-56A	Designing Web Graphics	3
or		
CIS-CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
Electives	Choose from the list below	5

Concentration Electives (5 units)

CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
or		
ADM-63	Adobe InDesign	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
or		
ADM-77A	Adobe Illustrator	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

Web Developer Concentration

NCE843

Concentration Program Learning Outcomes

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

- Apply programming principles to develop a fully functioning and customized web site experience for both the site user and site administrator.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- Use PHP to enhance a web site's capabilities by creating data driven web page content, custom form validation and processing, and database manipulation.

Concentration Required Courses (11 units)		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
Electives	(Choose from the list below)	5

Concentration Electives (5 units)

CIS/CAT-56A	Designing Web Graphics	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	Web Animation with Flash	3
CIS-54B	Flash Scripting	3
CIS-72C	Introduction to XML	1.5
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

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.

DRAFTING TECHNOLOGY

This program prepares individuals to apply technical skills and advanced computer software and hardware to the creation of graphic representations and simulation in support of drafting and engineering design problems typical of industry. This includes instruction in engineering graphics, computer-aided drafting (CAD), two-dimensional and three-dimensional engineering design, solids modeling, rapid prototyping and engineering animation.

DRAFTING TECHNOLOGY (N)

NAS539/NCE539

Certificate Program

Program Learning Outcomes

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

- An ability to apply and integrate computer technology in the design process, exhibiting skills necessary for entry-level employment, as a designer in the drafting industry.
- Knowledge of engineering drawing skills and practice in the solution of industry related design projects.

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

Electives (2-3 units)

ARE-24	Architectural Drafting	3
ENE-23	Descriptive Geometry	3
ENE-26	Civil Engineering Drafting	3
ELE/ENE-27	Technical Communication	3
ENE-42	SolidWorks I	3
WEL-34	Metal Joining Processes	2

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the drafting technology certificate program, students who complete the Associate in Science Degree in Drafting Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

EARLY CHILDHOOD EDUCATION

This program focuses on the theory and practice of learning and teaching children from birth to age eight; the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education.

EARLY CHILDHOOD EDUCATION (MNR) NAS544/NCE544

This program provides an educational and practical foundation for students interested in working with children from infancy to third grade. In addition to theoretical principles the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. As students progress through the program they fulfill required coursework for the California Child Development permit and for the Early Childhood education/Assistant certificate, and Early Childhood Education 12 Core Units certificate.

Certificate Program

Program Learning Outcomes

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

- Use observation to assess child development, curriculum success, an environmental standards of quality, and then implement program adjustments based on assessment outcomes.
- Identify the patterns of development for children ages zero to three in the areas of 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.

Required Courses (31 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3
Electives	(Choose from list below)	6

Electives (6 units)

EAR-23	Family Home Child Care Program	3
EAR-31	Home Visiting	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-39	Mentor Seminar	.5
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-45	Administration Of Early Childhood Programs II	3
EAR-47	Childhood Stress and Trauma	3
EAR-52	Parenting: Parents as Teachers	1
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EAR-55	Parenting: Common Problems in Infancy and Childhood	1
ART-3	Art for Teachers	3
EDU-1	Teaching in the Multicultural Classroom	3
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
ENG-30	Children's Literature	3
KIN-6	Introduction to Physical Education for Preschool and Elementary Children	3
KIN-30	First Aid and CPR	3
MUS-1	Teaching Music to Young Children	3
SOC-45	Childhood and Culture	3

Child Development Permit

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

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see www.academic.rcc.edu/earlychild/permit.jsp

Associate in Science Degree

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



EARLY CHILDHOOD INTERVENTION (MNR) NAS601/NCE601

ASSISTANT

Certificate Program

Program Learning Outcomes

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

- Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families. Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

Required Courses (31 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	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	3
EAR-43	Children with Challenging Behaviors	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-26	Health, Safety and Nutrition	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) NCE795

ASSISTANT TEACHER

Certificate Program

Program Learning Outcomes

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (6 units) Units

Complete two courses from the list below:		
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

EARLY CHILDHOOD EDUCATION / (MNR) NCE797

TWELVE CORE UNITS

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 Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

INFANT AND TODDLER SPECIALIZATION (MNR) NCE681

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

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 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.

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).

CIVIL 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 solutions.

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

Electives (3 units)

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

Associate in Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the engineering technician certificate program, students who complete the Associate in Science Degree in Engineering Technician will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

ENGINEERING TECHNOLOGY (N) NAS551

Associate in Science Degree

Program Learning Outcomes

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

- An ability to integrate computer technology in the field of Engineering Technology at a sufficient level for entry-level employment.
- Knowledge of engineering principles necessary for transfer to a four-year engineering institution.
- An ability to apply the problem solving process to create and present design solutions.

Required Courses (32-34 units)		Units
ENE-21	Drafting	3
ENE-22	Engineering Drawing	3
ENE/ELE-27	Technical Communication	3
ENE-30	Computer Aided Drafting (CAD)	3
ELE-21	DC-AC Electronics	4
MAT-11	College Algebra	4
MAT-36	Trigonometry	4
WEL-34	Metal Joining Processes	2
Electives	(Choose from list below)	6-8

Electives (6-8 units)

CHE-2A	Introductory Chemistry I	4
ENE-23	Descriptive Geometry	3
MAT-5	Calculus, A Short Course	4
MAT-12	Statistics	3
PHY-2A	General Physics I	4

Associate in Science Degree

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

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of engineering technology by completing a portfolio, which may include sketches, Computer Aided Drafting (CAD), 3-D models, and rapid prototyping.

Students who complete the Associate in Science Degree in Engineering Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

The following certificate may lead to employment competency, but does 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

GENERAL BUSINESS

See [BUSINESS ADMINISTRATION](#)

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

- 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 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/ELE-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](#)

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)

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/BUS-3	Computer Applications for Business	3
COM-1/1H	Public Speaking	3
or		
COM-9/9H	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.

SIMULATION AND GAME DEVELOPMENT

GAME ART: 3D ANIMATION (N) **NAS686/NCE686**

The Game Art: 3D Animation program is designed to provide students with the knowledge and skills necessary for an entry level job in the video games industry and animation industry. Courses cover fundamental artistic preparation and animation principles, as well as industry-standard production tools and techniques. Students are provided a solid foundation in traditional and digital art techniques which are then applied to 3D animation applications. Students learn to plan, set-up, execute, fine tune, and finally import character animations into a game engine. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio. Classes are taught in state-of-the-art computer studios with the latest versions of industry-standard software packages. Students will be prepared to enter the field as a junior character animator, previsualization artist, layout artist, or concept artist.

Certificate Program

Program Learning Outcomes

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

- Create accurate, scaled, well-constructed character and environment drawings for use in traditional 2D animation, Flash animation, and storyboards.
- Demonstrate competent skill in 3D character animation including thoughtful application of the 12 principles of animation.
- Utilize character animation cycles effectively within a game engine including the use of forward and inverse kinematics.
- Demonstrate effective professional communication skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D animations developed in class projects.

Required Courses (40 units)		Units
ART-17	Beginning Drawing	3
ART-44	Animation	3
CIS-54A	Introduction to Flash	3
GAM-31	Introduction to 3D Modeling	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-42	Photoshop for Game Art and Animation	3
GAM-44	Portfolio Production	2
GAM-47	Introduction to 3D Animation	3
GAM-48	3D Character Animation	3
GAM-70	Computer Skills for Game Art	1
GAM-71	Perspective for Game and Animation	3
GAM-72	Anatomy for Game Art	3

GAM-73	Storyboarding for Games	3
GAM-79	Game Studio Production	4

Associate in Science Degree

The Associate in Science Degree in Game Art: 3D Animation will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

GAME ART: CHARACTER MODELING (N) NAS687/NCE687

The Game Art: Character Modeling program is designed to provide students with the knowledge and skills necessary for an entry level job in the video games industry and animation industry. Courses cover fundamental artistic skills, human and animal anatomy, character design, 3D modeling, and rigging a character for animation. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio. Classes are taught in state-of-the-art computer studios with the latest versions of industry-standard software packages. Students will be prepared to enter the field as a character modeler, environment modeler, lighting artist, or 3D artist.

Certificate Program Program Learning Outcomes

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

- Understand and utilize the production pipeline and workflow between Maya and ZBrush for modeling characters for use in Game, Animation and Simulation.
- Analyze and construct bipedal, quadruped and anthropomorphic character models for use in Game, Animation and Simulation.
- Utilize the industry standard techniques of Maya and ZBrush to create both low poly and high poly models for use in Game, Animation and Simulation.
- Produce industry quality character models that demonstrate a thorough understanding of anatomy and proportion as well as proper topology flow as it pertains to modeling characters for use in Game, Animation and Simulation.
- Analyze, differentiate, and construct character models that demonstrate an understanding of standard industry artistic styles such as hyper-realism, cartoony and stylized design.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D character models developed in class projects.

Required Courses (37 units)		Units
ART-17	Beginning Drawing	3
GAM-31	Introduction to 3D Modeling	3
GAM-32	Designing Game Characters	3
GAM-33	Advanced Digital Sculpting	3
GAM-34	Character Rigging	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-42	Photoshop for Game Art and Animation	3
GAM-44	Portfolio Production	2
GAM-45	Materials and Lighting	3

GAM-70	Computer Skills for Game Art	1
GAM-71	Perspective for Game and Animation	3
GAM-72	Anatomy for Game Art	3
GAM-79	Game Studio Production	4

Associate in Science Degree

The Associate in Science Degree in Game Art: Character Modeling will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

GAME ART: ENVIRONMENTS AND VEHICLES (N) NAS688/NCE688

The Game Art: Environments and Vehicles program is designed to provide students with the knowledge and skills necessary for an entry level job in the video games industry. Students completing the program will be well qualified to create large scale models including environments, props, and vehicles, as well as indoor and specialized enclosures in video game worlds. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio. Classes are taught in state-of-the-art computer studios with the latest versions of industry-standard software packages. Students will be prepared to enter the field as a 3D environments artist, prop modeler, level builder or junior modeler.

Certificate Program Program Learning Outcomes

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

- Employ the proper use of industry standard terminology to describe geometry and scenes in a 3D environment.
- Utilize both polygonal and nurbs modeling to create 3D hard surface and organic objects for use in game, animation and simulation environments.
- Create digital vehicles, terrains and environments to scale according to a specific art style direction containing aspects of realism, futuristic and fantasy based design and function.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D environments and vehicle models developed in class projects.

Required Courses (31 units)		Units
ART-17	Beginning Drawing	3
GAM-31	Introduction to 3D Modeling	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-42	Photoshop for Game Art and Animation	3
GAM-44	Portfolio Production	2
GAM-45	Materials and Lighting	3
GAM-46	Environment and Vehicle Modeling	3
GAM-49	Game Modeling and Texturing	3
GAM-70	Computer Skills for Game Art	1
GAM-71	Perspective for Game and Animation	3
GAM-79	Game Studio Production	4



Associate in Science Degree

The Associate in Science Degree in Game Art: Environments and Vehicles will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

GAME AUDIO (N)

NAS684/NCE684

The Game Audio program is designed to provide students with the knowledge and skills necessary for an entry-level job in the video games industry or recording industry. Students will gain foundational skills in both the creative and technical side of game and multimedia audio design as well as an overview of the game industry. Courses cover fundamental skills in music, computer programming, recording, game development and sound design. Students will be prepared to enter the field as a sound designer, audio director, folio artist, composer, audio programmer or producer. The final course of this program is a capstone project with students from the other tracks of the game design program. Classes are taught in state-of-the-art facilities 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:

- Understand the basic elements of game development and design including group working processes, game strategy, theory and gameplay.
- Diagram and describe the major elements of video games from its beginning through the present.
- Create multi-track MIDI and audio recordings utilizing basic and advanced editing techniques in Pro Tools.
- Create and implement audio assets for a video game utilizing industry-standard software, hardware, game engines and audio engine middleware.
- Create an industry-standard portfolio containing audio samples from class projects.
- Demonstrate professional communication skills effectively with colleagues in an industry production project.

Required Courses (37 units)		Units
CIS-5	Fundamentals of Programming Logic Using C++	3
GAM-21	History of Video Games	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-44	Portfolio Productions	2
GAM-79	Game Studio Production	4
MUC-3	Introduction to Pro Tools: MIDI and Audio Production	3
MUC-4	Intermediate Pro Tools: 110	3
MUC-5	Sound Design I	3
MUC-6	Sound Design II	3
MUC-8	Composing Music for Video Games	3
MUS-3	Music Fundamentals	4
Electives	Choose from the list below	3

Electives (3 units)

GAM-22	Game Design Principles	3
MUC-9	Voice Acting and Dialogue for Games	3

Associate in Science Degree

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

GAME DESIGN (N)

NAS685/NCE685

Students completing the Game Design program will be well qualified in the game design process, including game design documentation, standard game design techniques and tools for rapid prototyping including both non-digital and digital methods. Students will be prepared to enter the field as an independent designer, assistant producer, or junior level designer. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce.

Certificate Program

Program Learning Outcomes

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

- Apply the principles of theoretically sound game design including gameplay, core mechanics, game balancing, and iterative rapid prototyping to produce both non-digital and digital original games.
- Create a comprehensive game design document which facilitates team management including communication, milestones/ deadlines and responsiveness.
- Develop content that contributes to a milestone based studio pipeline.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio containing game design projects and documents developed in class projects.

Required Courses (30 units)		Units
GAM-21	History of Video Games	3
GAM-22	Game Design Principles	3
GAM-23	Digital Game Design	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-37	Beginning Level Design for Computer Games	3
GAM-44	Portfolio Production	2
GAM-79	Game Studio Production	4
Electives	Choose from the list below	9

Elective Courses (9 units)		Units
CIS-5	Fundamentals of Programming Logic Using C++	3
CIS-17A	C++ Programming: Objects	3
GAM-31	Introduction to 3D Modeling	3
GAM-42	Photoshop for Game Art and Animation	3
GAM-47	Introduction to 3D Animation	3

Associate in Science Degree

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

GAME ART CORE (N)**NCE855**

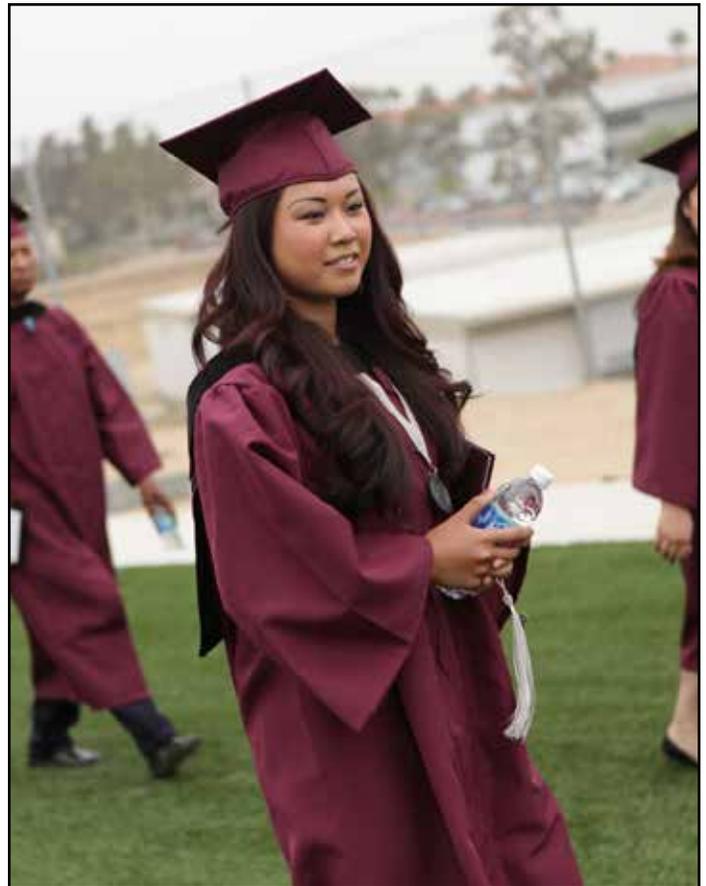
Students completing the Game Art Core will have a broad background in art concepts and digital media and an overview of the games industry. Foundational skills prepare the student to focus on the advanced courses in one or more concentration areas: Environments and Vehicles, Character Modeling and/or 3D Animation.

Certificate Program**Program Learning Outcomes**

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

- Navigate a computer operating system and utilize standard file management techniques such as creating, naming, copying, and saving files and folders and backing up files.
- Demonstrate competency in traditional illustration techniques through the creation of perspective and still life drawings.
- Demonstrate appropriate use of industry standard terminology and understand the game industry's primary production processes.
- Create and manipulate simple 3D models and assets which are ready to import into game engines or simulations.

Required Courses (16 units)		Units
GAM-31	Introduction to 3D Modeling	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-42	Photoshop for Game Art and Animation	3
GAM-70	Computer Skills for Game Art	1
GAM-71	Perspective for Game and Animation	3
ART-17	Beginning Drawing	3





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:

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.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

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 (Communication Studies 51, English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 52A, 52B, 52C, 62A, 62B, 62C, 81; Nursing-Registered 11A, 11B, 11C 12A, 12B, 12C; Reading 81, 82, 83, 86, 87, and 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-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	
<i>Prerequisite: ACC-1B.</i>	
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	
<i>Prerequisite: ACC-1A.</i>	
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	
<i>Prerequisite: None.</i>	
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	
<i>Prerequisite: ACC-1A.</i>	
<i>Advisory: CIS-1A.</i>	
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	
<i>Prerequisite: ACC-1A.</i>	
<i>Advisory: BUS-20.</i>	
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*	
<i>Prerequisite: None.</i>	
<i>Advisory: Students should have paid or voluntary employment.</i>	
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	
<i>Prerequisite: None.</i>	
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	
<i>Prerequisite: None.</i>	
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	
<i>Prerequisite: None.</i>	
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	
<i>Prerequisite: None.</i>	
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	
<i>Prerequisite: None.</i>	
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	
<i>Prerequisite: None.</i>	
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. 54 hours lecture and 24 hours laboratory (simulated crime scene investigation.) (TBA option)

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.

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**
UC, 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.) (Materials fee: \$10.00)

ART-5 - History of Non-Western Art **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A and college level reading.

An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An introductory course for the non-art major. The creative process and the diversity of style, technique and media evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6H - Honors Art Appreciation 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-7 - Women Artists in History 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-8 - Mexican Art History 3 units

UC, CSU

Prerequisite: None.

Survey of architecture, sculpture, painting, and minor arts of Mexico. From pre-Columbian and Colonial, through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-9 - African Art History 3 units

UC, CSU

Prerequisite: None.

A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics and textiles, will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-10 - Modern and Contemporary Art History 3 units

UC, CSU

Prerequisite: None.

A survey of the development and history of modern art with emphasis on its major movements, leading artists and contemporary trends. Painting, sculpture and architecture will be discussed in terms of their historical, social and political context. Beginning with mid 19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-11 - Gallery and Exhibition Design 3 units

CSU

Prerequisite: None.

Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-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.) (Materials fee of \$15.00)

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.) (Materials fee of \$15.00)

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.) (Materials fee: \$15.00)

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.) (Materials fee: \$15.00)

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.) (Materials fee: \$15.00)

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, pre dental, and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-2B - General Zoology II, Vertebrates 5 units

UC, CSU

*Prerequisite: None.**Advisory: BIO-1, 2A, or a high school biological science course.*

A study of higher animals emphasizing the classification, evolution, and comparative structure of vertebrates, human histology and systems and embryology and genetics. Designed for the biology major, premedical, pre dental, preveterinarian, prepharmacy, physical therapy, dental hygienist and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-3 - Field Botany 4 units

UC, CSU

Prerequisite: None.

Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

BIO-5 - General Botany 4 units

UC, CSU

Prerequisite: None.

Introduction to the plant sciences with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. 54 hours lecture and 54 hours laboratory.

BIO-6 - Introduction to Zoology 4 units

UC, CSU

Prerequisite: None.

A study of invertebrate and vertebrate animals emphasizing structure, function, behavior, taxonomy evolutionary relationships, and ecology. Designed for the non-science major. The laboratory gives students first-hand experience with a diversity of animals and scientific experimental design. 54 hours lecture and 54 hours laboratory.

BIO-7 - Marine Biology 4 units

UC, CSU

Prerequisite: None.

An ecological study of the marine environment. Additional emphasis will be placed on the local marine plants and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory.

BIO-8 - Principles of Ecology 4 units

UC*, CSU

Prerequisite: None.

Ecology is the study of the interactions between organisms and their environment. Basic principles include evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and the major biomes found on Earth. Discussion on human impacts on the environment will also be included. This course requires field trips. 54 hours lecture and 54 hours laboratory.

BIO-9 - Introduction to the Natural History of So. Cal. 3 units

UC, CSU

Prerequisite: None.

This course offers an introduction to the identification, description, and adaptations of indicator plant and animal species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. 36 hours lecture and 54 hours laboratory.

BIO-10 - Principles of Life Science 3 units

UC*, CSU

Prerequisite: None.

For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1. 54 hours lecture.

BIO-11 - Introduction to Molecular and Cellular Biology (Majors) 5 units

UC*, CSU

Prerequisite: CHE-1A or 1AH.

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

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-3 - Computer Applications for Business 3 units

(Same as CAT/CIS-3)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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.

Identify and evaluate opportunities for start-up and existing small businesses. Investigate concepts tools and practices associated with identifying or creating new venture opportunities. Explore ways to shape and evaluate the viability of these opportunities by understanding key industry factors, market and competitive factors, and customer needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

BUS-47 - Applied Business and Management Ethics (Same as MAG-47) 3 units

CSU

Prerequisite: None.

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

BUS-53 - Introduction to Personal Finance 3 units

CSU

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 (Same as MAG-70) 3 units

CSU

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

BUS-82 - Freight Claims 1.5 units

CSU

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

CSU

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

CSU

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

CSU

Prerequisite: None.

A study of the 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-2B - Introductory Chemistry, II **4 units**

CSU

Prerequisite: CHE-2A.

Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory.

CHE-3 - Fundamentals of Chemistry **4 units**

UC*, CSU

Prerequisite: MAT-52.

A systematic presentation of the chemical, mathematical, and laboratory skills underlying chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory.

CHE-10 - Chemistry for Everyone **3 units**

UC*, CSU

Prerequisite: None.

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture.

CHE-12A - Organic Chemistry, I **5 units**

UC, CSU

Prerequisite: CHE-1B or 1BH.

A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory.

CHE-12B - Organic Chemistry, II **5 units**

UC, CSU

Prerequisite: CHE-12A.

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

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: MUS-3.

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: MIDI and Audio Production **3 units** 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-4 – Intermediate Pro Tools: 110 **3 units** CSU

Prerequisite: MUC-3.

This course provides students with an intermediate-level approach to the Pro Tools system. Students will take a more detailed look at Pro Tools, including managing data, recording, elastic audio, editing, automation and mixing. Students who successfully complete the course will be eligible to take the Pro Tools 110 certification exam through Digidesign. 36 hours lecture and 54 hours laboratory.

MUC-5 – Sound Design I **3 units** CSU

Prerequisite: MUC-3.

This course will allow students to actively record, design, and control the audio assets for a game or multimedia project. Digital audio software programs are utilized in this course to familiarize students with the production and creative demands that will be required of them in an industry situation. Students will learn technique, production, and creative altering of sounds in texts, lectures and lab throughout the course. Students will also be introduced to sampling and manipulation of sounds and dialogue. Students will begin to develop sound libraries to keep and maintain throughout their careers. 36 hours lecture and 54 hours laboratory.

MUC-6 – Sound Design II **3 units** CSU

Prerequisite: MUC-5 and CIS-5.

Building on the technologies discussed in Sound Design I, this course allows the student to actively implement, design, and control the audio assets in a game or multimedia project. Students will review the principles of sound processing, then focus on implementation through the use of level editors, audio region authoring, and real time DSP. Common middleware tools including: Wwise, FMOD, Xact, RAD, and Flash, will continue to be used in class. Audio scripting, audio design document authoring and goals will be discussed. Typical version control techniques will be discussed including pros and cons of different schemes. 36 hours lecture and 54 hours laboratory.

MUC-7 - Introduction To Music Technology **3 units** CSU

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-8 – Composing Music For Video Games 3 units

CSU

Prerequisite: MUC-3 and MUS-3.

This course explores the art of creating music for video games. Students will learn composition techniques, organization, and delivery formats unique to the interactive game industry. Topics include in-game versus cinematic scoring, compositional techniques specific to video game music, mixing, composing for different game genres (MMOG, FPS, RTS). Assignments will focus on writing original adaptive music similar to works created for current games. Students will have the opportunity to compose music with industry standard software such as Pro Tools and Sibelius. 36 hours lecture and 54 hours laboratory.

MUC-9 – Voice Acting and Dialogue For Video Games 3 units

CSU

*Prerequisite: None.**Advisory: COM-1, 7 or THE-32.*

This course provides students with the knowledge and experience needed to record voice overs and dialogue for games and multimedia. The course will allow the student an opportunity to find the 'true voice.' Cultural awareness and perceptions of dialect will also be covered. Students will have the opportunity to collaborate with other students and faculty to record and create a demo reel. This class is for voice actors and students wishing to pursue experience in recording voice overs. 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. (TBA option)

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. (TBA option)

COMMUNICATION STUDIES**(Formerly SPEECH COMMUNICATIONS-SPE)****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

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-3 - Computer Applications for Business 3 units
(Same as BUS/CIS-3)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-31 - Business Communications 3 units

CSU

*Prerequisite: None.**Advisory: CAT-30.*

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

CAT-54A - Introduction to Flash 3 units
(Same as CIS-54A)

CSU

*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. (TBA option)

CAT-56A - Designing Web Graphics 3 units

(Same as CIS-56A)

CSU

*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. (TBA option)

CAT-65 - Introduction to Microsoft PowerPoint 1.5 units

(Same as CIS-65)

CSU

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

CAT-76A - Introduction to Microsoft Expression Web 3 units

(Same as CIS-76A)

CSU

*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)

CSU

*Prerequisite: None.**Advisory: CAT-95A.*

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

CAT-78A - Introduction to Adobe Photoshop 3 units

(Same as CIS-78A)

CSU

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

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

CAT-79 - Introduction to Adobe Illustrator **3 units**
(Same as CIS-79)

CSU

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

CAT-80 - Word Processing: Microsoft Word for Windows **3 units**
(Same as CIS-80)

CSU

*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides 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. (TBA option)

CAT-81 - Introduction to Desktop Publishing using Adobe InDesign **3 units**
(Same as CIS-81)

CSU

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

CAT-93 - Computers for Beginners **3 units**
(Same as CIS-93)

CSU

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

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)

CSU

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-98B - Advanced Excel **1.5 units**
(Same as CIS-98B)

CSU

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

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. (TBA option)

CIS-1B - Advanced Concepts in Computer Information Systems **3 units**

CSU

Prerequisite: CIS- 1A.

Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. 54 hours lecture and 18 hours laboratory.(TBA option)

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

CIS-3 - Computer Applications for Business 3 units

(Same as BUS/CAT-3)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CIS-12 - PHP Dynamic Web Site Programming 3 units

(Same as CSC-12)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-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. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14A - Web Programming: JavaScript 3 units

(Same as CSC-14A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTM, CIS/CSC-5 and CIS-72A.*

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14B - Web Programming: Active Server Pages 3 units

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5, 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 and 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-17B - C++ Programming: Advanced Objects 3 units**(Same as CSC-17B)****UC, CSU***Prerequisite: None.**Advisory: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-17C - C++ Programming: Data Structures 3 units**(Same as CSC-17C)****UC, CSU***Prerequisite: None.**Advisory: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18A - Java Programming: Objects 3 units**(Same as CSC-18A)****UC, CSU***Prerequisite: None.**Advisory: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18B - Java Programming: Advanced Objects 3 units**(Same as CSC-18B)****UC, CSU***Prerequisite: None.**Advisory: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18C - Java Programming: Data Structures 3 units**(Same as CSC-18C)****UC, CSU***Prerequisite: None.**Advisory: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18D Data Structures and Algorithms 3 units**(Same as CSC-18D)****UC, CSU***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. (TBA option)

CIS-21 - Introduction to Operating Systems 3 units**(Same as CSC-21)****CSU***Prerequisite: CIS-1A.*

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as Windows, Linux, or UNIX 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-35 - Introduction to Simulation and 3 units**Game Development****(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. (TBA option)

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. (TBA option)

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 Design/Animation **3 units**
(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-54A - Introduction to Flash **3 units**
(Same as CAT-54A)

CSU

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 laboratory. (TBA option)

CIS-54B Flash Scripting **3 units**
CSU

Prerequisite: None.

Advisory: CAT/CIS -54A.

Learn how to design, write, and debug scripts (programs) using the Flash scripting language. Incorporate scripts into Flash projects to control sophisticated animation, import video and sound files, integrate buttons, and create compelling interactivity using powerful features such as the Motion Editor, inverse kinematics, and support for 3D. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-56A - Designing Web Graphics **3 units**
(Same as CAT-56A)

CSU

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. (TBA option)

CIS-61 - Introduction to Database Theory 3 units**(Same as CSC-61)**

CSU

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-63 - Introduction to Structured Query 3 units**Language (SQL)****(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. (TBA option)

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

CSU

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

CIS-72A - Introduction to Web Page Creation 1.5 units

CSU

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. (TBA option)

CIS-72B - Intermediate Web Page Creation 1.5 units**using Cascading Style Sheets (CSS)**

CSU

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

CIS-72C - Introduction to XML 1.5 units

CSU

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)**

CSU

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)**

CSU

Prerequisite: None.

Advisory: CIS-95A.

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

CIS-78A - Introduction to Adobe Photoshop 3 units**(Same as CAT-78A)**

CSU

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

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

CIS-79 - Introduction to Adobe Illustrator **3 units**
(Same as CAT-79)

CSU

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

CIS-80 - Word Processing: Microsoft Word for Windows **3 units**
(Same as CAT-80)

CSU

*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. (TBA option)

CIS-81 - Introduction to Desktop Publishing using Adobe InDesign **3 units**
(Same as CAT-81)

CSU

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

CIS-93 - Computers for Beginners **3 units**
(Same as CAT-93)

CSU

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

CIS-95A - Introduction to the Internet **1.5 units**
(Same as CAT-95A)

CSU

Prerequisite: None.

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CIS-98A - Introduction to Excel **1.5 units**
(Same as CAT-98A)

CSU

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-98B - Advanced Excel **1.5 units**
(Same as CAT-98B)

CSU

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

CIS-200 - Computer Information Systems Work Experience **1-2-3-4 units**

CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-5 - Fundamentals of Programming Logic using C++ 3 units
(Same as CIS- 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-6- Discrete Mathematics for Computer Science 3 units
(Same as MAT-6)

UC, 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)

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

CSC-12 - PHP Dynamic Web Site Programming 3 units
(Same as CIS-12)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-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. (TBA option) (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. (TBA option)(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)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions arrays and 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-17B - C++ Programming: Advanced Objects 3 units
(Same as CIS-17B)

UC, CSU

*Prerequisite: None.**Advisory: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-17C - C++ Programming: Data Structures 3 units**(Same as CIS-17C)**

UC, CSU

*Prerequisite: None.**Advisory: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-18A - Java Programming: Objects 3 units**(Same as CIS-18A)**

UC, CSU

*Prerequisite: None.**Advisory: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-18B - Java Programming: Advanced Objects 3 units**(Same as CIS-18B)**

UC, CSU

*Prerequisite: None.**Advisory: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-18C - Java Programming: Data Structures 3 units**(Same as CIS-18C)**

UC, CSU

*Prerequisite: None.**Advisory: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-18D Data Structures and Algorithms 3 units**(Same as CIS-18D)**

UC, CSU

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. (TBA 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 Windows, Linux or UNIX 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-61- Intro to Database Theory 3 units**(Same as CIS-61)**

CSU

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-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. (TBA option)

CONSTRUCTION TECHNOLOGY
CON-60 - Introduction to Construction **3 units**
 CSU

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**
 CSU

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**
 CSU

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**
 CSU

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**
 CSU

Prerequisite: CON-63A.

An analysis which discusses the changes, amendments, and the intent of the code. This analysis is to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture.

CON-64 - Office Procedures and Field Inspection **3 units**
 CSU

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**
 CSU

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**
 CSU

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**
 CSU

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**
 CSU

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**
 CSU

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**
 CSU

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**
CSU*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**
CSU*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 in Early Childhood Education CSU 3 units***Prerequisite: None.*

This course focuses on the appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. 54 hours lecture.

EAR-20 - Child Growth and Development UC, CSU 3 units*Prerequisite: None.*

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. 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 - Introduction to Curriculum CSU 3 units*Prerequisite: None.*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. 54 hours lecture.

EAR-25 - Teaching in a Diverse Society CSU 3 units*Prerequisite: None.*

This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture.

EAR-26 - Health, Safety and Nutrition CSU 3 units*Prerequisite: None.*

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture.

EAR-28 - Principles and Practices of Teaching Young Children **3 units**
CSU

Prerequisite: None.

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

EAR-30 - Practicum in Early Childhood Education **4 units**
CSU

Prerequisite: EAR 20, 24, 28 and 42.

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Lab hours will be completed under the direction of a qualified 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 (TBA option) 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 (TBA option).

EAR-42 – Child, Family, and Community **3 units**
CSU*Prerequisite: None.*

An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture.

EAR-43 - Children with Challenging Behaviors **3 units**
CSU*Prerequisite: EAR-20.**Corequisite: EAR-19.*

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44 - Administration of Early Childhood Programs I **3 units**
CSU*Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

EAR-45 - Administration of Early Childhood Programs II **3 units**
CSU*Prerequisite: EAR-44.*

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

EAR-47 - Childhood Stress and Trauma 3 units

CSU

Prerequisite: None.

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

EAR-52 - Parenting: Parents as Teachers 1 unit*Prerequisite: None.*

Explores the parents' role in a child's process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child's intellectual, social, emotional and physical skills. 18 hours lecture.

EAR-53 - Parenting: Guiding Young Children - Approaches to Discipline 2 unit*Prerequisite: None.*

An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 36 hours lecture.

EAR-54 - Parenting: Contemporary Parenting Issues and Problems 1 unit*Prerequisite: None.*

This course is designed to explore how the concept of childhood in society and children's position has changed, to examine historical antecedents of change in relation to the new position of women in society and the marriages of today. It will also attempt to relate how changes in society and forces impacting on this change influence child-rearing. Issues addressed will include divorce, the sexual acceleration of childhood, and television. 18 hours lecture.

EAR-55 - Parenting: Common Problems in Infancy and Childhood 1 unit*Prerequisite: None.*

A course designed to study and examine some of the difficult behaviors that even normal and well-adjusted children exhibit. It will present common problems like disruptive children, shyness, fearfulness, aggressiveness, thumb sucking and others. 18 hours lecture.

EAR-200 - Early Childhood Studies 1-2-3-4 units

Work Experience

CSU*

*Prerequisite: None.**Advisory: Student should have paid or voluntary employment.*

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

ECONOMICS**ECO-4 - Introduction to Economics 3 units**

UC, CSU

Prerequisite: None.

An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

ECO-7 - Principles of Macroeconomics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-7H - Honors Principles of Macroeconomics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.**Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics **3 units**
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

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-11 – DC Electronics **4 units**
CSU*Prerequisite: None.*

Basic electrical theory including Ohm's Law, the Power Law, the Current and Voltage Laws of Kirchhoff, Direct Current (DC) theory, time constants, multimeter measurements, magnetism, electromagnetism, resistors, capacitors, coils, transient analysis and DC Motors, voltage, current, resistance, power, series, parallel and complex series/parallel circuits. 54 hours lecture and 54 hours laboratory.

ELE-13 – AC Electronics **4 units**
CSU*Prerequisite: ELE-10, 11, 21 or 23.*

Alternating Current (AC) theory, devices, circuits and applications--will include: resistance, reactance, impedance, capacitance, inductance, Ohm's Law, Power Law, sinusoidal waveforms, Peak, Peak-to-Peak and Root-Mean-Square (RMS) measurements, using an oscilloscope, signal generator and meter; applications of series and parallel networks of resistors, capacitors, inductors, transformers and other AC components; J-Factors and phasor-vector solutions to both simple and complex AC circuits; transient reactor analysis; phase-shift, phase-angle, and power-factor calculations and measurements. 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 – MultiSim CAD & PCB Design/Fab 3 units
CSU*Prerequisite: None.*

This course covers MultiSim schematic capture, simulation, export to UltiBoard and UltiRoute. Basic Computer-aided Design (CAD) drafting, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component templates will be emphasized. PCB design and fabrication with through-hole and SMT/SMD devices. 36 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-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 3 units
for Automated Systems

(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-64 – Programmable Logic Controllers 3 units
(Same as MAN-64)

CSU

*Prerequisite: None.**Advisory: ELE-10 or 21.*

Fundamentals of programmable logic controllers, 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. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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-91 – Fundamentals of Solar Energy 3 units**CSU***Prerequisite: None.*

This course is for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, identification, functions and operations of components will be surveyed. 54 hours lecture.

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.)

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 sheet metal 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 80 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. (TBA option)

ENG-1AH - Honors English Composition 4 units UC, CSU*Prerequisite: ENG-50 or 80 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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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 (Same as HUM-8) **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of 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. (Letter Grade, or Pass/No Pass option.)

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

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

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 3 units**Literatures to the Seventeenth Century**

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 3 units**Through the Present**

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 3 units**to the Present**

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

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 3 units**Century to the Present**

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

ENG-50 - Basic English Composition 4 units*Prerequisite: ENG-60B, ESL-55 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

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

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. (TBA option) (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. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-80 - Preparatory Composition 6 units*Prerequisite: None.*

Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.)

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. (TBA option) (Pass/No Pass only)

ENGLISH AS A SECOND LANGUAGE**ESL-51 - Basic Writing and Grammar 4 units***Prerequisite: None.*

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-52 - Low-intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-51.*

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-53 - Intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL- 52.*

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-54 - High-intermediate Writing and Grammar 5 units UC, CSU*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-53.*

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (TBA option) (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. (TBA option) (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. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

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

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

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

GAMINGSee [SIMULATION AND GAME DEVELOPMENT](#)

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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. (Material fee: \$16.00)

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 the United States **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-6H - Honors Political and Social History of the United States **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-7 - Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-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**

UC, 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 the Late Medieval Period **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through the Modern Era **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 - Introduction to Mythology (Same as ENG-8) **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of 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 3 units
in Humanities
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 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. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-35 - Philosophy of Religion 3 units
(Same as PHI-35)
UC, CSU*Prerequisite: None.**Advisory: PHI-10 or 10H or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

- ART 1, 2 - History and Appreciation of Art
 - ENG-6, 7 - English Literature
 - ENG-14, 15 - American Literature
 - ENG-40, 41 - Masterpieces of World Literature
 - MUS 19, 20, 21 - Music History and Literature
 - Any Philosophy course
- See also Humanities A.A. Degree requirements

INTERDISCIPLINARY STUDIES**ILA-1 - Introduction to Tutor Training I** 1 unit*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

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

JPN-3 - Japanese 3 5 units
UC, CSU*Prerequisite: JPN-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-4 - Japanese 4 5 units

UC, CSU

Prerequisite: JPN-3.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

JOURNALISM
JOU-1 - Introduction to Journalism 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

JOU-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-20A – Newspaper: Beginning 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20B – Newspaper: Intermediate 3 units

CSU

*Prerequisite: JOU-20A.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20C – Newspaper: Advanced 3 units

CSU

*Prerequisite: JOU-20B.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20D – Newspaper: Professional 3 units

CSU

*Prerequisite: JOU-20C.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

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. (TBA option)

Also see PHOTOGRAPHY

KINESIOLOGY

(formerly Physical Education-PHP)

It is recommended that students enroll in kinesiology activity courses or academic kinesiology courses (that satisfy the Self Development requirement of the Associate of Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate of Arts Degree requirements in this catalog.

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. (TBA option)

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. A fee of \$35.75 for required certificates will be charged to the student and is 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. (TBA option)

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 of Arts Degree and the Associate in Science Degree.

KIN-A03 - Adaptive Physical Fitness 1 unit**UC*, CSU***Prerequisite: None.*

Limitation on enrollment: Medical approval and verification of a physical disability.

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skills and competency development within this activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option)

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 2 units****Administration (OSHA) Standards for General Industry****(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 2 units**Aided Manufacturing****(Same as ENE-61)***Prerequisite: ENE-31 and MAC-57.*

A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 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

CSU

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)

CSU

*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 2 units**(Same as MAC-55)***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 4 units**(Same as MAC-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.

MAN-57 - CNC Program Writing 3 units**(Same as MAC-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.

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 3 units**(Same as ELE- 61)***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 3 units**(Same as ELE- 63)****CSU***Prerequisite: None.**Advisory: CIS IA.*

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**(Same as ELE-64)****CSU***Prerequisite: None.**Advisory: 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. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours and 54 hours laboratory.

MAN-72 - Commercial and Industrial Electrical 4 units**(Same as ELE- 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.

MAN-73 - Electric Motors for Electricians 4 units**(Same as ELE- 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.

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

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**
CSU

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)
UC, 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 (C-ID SOCI 125)
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 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. (Letter Grade, or Pass/No Pass option.)

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.

COMMERICAL MUSIC

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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. (TBA option)

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 structures, figured bass, non-harmonic tones, first species counterpoint, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes diatonic 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. (TBA option)

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

UC, 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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

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. (TBA option)

MUS-77 - Guitar Ensemble **2 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Previous experience with classical guitar and an audition on or before the first class meeting.
An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

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. (TBA option)

- 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. (TBA option)
- 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. (TBA option)

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: 3 units**Contemporary Moral Issues**

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 3 units**Philosophy**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

PHI-35 - Philosophy of Religion 3 units**(Same as HUM-35)**

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H, or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY**PHO-20 - Introduction to Digital Photography 3 units**

CSU

Prerequisite: None.

Theory and practice in the basic techniques of producing digital photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. Students are required to supply their own digital single lens reflex (SLR) camera with manual controls. 36 hours lecture and 54 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 ANATOMYSee [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 an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-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

UC, 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. 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 3 units

CSU

Prerequisite: None.

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics 3 units

CSU

Prerequisite: None.

Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86 - Escrow Procedures I 3 units

CSU

Prerequisite: None.

Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200 - Real Estate Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

SIMULATION AND GAME DEVELOPMENT**GAM-21 - History of Video Games 3 units**

CSU

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. (TBA option)

GAM-22 - Game Design Principles 3 units

CSU

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 lecture and 18 hours laboratory. (TBA option)

GAM-23 - Digital Game Design 3 units

CSU

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. (TBA option)

GAM-31 – Introduction to 3D Modeling 3 units

CSU

Prerequisite: None.

This course introduces the concepts of 3D Modeling in a virtual environment. Emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, and menu structures within applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-32 – Designing Game Characters 3 units

CSU

Prerequisite: GAM-72 and one of the following: GAM-31 or CIS/GAM-38A.

This course provides continued study of the application of 3D modeling techniques within a computer animation environment. Students will learn the production work flow of Maya to ZBrush and complete game ready character models. The focus will be on character design principles, low poly modeling and the creation of both bipedal and quadruped characters. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-33 – Advanced Digital Sculpting 3 units
CSU*Prerequisite: GAM-32.*

Continued study to perfect character modeling techniques with advanced sculpting methods. This course concentrates on the production work flow of ZBrush to Maya and complete high end cinematic quality 3D models. The focus will be on high level detail and animation models. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-34 – Character Rigging 3 units
CSU*Prerequisite: GAM-32.*

Prepare an animation rig accurately and anatomically in a 3D simulation environment. Prepare previously created humanoid and creature 3D models for an animation-ready state using professional production techniques. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-35 - Introduction to Simulation and Game Development 3 units
(Same as CIS-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. (TBA option)

GAM-37 - Beginning Level Design for Computer Games 3 units
(Same as CIS-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. (TBA option)

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 3 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 game engines such as Unity or UDK, as well as an introduction to all aspects of Adobe Photoshop for use in digital image editing. 54 hours lecture and 18 hours laboratory. (TBA option)

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 **2 units**
 CSU

Prerequisite: GAM-34 or 46 or 48 or MUC-6.

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. 18 hours lecture and 54 hours laboratory.

GAM-45 – Materials and Lighting **3 units**
 CSU

Prerequisite: GAM-31 or CIS/GAM-38A.

An intermediate class with a strong focus in applications of lighting and lighting theory, materials and texture mapping of both procedural and bitmap textures utilizing both software and mental ray render engines for game environments. Students learn the different types of lights used in both real world lighting scenarios and in game environment lighting as it applies to game design and mood. Students study different materials and surface treatments including, specularity, reflections, refractions, subsurface scattering, Mental Ray shaders and Mental Ray lights. Mapping will be discussed in depth with various techniques for Bump, Normal Bump, Specular, Alpha and other key mapping techniques used in the game and animation industry as well as advanced concepts in Ambient Occlusion, HDRI (High Dynamic Range Imaging), Final Gather and Global Illumination. 54 hours lecture and 18 hours laboratory. (TBA option)

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-47 – Introduction to 3D Animation **3 units**
 CSU

Prerequisite: GAM-31 or CIS/GAM-38A.

An introductory 3D animation course which applies classic animation principles to objects in a 3D environment. Introduces tools used for 3D animation as well as the best working practices for animating objects and characters. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-48 - 3D Character Animation **3 units**
 CSU

Prerequisite: CIS/GAM- 38B or GAM-47.

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. (TBA option)

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.

GAM-51 – Game Mechanics and Simulation **3 units**
 CSU

Prerequisite: CIS/CSC-5 and MAT-35.

Introduction to practical applications of mathematics and physics techniques related to various areas of game programming. This course provides a specialized focus on core fundamentals in game engine programming and gameplay scripting. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-70 – Computer Skills for Game Art **1 unit**
 CSU

Prerequisite: None.

Introduction to fundamental computer concepts related to typical functions required of a game artist. Understanding computer navigation and peripherals used to input information which is unique to Game Design and Digital Media will be the focus. Standard file management, navigation, storage, and multiple backup techniques for files are taught as well as basic scanning techniques, appropriate use of internet resources, copyright issues and an introduction to graphic file formats. 18 hours lecture and 6 hours laboratory. (TBA option)

GAM-71 – Perspective for Game and Animation **3 units**
 CSU

Prerequisite: ART-17.

This is a perspective drawing class which focuses on creating believable environments, both interior and exterior, through the proper implementation of correct one point, two point and three point perspective while setting up a dynamic composition. Students learn to draw three-dimensional forms through observation and application of perspective principles. Students learn to conceptualize, create quick sketches and then focus on developing complete perspective drawings. 36 hours lecture and 54 hours laboratory.

GAM-72 – Anatomy for Game Art 3 units
CSU*Prerequisite:* ART-17

n intensive study of the human figure and animal anatomy in preparation for construction of 3D models for the Game Industry. Students draw using live clothed and nude models. 36 hours lecture and 54 hours laboratory.

GAM-73 – Storyboarding for Games 3 units
CSU*Prerequisite:* GAM-71.

Application of strong composition, posing, and camera techniques to tell an engaging story in a video game environment. Students will be required to draw beat-boards and storyboards while planning interactive scripted events and cut-scenes. 36 hours lecture and 54 hours laboratory. (TBA option)

GAM-79 – Game Studio Production 4 units
CSU*Prerequisite:* GAM-34, 46, 48, or MUC-6.

This is the culminating class in the following areas: game art, game audio, game design and game programming. Students work in interdisciplinary teams to develop and complete an original digital game. The classroom production environment utilizes game industry production practices and constructs including milestones and deliverables. Upon completion of the course students will have an original working digital game demo, that is feature and content complete and portfolio ready. 54 hours lecture and 54 hours laboratory. (TBA option)

SOCIOLOGY**SOC-1 - Introduction to Sociology** 3 units
UC, CSU (C-ID SOCI 110)*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 (C-ID SOCI 115)*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 (C-ID SOCI 150)*Prerequisite:* None.

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-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. (TBA option) (Letter Grade, or Pass/No Pass option.)

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. This 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

SPA-2H - Honors Spanish 2 **5 units**

UC, CSU

*Prerequisite: SPA-1, 1H or 1B.**Limitation on enrollment: Enrollment in the Honors program.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option)

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

SPA-3N - Spanish for Spanish Speakers **5 units**

UC*, CSU

Prerequisite: None.

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-4 - Spanish 4 **5 units**

UC, CSU

Prerequisite: SPA-3 or 3N.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

SPA-11 - Spanish Culture and Civilization **3 units**

UC, CSU

Prerequisite: None.

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

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

SPEECH COMMUNICATION
SEE [COMMUNICATION STUDIES](#)

SUPPLY CHAIN TECHNOLOGY**SCT-2 – Supply Chain Technology Analysis and Models** 3 units
CSU*Prerequisite: None.**Advisory: CIS-1A.*

Transactions and processes along the supply chain including technology for fulfillment of demand and order management. Analysis of supply chain planning and operations. Computer technology for materials handling, transportation, warehousing and logistics. 36 hours lecture and 54 hours laboratory.

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.

SCT-4 – Transportation Technology and Vehicle Routing 3 units
CSU*Prerequisite: None.**Advisory CIS-1A.*

Hands on applications of transportation pricing models, computerized vehicle routing and scheduling software applications related to transportation planning and execution. Role of transportation in the economy and supply chain. Alternative transportation modes, rates, services and regulations. 36 hours lecture and 54 hours laboratory.

SUPERVISION
SEE [MANAGEMENT](#)

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 Laboratory II 2 units
UC*, CSU*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

THE-5 - Theater Practicum 3 units
UC, CSU*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-6 - Advanced Theater Practicum 3 units
UC*, CSU*Prerequisite: THE-5.*

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-29 - Musical Theater Appreciation 3 units

UC, CSU

Prerequisite: None.

A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis will be placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture.

THE-30 - Voice and Movement for the Stage 2 units

UC, CSU

Prerequisite: None.

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

THE-32 - Acting Fundamentals-Theater 3 units

Games and Exercises

UC, CSU

Prerequisite: None.

Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.

THE-33 - Scene Acting: Creating a Role 3 units

UC, CSU

Prerequisite: THE-32.

Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor's body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory.

THE-34 - Scene Study in Various Theatrical Styles 3 units

UC, CSU

Prerequisite: THE-32.

Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor's artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in 3 units

Shakespearean Verse

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. (TBA option)

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.) (TBA option)

GUIDANCE

GUI-801 - Testing for Success CAHSEE Preparation **0 units**

Prerequisite: None.

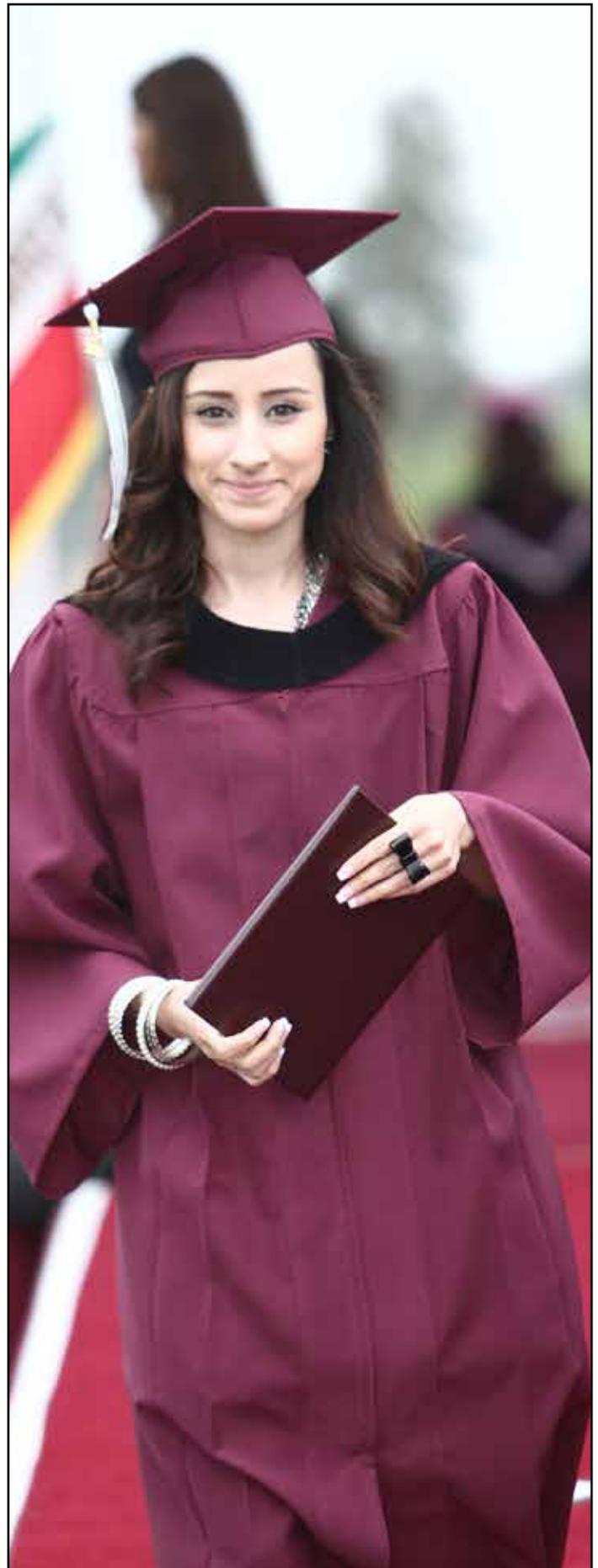
Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement. (Materials fee: \$16.00)

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. (TBA option) (Non-degree, non-credit course.)

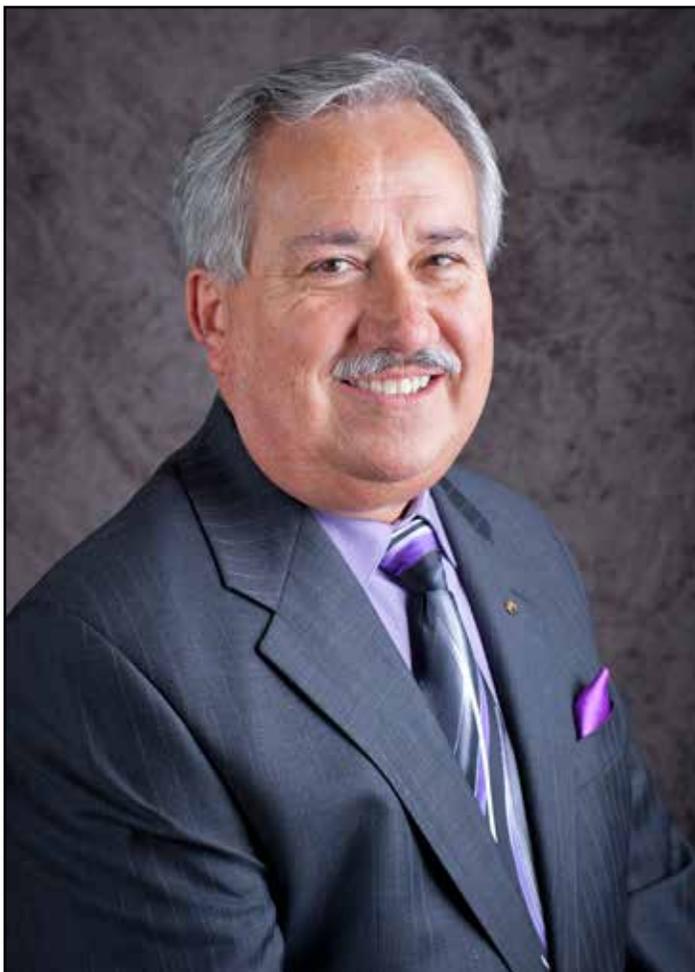
READING**REA-887 - Reading Clinic****0 units***Prerequisite: None.*

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. (TBA option)





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 that 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 52nd Distinguished Faculty Lecturer is

JOSE DURAN

PROFESSOR

BUSINESS AND COMPUTER INFORMATION SYSTEMS

Born in Riverside and raised in Corona, Jose was educated locally, transferring from Chaffey College to California State University, San Bernardino (CSUSB), where he earned his bachelor's degree. Jose served in the United States Army for three years, and then returned to CSUSB to complete his MBA in 1978.

Jose's career includes 15 years in the grocery industry (Alpha Beta Markets) followed by sales and sales management capacities with Xerox and Control Data Corporation. He also served as an economic development representative in the Riverside County Business Labor Council marketing a state funded stimulus program, Employment Training Panel, and bringing industry and employment opportunities to the Inland Empire.

Jose began teaching at Riverside Community College in Moreno Valley as a part-time faculty member in 1983. In 1986, Jose began teaching full time at Riverside City College, and eventually moved to Moreno Valley College where he has been ever since.

Now after almost 26 years, Jose sees the sunset of his career on the horizon. As one of the first faculty to begin teaching at Moreno Valley College, being the District's 2012 Faculty Lecturer is an honor and privilege.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

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; Ph.D., Claremont Graduate University. 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

**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

**Associate 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

**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

**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

**Vice President,
Student Services**

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.
- FINLEY, JAMES** Instructor,
Multimedia
B.A., California State University, San Bernardino. At Riverside Community College District since 2012.
- 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.
- 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** Associate 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.
- PARNELL, PAUL** President,
Norco College
B.S., United States Air Force Academy; M.A., Ball State University; Ph.D., Oregon State University. At Riverside Community College District since 2012.
- PAVLIS, BONNIE** 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** 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** 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.** 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	Student Activities	372-7007
Art, Humanities and World Languages		24 Hour Dispatch Center	222-8171	Student Employment	372-7190
.	372-7076	College Receptionist	372-7044	Student Financial Services	372-7009
Business, Engineering and Information		Counseling	372-7101	The Talented Tenth Program (T3p)	372-7148
Technologies	372-7079	Dean of Instruction	372-7018	Title V, Hispanic Serving	
Communications	372-7067	Dean of Student Services	372-7081	Institution	739-7800
Mathematics and Sciences	372-7079	Disability Resource Center	372-7070	TRiO Programs	
Social and Behavioral Sciences	372-7076	Early Childhood Education	739-7872	Student Support Services	372-7149
Admissions and Records	372-7003	Extended Opportunity		Upward Bound	372-7149
Assessment Center	372-7156	Programs and Services	372-7128	Tutorial	372-7143
Bookstore	372-7085	Health Services	372-7046	Writing and Reading Center	372-7000 x 4545
CalWORKs	372-7052	Library/Learning Resources	372-7019		
Career and Job Placement Center	372-7147	Outreach	739-7856		

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

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
Committee Member
Riverside Curriculum Committee Chair

Ms. Natalie Hannum
District Curriculum Chair
Moreno Valley Curriculum Committee Chair

Mr. Brian Johnson
Committee Member
Norco Curriculum Committee Chair

Ms. Sylvia Thomas
District Administrative Co-Chair*

Mr. Greg Burchett
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

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. 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 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, programs and 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 several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$5 million, with \$500,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than \$21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In September, 2011, The RCCD Foundation and RCCD together launched Invest in Excellence, 100 @100, a comprehensive effort to reach the \$100 million mark in total public and private external resources by 2016 when Riverside City College celebrates its 100th Anniversary, coinciding with the 25th anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of excellence: student, academic, workforce and community. 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. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at www.rccd.edu/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. The residential property, now known as the RCCD Alumni 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 garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, 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.

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 the Norco College Disability Center at (951) 372-7070 or TDD (951) 372-7010.

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

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

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 three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades. Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.
 - 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. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
5. 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](http://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 represente o defienda 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 la 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.rccd.edu/administration/board/policies.cfm, www.rccd.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 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.rccd.edu/administration/board/policies.cfm, www.rccd.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 confirma 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)

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Los Angeles District Office
1055 West 7th Street
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TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
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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
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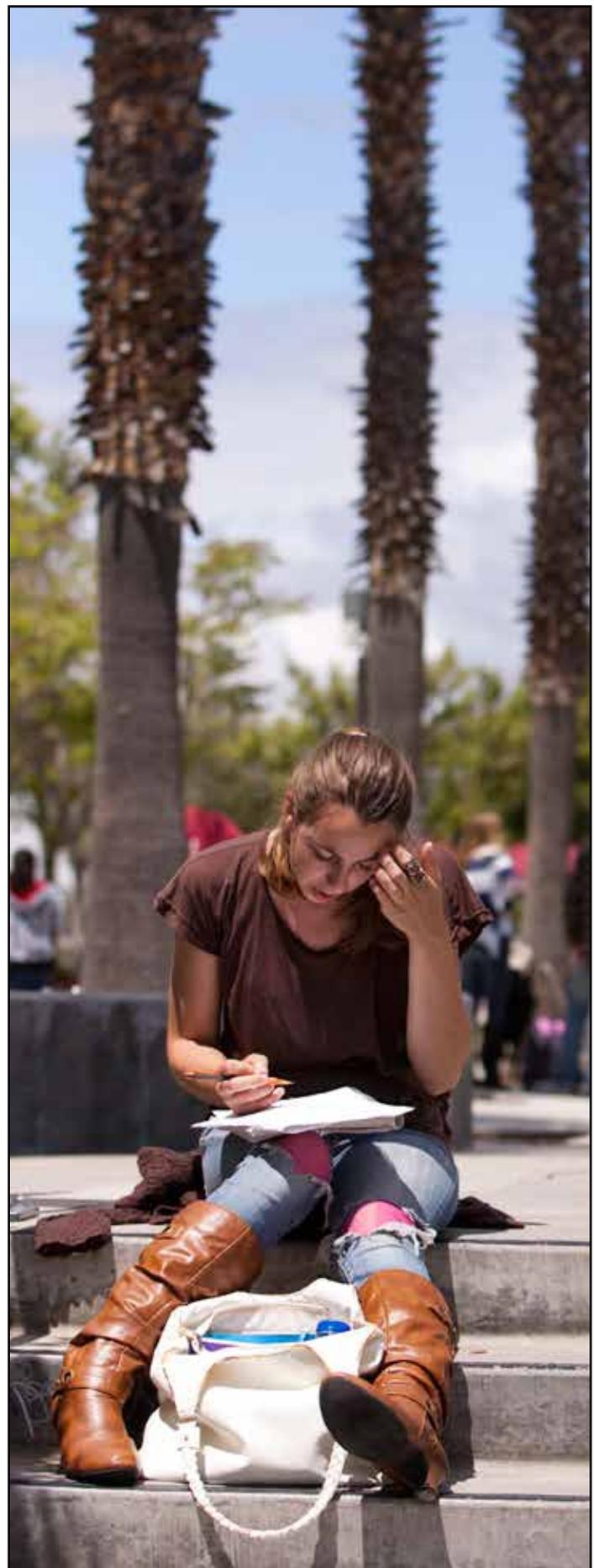
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RIVERSIDE COMMUNITY COLLEGE DISTRICT
1533 Spruce Street
Riverside, CA 92507
(951) 222-8000



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 2012
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.

Ray Maghroori

.....
Provost/Vice Chancellor of Educational Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

College Catalog	June
Fall Semester Schedule	July
Winter Intersession Schedule	November
Spring Semester Schedule	December
Summer Semester Schedule	April
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
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RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2012-2013



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