

NORCO COLLEGE



2014-2015 Catalog

RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

**Dr. Irving Hendrick, Interim Chancellor
Riverside Community College District**

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

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Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the Vice President of Academic Affairs or the office of Diversity, Equity and Compliance at (951) 222-8039

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GREETINGS FROM OUR PRESIDENT

Welcome to Norco College! Greetings from our fine faculty, staff and administrators. Our primary focus is student success and excellence in everything we do. We stress high academic standards, a dynamic learning environment, the importance of inclusion, treating students as individuals, and the value of diversity. At Norco, you can earn associate degrees relevant to today's technology-oriented workforce and valued by employers, and degrees that transfer to four-year universities. You can complete career technical certificates, develop new job skills, or fine tune your foundational skills to achieve your education and career goals.



Norco College values relationships with our local community, business and industry leaders, area universities, and local K-12 school districts. Working together, they enable us to give you an education of excellence in emerging programs like Science, Technology, Engineering and Math (STEM), supply chain technology, computer game design, commercial music, and industrial technology. Our comprehensive liberal arts and sciences curriculum serves you very well 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 designed for your success. Our team can orient you, help assess your needs, and set up your individual education plan. This college catalog is the place to learn all about our programs. You can access class schedules, the student handbook, and college departments at www.norcocollege.edu.

Our inclusive, innovative approach to learning and the creative application of emerging technologies strongly influence our service to students, the community, and our workforce. We provide you with foundational skills, transfer, and career educational opportunities. We look forward to meeting you across campus as you study and participate in clubs and campus events designed to enhance your learning experience at Norco College. Take advantage of these opportunities.

Your success begins at Norco College!
Best wishes on your education and career journey.

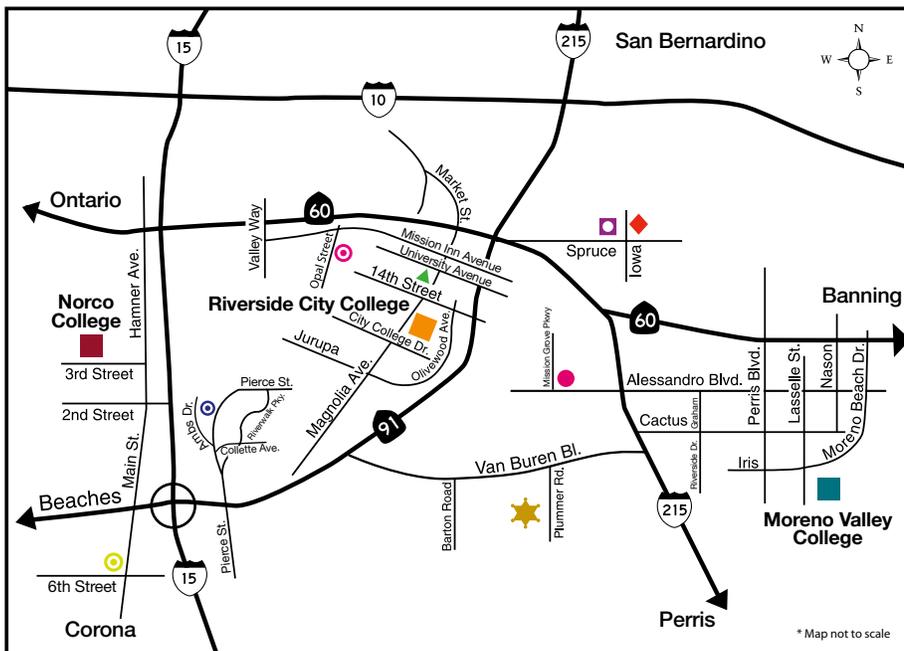
Paul Parnell, Ph.D.
President





RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

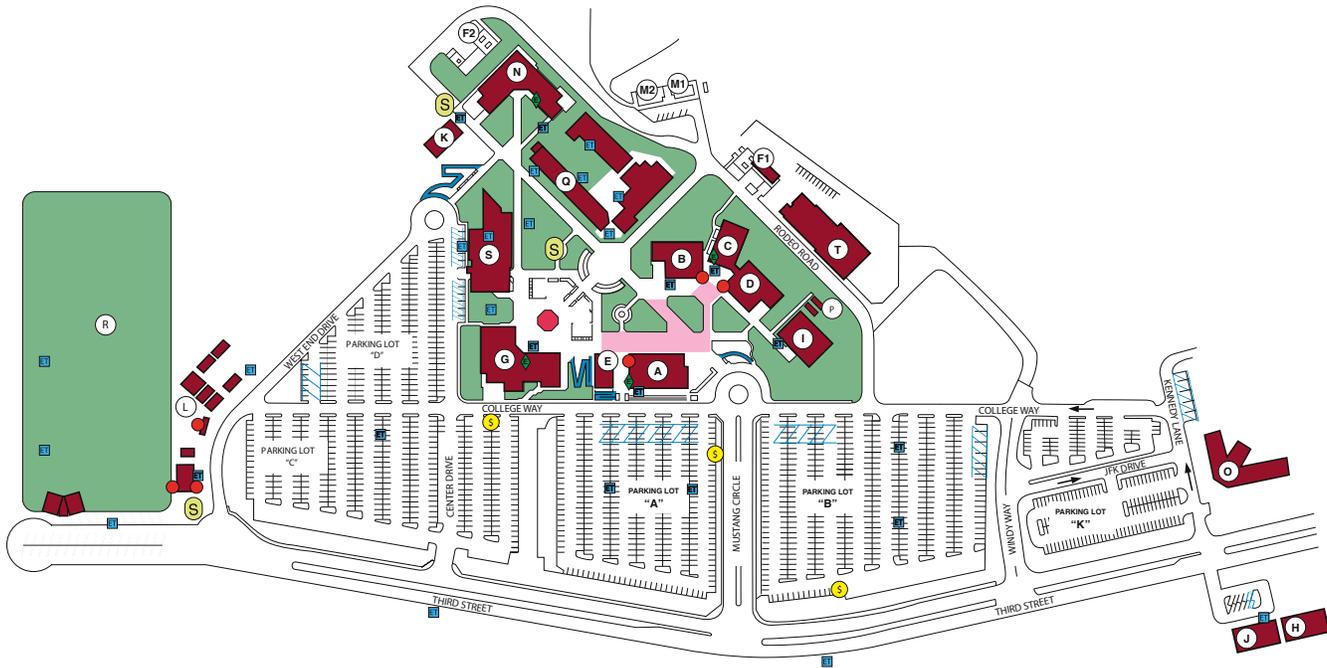
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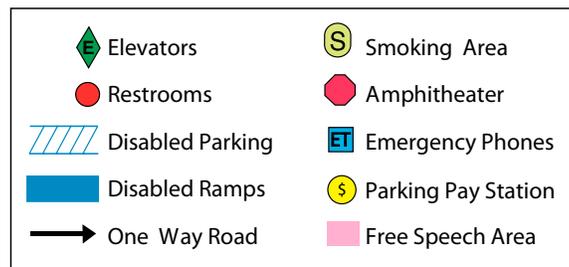
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- Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8000
- ★ Ben Clark Training Ctr.
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Riverside, CA 92518
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3855 Market Street
Riverside, CA 92506
- ◆ RCC Culinary Academy
1155 Spruce Street
Riverside, CA 92507
(951) 955-3311
- RCCD Systems Office
450 E. Alessandro Blvd.
Riverside, CA 92508
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1533 Spruce Street
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- RCCD Office of Economic Development
152 East Sixth Street
Corona, CA 92879
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- Rubidoux Annex
4250 Opal Street
Riverside, CA 92509
(951) 222-8963
- Stokoe Annex
4501 Ambs Drive
Riverside, CA 92505
(951) 328-3660

* Map not to scale

NORCO COLLEGE



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



NORCO COLLEGE ADMINISTRATION

Dr. Paul Parnell
President

Dr. Diane Dieckmeyer
Vice President, Academic Affairs

Ms. Elizabeth Gomez
Vice President, Business Services

Dr. Monica Green
Vice President, Student Services

Dr. Greg Aycock
Dean, Institutional Effectiveness

Mr. Mark DeAsis
Dean, Admissions and Records

Vacant
Dean of Instruction

Mr. Kevin Fleming
Dean of Instruction, CTE Programs and Grants

Dr. Koji Uesugi
Interim Dean, Student Services

Mr. Damon Nance
Dean, Technology and Learning Resources

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

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

Ms. Miriam Alonso
Director, Upward Bound

Ms. Eva Amezola
Director, Upward Bound

Ms. Hortencia Cuevas
Program Director, Student Support 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

Dr. Lorena Patton
Director, Title III STEM Grant

Ms. Colleen Molko
Interim Associate Dean, CTE/Project Director NSF



Riverside Community College District

2014-2015 ACADEMIC CALENDAR

June 2014						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

July 2014						
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August 2014						
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31						

September 2014						
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28	29	30				

October 2014						
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November 2014						
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30						

December 2014						
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January 2015						
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February 2015						
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March 2015						
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29	30	31				

April 2015						
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26	27	28	29	30		

May 2015						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

* June 4 - Day Classes Meet/Evening Final Exams for Classes Meeting Thursday Evenings Only
 ** June 11 - Morning and Afternoon Final Exams and Evening Commencement

- Required Day for New Faculty - August 19
- Summer Session 2014
June 23 - July 31 (6 weeks)
Weekend Classes: June 28 - July 27
- FLEX Days
Fall: August 20, 21 & 22
Spring: February 6
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 11) & Final Exams
- Classes not in Session
- Fall 2014
August 25 - December 12
Weekend Classes: August 30 - December 7
- Winter Intersession 2015
January 5 - February 12 (6 weeks)
Weekend Classes: January 10 - February 8
- Spring 2015
February 17 - June 11
Weekend Classes: February 21 - June 8
- Final Exams
Fall: December 6 - December 12
Spring: June 4 - 11 (June 7 excluded)

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

Graduation: June 11, 2015

The application deadline to walk in the Commencement Ceremony is April 1, 2015



Section I

GENERAL INFORMATION

MISSION

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

VISION

Norco - creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

GOALS AND STRATEGIES 2013-2018**Goal 1: Increase Student Achievement and Success**

Objectives:

1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
10. Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

Goal 2: Improve the Quality of Student Life

Objectives:

1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and importance ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

Goal 3: Increase Student Access

Objectives:

1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.

4. Ensure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

Goal 4: Create Effective Community Partnerships

Objectives:

1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.
5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which support college programs and initiatives.

Goal 5: Strengthen Student Learning

Objectives:

1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

Goal 6: Demonstrate Effective Planning Processes

Objectives:

1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

Goal 7: Strengthen Our Commitment To Our Employees

Objectives:

1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

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 with the standards set forth by the College's accrediting body; the alignment is evidenced by the adoption of Board Policy 4030.

ACADEMIC YEAR

The academic year consists of fall and spring semesters, which extend from August to June, plus winter and summer sessions that begin in January and June, respectively. The calendar for the 2014-2015 academic year appears in the front of the catalog. Courses offered during the various terms 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 have been accepted to the John F. Kennedy Middle College high school program or
- Are eligible high school students in grades 11 and 12 who have been approved for high school concurrent enrollment or
- Are international students who have satisfied specific international student admissions requirements by specified deadline.

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

Effective Fall 2014, high school students in good standing may be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

1. Students falling under these criteria must be approved by their high school principal or designee for "advanced scholastic or vocational work," and must be identified as a special part-time or full-time student.
2. Students may be admitted as a special part-time or full-time student if:
 - (a) The class is open to the general public, and
 - (b) The student is currently enrolled in grades 11-12.

Students are required to submit the Norco College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions and Records Office or webpage at www.norcollege.edu/services/admissions.

All approved special part-time and full-time students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to 8 units for Fall/Spring terms and 5 units for the Summer term. High school students are not allowed to take physical education classes.

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, or
- They have not been in attendance at any RCCD college during the prior major term (fall or spring only), or
- They submitted an application for a future term and wish to attend a current one.

Please note students no longer 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.norcollege.edu and take approximately 24 hours to process (excluding weekends and holidays). 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 on the second floor of the Student Services building.

Schedule of Classes

The Schedule of Classes is available at www.norcollege.edu. Open classes can be viewed on WebAdvisor at www.norcollege.edu approximately 6-8 weeks before the term begins.

Registration

Priority registration is granted to eligible student Veterans, former Foster Youth, EOPS, DRC and CalWORKs students. In addition, college approved groups may receive early registration access as long as criteria are met. Effective Fall 2012, the order of registration for continuing, new, and returning students was updated with Administrative Procedure 5056 to align with the Statewide Student Success Act. Registration appointments as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.norcollege.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. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeal may be approved once and subsequent appeals will not be considered. 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?" for more information.

Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on WebAdvisor, mail a check or money order or pay at one of the colleges. See the Schedule of Classes at www.norcollege.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 next eligible student will automatically be 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 in WebAdvisor. 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 will need the instructor's permission to add a class. Students may add classes through WebAdvisor at www.norcollege.edu using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. All course adds or drops need to be completed by the deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses prior to the drop deadlines, by using WebAdvisor. If there is a hold, restricting the use of WebAdvisor, students may bring a completed ADD/DROP card to the Admissions counter at Norco College and drop classes there. Deadlines to add, drop, and receive a refund are posted on Web Advisor. It is the student's responsibility to drop classes that he/she no longer plans to attend.

Units for Full-Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer sessions. 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 number 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 and have obtained counseling approval prior to registering for classes.

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.

Course work missed due to unavoidable cause may be made up with the instructor's approval. Under no circumstances will absences 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 consult with the instructor regarding 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 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 during a counseling meeting. 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 Assistant Chair in the Math and Sciences department about sports physicals.

MATRICULATION

The matriculation program (now known as Student Success and Support Program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are 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.

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.norcollege.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) 372-7176.

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://norcollege.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 requesting a Student Educational Plan (SEP).

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their SEP.

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. 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 department at Norco (951) 372-7101.

Student Educational Plan (SEP)

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. Students who have attended other college(s) must request to have an official transcript(s) sent to Norco College before scheduling counseling appointments or requesting a Student Educational Plan (SEP). 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, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee, and nonresident fees. International applicants pay an Admission application fee and Health insurance fee.

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, and is physically present in California, 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) obtained in the state of California.
3. In the case of a person without lawful immigration status, an affidavit (available from 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.

SB 141 Non-Resident Fee Waiver

Students who are U.S. citizens and who may presently reside in a foreign country will be exempt from non-resident tuition by meeting the following requirements:

1. Demonstrates a financial need for the exemption.
2. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
3. Moved abroad as a result of the deportation or voluntary departure.
4. Lived in California immediately before moving abroad.
5. Attended a public or private secondary school in California for three or more years.
6. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
7. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
8. Documentation shall be provided at Office of Admissions and Records by the student as required by statute as specified in Education Code section 76140(a)(5).

A student receiving a nonresident tuition exemption under SB 141 does not receive resident status for the purpose of fees or financial aid. Rather they are exempt from nonresident tuition fees under this law. These students will not qualify for the BOG Fee Waiver and any other state financial aid until they establish California residency. As citizens, SB 141 students may apply and qualify for federal financial assistance such as Pell, FSEOG and federal student loans.

Health Fee

Every student, including those who qualify for a Board of Governor's Waiver (BOGW), is required to pay a health services fee as 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.

Parking

Parking permits may be purchased on WebAdvisor at www.norcollege.edu, the cost of which includes shipping and handling fees. Parking permits may be requested through WebAdvisor and may be paid online or in person at the Cashier's Office. Special parking spaces are provided to the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended the first two weeks of the Fall and Spring semesters and the first week of the Summer session.

Transportation Fee

Transportation fees are not assessed for Norco College students. The Transportation fee provides free transportation on RTA fixed routes for Riverside City College students only. Fees vary according to full-time or part-time status.

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

Library/Learning Resource Center Fees

Overdue fines:

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

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

Replacement Bills:

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

Refunds:

If the item is returned after the bill is issued (within 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).

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.

When you register for your classes thru WebAdvisor, you can choose the link “order textbooks” which will populate everything that you will need for your classes. You can place your order at that point and you will be able to pick up your textbooks and avoid the lines in the bookstore. You can also order your textbooks thru norcollegebookstore.com and follow us on facebook. [com/bncollege](https://www.facebook.com/bncollege) for information, promotions and discounts in the bookstore.

RCCD TRANSCRIPTS

The RCCD transcript includes coursework completed at Norco College, Moreno Valley College, and Riverside City College. 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 transcripts ordered at RCCD will be free of charge. There is a \$5 fee for each additional official transcript requested. Transcripts take 2 to 3 days to process. For immediate service, students may request a “Rush” pick-up service for an additional \$10 per copy. 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 who withdraws from a class during the first two weeks of instruction of a full-term 16-week course or before 10% of a short term course has passed. Refund deadlines are available on WebAdvisor at www.norcocollege.edu.

Holds on Records

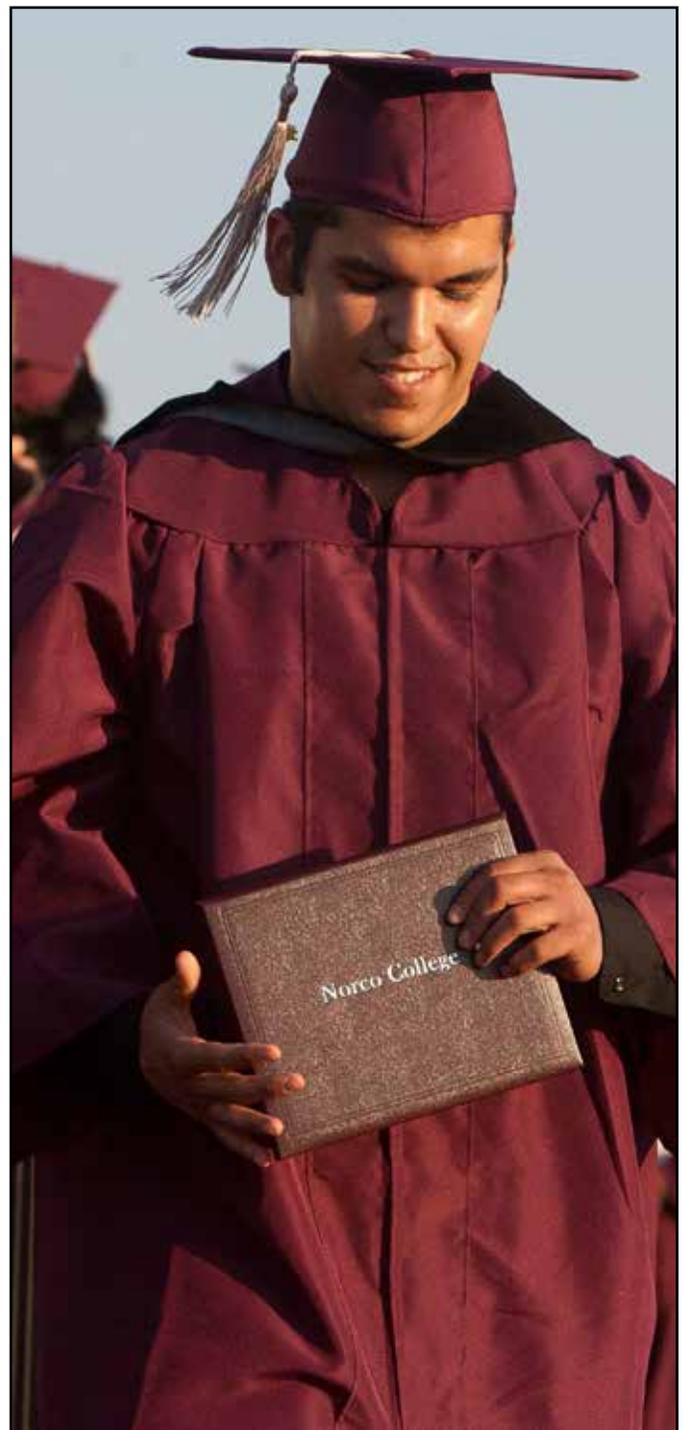
Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay his/her financial obligation owed to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

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.

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Section II
STUDENT INFORMATION

STUDENT INFORMATION

ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision /academic matters or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5522 or the Student Grievance Process for Instruction and Grade Related Matters in the catalog for details.

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

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Conduct section of the catalog, Board Policy 5500, and Administrative Procedure 5520.

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 and at www.norcocollege.edu/Documents/Academic%20Dishonesty.pdf. 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 under "Forms." 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 7.

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. The College Art Gallery is located on the first floor of the Science and Technology Building. It is an exceptional facility, displaying both traditional and digital works. Regularly scheduled exhibitions feature student work as well as the works of local artists providing a variety of culturally diverse art to the college and surrounding community.

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.

ATHLETICS

Norco College as part of Riverside Community College District maintains a program of intercollegiate athletics as a member of the Orange Empire Conference in the following sports:

- Men: Soccer
- Women: Soccer

Questions about athletic eligibility should be directed to the Kinesiology Assistant Chair in the Math and Science department at Norco College.

District-wide other intercollegiate sports are supported at Riverside City College and Moreno Valley College as members of either the National Central Conference in Football or the Orange Empire Conference.

The following sports practice at RCC:

- Men: Baseball, Basketball, Golf, Tennis, Track, Swimming and Diving, and Water Polo
- Women: Basketball, Softball, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

The following sports practice at MVC:

- Men: Cross Country
- Women: Cross Country

Questions about athletic eligibility at other RCCD colleges should be directed to the Director of Athletics at RCC or the head coach of the sport of interest at MVC.

CALWORKS

Current and prospective 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 students must participate in an intake appointment where they are introduced to program services, requirements and expectations.

Each CalWORKs student is then given the opportunity to meet with a general counselor to develop an educational plan. Students are referred to and assisted with other resources on campus as necessary, including Admissions, Student Financial Services, Disability Resource Center, etc. Program benefits include: priority registration, intensive case management, assistance with job placement, counseling and career advisement, and other support that promotes success.

It is recommended that CalWORKs students participate in at least two hours of study time per every hour in class. The way to break the cycle of poverty is through the development of new skills and education.

The Norco CalWORKs Program continues to recruit eligible students throughout the year. Call (951) 372-7052 for more information.

OUTREACH SERVICES

Norco College Outreach Services is committed to serving, educating and developing our community. Outreach encourages and empowers students to achieve their academic and occupational goals by guiding them through the college enrollment process.

College ambassadors meet with CNUSD students in the high schools on a weekly basis in order to facilitate informational sessions, classroom presentations about our programs and services, one-on-one student meetings, and participation in college fairs. Through outreach activities, we are able to guide prospective students through the enrollment steps including the application, assessment and orientation processes.

For a campus tour or more information about Norco College, call (951) 372-7052.

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@norcollege.edu.

COUNSELING DEPARTMENT

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 Department 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 Department 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 most California Community Colleges, provides appropriate, comprehensive, reliable and accessible accommodations to students with documented disabilities who request them. The DRC facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities). The DRC at Norco College is located in the Center for Student Success (second floor).

Accommodations 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 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

Norco College promotes learning, positive social interactions, and support services for members of our college community. All members share a responsibility in maintaining a respectful and collegial environment at Norco College. Disruptive, obscene, or vulgar behavior (including the use of profanity) has no place in an academic or work setting as it violates the rights of others.

Disruptive behavior is subject to disciplinary action (refer to Standards of Student Conduct and Student Discipline Procedures sections in the catalog).

Norco College has zero tolerance for harassing or discriminatory behavior.

EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers early and middle college programs on each of its three colleges. John F. Kennedy Middle College High School (JFK), part of CNUUSD, is located at the entrance of the Norco College campus. Designed to encourage students to pursue post-secondary education, JFK students receive access to enroll in college courses while completing their high school requirements. Interested high school students should consult with their school counselor about enrollment opportunities at John F. Kennedy Middle College High School or visit www.cnusd.k12.ca.us/jkhs for details.

JFK students are required to complete the Norco College online application and print a copy of the confirmation page at the end of the process. The confirmation page should be submitted, along with a completed JFK Parent Approval Form (available at John F. Kennedy Middle College High School) to Norco College Admissions

and Records. All documents must be submitted on or before the published JFK application deadline.

For information regarding enrollment, deadlines, and restrictions, please visit the Admissions and Records webpage at www.norcocollege.edu/services/admissions.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a comprehensive academic support service program established in 1969 to assist students from economically and educationally disadvantaged backgrounds achieve success in higher education.

EOPS students are eligible to receive the following services at Norco College:

- Academic/career counseling
- Priority registration
- Textbook support
- Over and above tutoring
- Transfer assistance

Students must meet the following criteria in order to be considered for admission to EOPS:

- California resident/eligible AB 540 students
- Enrolled in 12 units or more (Fall/Spring Semesters)
- Completed less than 45 units
- Qualify for the Board of Governor's Waiver (BOGWA or B)
- Demonstrate educational disadvantage

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

Cooperative Agencies Resources for Education (CARE)

CARE provides additional support services for EOPS students who are CalWORKs/TANF participants. The purpose of CARE is to increase students' educational skills, confidence and self-sufficiency, enhance their employability, and encourage success.

CARE students may be eligible to receive the following services:

- Academic, career, and personal counseling
- Student success and life skills workshops
- Child care assistance
- Transportation assistance
- Educational supplies

Students must meet the following criteria in order to be considered eligible for CARE:

- An EOPS student who is 18 years old or older
- Enroll in 12 units or more
- A single parent/head of household with at least one child 13 years of age or younger
- A CalWORKs/TANF participant receiving cash aid for themselves and/or children

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

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department at Norco College is committed to providing financial assistance to all students to help them in attaining their educational and professional goals. Our student-centered employees will provide professional knowledge and

personalized service to assist students in obtaining the best use of all financial resources available for a successful future. We'll make college accessible, you make it count!

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at: www.norcocollege.edu and select "Financial Aid." 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.ed.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.norcocollege.edu, you will be issued your RCCD email account. You can find directions to activate and access your RCCD email account online at www.norcocollege.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.norcocollege.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 February 22, 2014, all remaining spring disbursement(s) will be disbursed by paper check from Sallie Mae, mailed out on the date of the disbursement. Beginning summer 2014, new options for financial aid disbursements will include: Higher One Debit Card, direct deposit into your personal bank account, or a check. Please refer to the financial aid website for additional information on selecting your method of disbursement.

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.norcocollege.edu.

• **DREAM Act** - As of January 1, 2013, AB 131 allows students who meet AB 540 criteria to apply for and receive state-funded financial aid such as the Board of Governors Fee Waiver (B)GW), Cal Grant and Chafee Grant.

The DREAM Act application can be completed at: http://www.csac.ca.gov/dream_act.asp. The Norco College school code of 041761 must be listed on the Dream application for Student Financial Services to receive your application.

• **Federal Pell Grant (up to \$5,645 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 \$1473 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 \$3,000 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.norcollege.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, Cal Grant, and Chafee Grant programs.

• 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.norcocollege.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@norcocollege.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: 7 a.m. - 8 p.m.
Friday: 7 a.m. – 1 p.m.
Sat – Sun: Closed

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

FOSTER YOUTH SUPPORT SERVICES

Foster Youth Support Services is a college and community collaborative designed to promote higher education and encourage success for students from foster care who face academic, economic, and personal challenges.

Services may include:

- Assistance with financial aid
- Life skills workshops
- Priority registration
- Referrals to EOPS/SSS/student employment opportunities
- Referrals to on- and off-campus resources

Students must meet the following criteria to be eligible for services:

- Must be a former foster youth or “ward of the court”

- CA resident
- 16-21 years old for most services

For more information, call (951) 372-7183.

HEALTH SERVICES

The Health Services office is located in the lower level of the Library building. Our office is open Monday and Wednesday 8 a.m. to 4:30 p.m., Tuesday and Thursday 8 a.m. to 7 p.m., and Fridays from 8 a.m. to 2 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

RCCD offers an Honors Program at each of the colleges in the district: Riverside City College, Moreno Valley College, and Norco College. Each Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year university or college. Our honors classes are small (20 students) and taught seminar style. Our students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and the faculty can offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

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:

- Transfer agreements, including the UCLA TAP agreement.
- Smaller classes: honors classes have a maximum of 20 students and are taught seminar-style, emphasizing active student participation.
- Help in the transfer process: workshops, one-on-one mentoring, help from honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips: cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
- Our Honors Centers: places for gathering; they allow for informal study groups, personalized interaction with honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students.
- Scholarships and Essay Contests.

For more information:

Website www.norcocollege.edu/academics/honors/Pages/index.aspx

Facebook page (“RCCD Honors Program”)

Video www.youtube.com/RCCDHonors

Phone (951) 222-8991

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 Student Activities Office/Coordinator 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 10 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 London, the political, economic and cultural capital of England; as well as opportunities for two week tours during the summer session in such countries as the Czech Republic, Hungary, Greece, Turkey, Morocco, and Kenya.

For more information contact the International Education/Study Abroad office at (951) 222-8340 or email jan.schall@rcc.edu.

INTERNATIONAL STUDENT CENTER

The International Student’s Program administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Program also conducts orientation classes, counseling and community activities for RCCD students coming from other countries. More than 300 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 community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges. The Program 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 in JOU 20A-D at Norco College publish a student newspaper, the Norco Voice, as part of their classes. The instructor of the course serves as publisher and managing editor, and returning

and returning student serve as editors. The newspaper reports on issues and events pertaining to not only the Colleges, but also the broader communities. The Norco Voice is free and can be accessed online at TheNorcoVoice.com.

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 www.asnorcocollege.org

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

Religious

- Mustangs for Christ
- Muslim Student Association

Academic

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

Business

- SIFE (Students in Free Enterprise)

Social and Cultural

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

Special Interest

- Chess Club
- Dynamics of Game Industry (DOGI)
- Karate
- Green Health Club
- Circle K International (Kiwanis Club)
- Veterans Club
- Gender and Sexuality Awareness (GSA) Club
- Arabesque - Art Club
- Heart and Mind Collaboration - Mental Health Club
- Swing It Up - Swing Dance Club
- Black Student Association (BSA)

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).

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 - DIRECTORY INFORMATION

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 District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status (full time/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received (BP5040).

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to Admissions and Records at Norco College and request to have directory information withheld.

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. Norco College has designated available smoking areas. Please see the campus map on page iv for specific locations. Locations subject to change.

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, CSS 106.

STUDENT GOVERNMENT

Norco College has one of the most active student government programs in the country. The Associated Students of Norco College, part of the Associated Students of Riverside Community College District, are the official representative body of the college and are responsible for an array of cultural, social, advocacy, and other co-curricular 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, CSS 106, 1st floor.

STUDENT EMPLOYMENT SERVICES

Student Employment Services 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 Student Employment Services:

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
- Norco Home College designation

Students have the potential to be awarded and earn up to \$3,000 during a fiscal year (July 1st through June 30th).

Types of FWS Programs

- On Campus Positions
- Off Campus Positions
 1. Reading Tutor
 2. Math Tutor
 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 five (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 a counseling appointment. 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

References: BP 5500

Ed Code Section 66300, 66301, 76033;

Accreditation Standard II.A.7.b

Health and Safety Code Section 11362.79

34 C.F.R. Part 86, et seq.

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, implying, or threatening to cause, harm to another person (whether or not the threat is in person, defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.
2. Possessing, selling 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. Possessing, using, selling, offering 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, bribery, 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. Willfully or persistently smoking in any area where smoking has been prohibited by law or by policy or procedure 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, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.

10. Engaging in 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. Engaging in 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. Engaging in dishonesty
Forms of Dishonesty include, but are not limited to:
 - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
 - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
 - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
 - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
 - f. Buying or selling authorization codes for course access.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. 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.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, 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 without authorization.
18. Using, possessing, distributing 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.

19. Violating 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.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing 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.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

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 deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services 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 Vice President of Academic Affairs 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 5522.
- 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.

STUDENT DISCIPLINE PROCEDURES

References: AP 5520

Education Code Sections 66017, 66300, 72122, 76030 and 76032

I. General Provisions

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

II. Definitions

District - The Riverside Community College District

Student - Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor - Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion - Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class - Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Loss of privileges - Loss of Privileges denies, for a designated period of time, a student's attendance on District property to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

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.

Written or verbal reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus - Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day - Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

III. Actions That May Be Taken Prior to Suspension or Expulsion
The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

1. Removal from Class (Education Code Section 76032) - Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chair person and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
2. Immediate Interim Suspension (Education Code Section 66017) - The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
3. Withdrawal of Consent to Remain on Campus - The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

The person from whom consent has been withdrawn may submit

a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

IV. Process Preceding Suspensions or Expulsions

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

1. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. Time limits - The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.
3. Meeting - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
 - o the facts leading to, and in support of, the accusation
 - o the specific section of the Standards of Student Conduct that the student is accused of violating
 - o the nature of the discipline that is being considered
 - o an opportunity to respond verbally or in writing to the accusation

4. Potential Disciplinary Actions

- a. Short-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
- b. Long-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy

describing the procedures for a hearing.

- c. Expulsion - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

V. Hearing Procedures

1. Request for Hearing - Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.
2. Schedule of Hearing - The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.
3. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.
The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. 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.
4. Hearing Panel Chair -- The President or designee 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.
5. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
 - a. 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.
 - b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
 - c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
 - d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
 - e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by

- substantial of evidence that the facts alleged are true.
- f. 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. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator 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.
 - g. 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.
 - h. 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.
 - i. The hearing shall be electronically recorded by the District, 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. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
 - j. 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 unavailable.
 - k. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. 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 matter 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.

VI. President's Decision

Upon receipt of the Hearing Panel's decision, the President of the College will consider the decision of the Panel.

1. Long-term suspension - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a final written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the

President 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 President shall be final.

2. Expulsion - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

VII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President'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. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.

VIII. Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion 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. (Education Code Section 72122)

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

The student may, within two (2) days 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.

STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP5522

Education Code Section 76224

Title 5 Section 55024

I. General Provisions

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.
2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.

3. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.
There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.
4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

1. District - The Riverside Community College District
2. Student - Any person currently enrolled as a student at any college or in any program offered by the District.
3. Instructor - Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
4. Day - Days during which the District is in session and regular classes are held, excluding weekends and holidays.
5. Time Limits - Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one (1) year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 4231.

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.
3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance requesting a formal hearing within thirty (30) calendar days of the informal consultation with the Dean. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
 - a. Two (2) students appointed by the College Student Body President.
 - b. Two (2) faculty members appointed by the College Academic Senate President.
 - c. One (1) academic administrator (not the Vice President

of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.

- d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.
4. The College Grievance Committee Chair will:
 - a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
 - b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
 - c. Arrange for a disability accommodation if requested pursuant to the above.
 - d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

- e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
- f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.

- g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
- h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
- i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
- j. Ensure that the formal hearing will be closed to the public.
5. The Grievance Committee will:
 - a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
 - b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

V. Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:
 - a. Concur with the decision of the Committee, or
 - b. Modify the Committee's decision.

The Vice President will submit his/her decision to each party and the President within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision.

2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:
 - a. Concur with the decision of the Vice President, or
 - b. Modify the Vice President's decision.

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President's decision.

In all cases, final decision will rest with the President.

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. If your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

- To the State Attorney General using the forms available at http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

VI. Responsibility

The Vice President of Academic Affairs will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

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.

STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE

References:

Education Code Section 76224

Title 5 Section 55024

I. General Provisions

- A. Purpose: The purpose of this Procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of college or district policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled students programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services and tutorial services.

Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 5520 Student Discipline Procedures.

Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 5522 Student Grievance Process for Instruction and Grade Related Matters.

- B. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or

appropriate administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

- D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

- A. District -- The Riverside Community College District
- B. Student -- Any person currently enrolled as a student at any college or in any program offered by the District.
- C. Instructor -- Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
- D. Day -- Days during which the District is in session and regular classes are held, excluding weekends and holidays.
- E. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

- A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.
- B. If the issue is not resolved with the individual who is the subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance, requesting a formal hearing, within thirty (30) calendar days of the informal consultation with the Dean/Director. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be

needed at the hearing.

A student may withdraw a request for a formal hearing at any time by notifying the President by phone or email. However, a grievance withdrawn from the formal hearing process will be deemed without merit and cannot be refilled.

- A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.
- B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
 1. Two (2) students appointed by the College Associated Students President.
 2. One (1) faculty member appointed by the College Academic Senate President.
 3. One staff member appointed by the President.
 4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
 5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.
- C. The College Grievance Committee Chair will:
 1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
 2. Arrange for a disability accommodation if requested pursuant to the above.
 3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded

as a basis for disciplinary action.

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
 5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
 6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
 7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
 8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
 9. Ensure that the formal hearing will be closed to the public.
- D. The Grievance Committee will:
1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.
 2. Submit its findings of fact and disposition to each party and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

V. Appeals

- A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the President. The President may:
 1. Concur with the decision of the Committee, or
 2. Modify the Committee's decision.

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision.

In all cases, final decision will rest with the President.

VI. Further Rights to File a Complaint

After a student has exhausted all grievance rights at the College

level, the student has the right to file a complaint with any of the following resources:

- A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.
- B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below: <http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>
- C. Any type of complaint may be filed with the California State Attorney General using the form available at: http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

VII. Responsibility

The Vice President will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

STUDENT SUPPORT SERVICES PROGRAM (TRIO, 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

STUDENT SUPPORT SERVICES PROGRAM, (TRIO, 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

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:

- Assistance in researching major requirements
- Transfer advisement and assistance
- Transfer advisement with university admissions counselors
- University admissions counselors provide one-on-one appointments with potential transfers students and provide campus specific major requirements, general education requirements and potential transfer dates.
- 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
- TAG information workshops and application assistance

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, 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.
- All tutoring sessions are scheduled within the Learning Resource Center (LRC) during office hours.

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

VETERANS SERVICES

Norco College provides assistance to Veterans and VA Dependents for the following benefit programs:

Chapter 30 - Active Duty Educational Assistance Program

Chapter 31 - Veteran’s Administration Vocational Rehabilitation

Chapter 33 - Post-9/11 GI Bill

Chapter 33TR - Post-9/11 GI Bill Transfer to VA Dependents

Chapter 35 - Survivors and Dependents Educational Assistance Program

Chapter 1606 - Selected Reserve Educational Assistance Program

Chapter 1607 - Reserve Educational Assistance Program (REAP)

VRAP - Veterans Retraining Assistance Program

Veterans and eligible VA Dependents seeking to use VA Educational Benefits should apply online to the United States Department of Veterans Affairs at www.gibill.va.gov to request a Certificate of Eligibility. One copy should be submitted to the Veterans Services office at Norco College to be included in your VA file. For questions regarding pay, status of Certificate of Eligibility, please call 1-888-GIBILL-1.

While waiting for the Certificate of Eligibility, students are advised to complete Norco College’s enrollment process such as completing the online admission application and if required, proceed with completing the placement test and online orientation. All students are encouraged to submit the FAFSA application (Free Application for Federal Student Aid) online at www.fafsa.gov for additional financial assistance.

Before a VA Student Educational Plan (SEP) can be developed, all transcripts must be received by the college in order to have prior credit(s) evaluated. Transcripts must be official, sealed, and printed less than 90 days ago. Veterans are referred to a counselor to obtain a VA approved Student Educational Plan (SEP), which provides a list of acceptable courses that are payable by the VA. Students may then proceed to register for classes on or after their registration appointment as listed online through WebAdvisor. Check the VA website www.gibill.va.gov for a list of VA approved programs at Norco College.

A Veterans Intent & Statement of Responsibility (VISoR) must be completed and submitted to Veterans Services in order to begin the process of certification. VISoRs may take 2-3 weeks during peak times for processing. **This form (VISoR) must be submitted to Veterans Services every term upon course enrollment in order to request benefits and avoid being dropped from courses for non-payment.**

Members or former members of the U.S. Armed Forces may be eligible for priority registration. Active Duty Military members are required to provide a valid Military ID and discharged Veterans

must bring a copy of their DD214 (Certificate of Release or Discharge from Active Duty) to Veterans Services to determine eligibility for priority registration. For additional information, contact Veterans Services at (951) 372-7142 or email veterans.services@norcocollege.edu. Additional information is 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 their 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

The RCCD General Education program prepares students to be able to demonstrate an understanding of how knowledge is discovered and constructed in the natural sciences, the social and behavioral sciences, the humanities, and language and rationality. Students will understand the methods of inquiry that underlie the search for knowledge in these fields. In addition, they will gain demonstrable skills in four broad interdisciplinary areas:

Critical Thinking

Students will be able to demonstrate higher order thinking skills about issues, problems, and explanations for which multiple solutions are possible. Students will be able to explore problems and, where possible, solve them. Students will be able to develop, test, and evaluate rival hypotheses. Students will be able to construct sound arguments and evaluate the arguments of others.

Information Competency & Technology Literacy

Students will be able to use technology to locate, organize, and evaluate information. They will be able to locate relevant information, judge the reliability of sources, and evaluate the evidence contained in those sources as they construct arguments, make decisions, and solve problems.

Communication

Students will be able to communicate effectively in diverse situations. They will be able to create, express, and interpret meaning in oral, visual, and written forms. They will also be able to demonstrate quantitative literacy and the ability to use graphical, symbolic, and numerical methods to analyze, organize, and interpret data.

Self-Development & Global Awareness

Students will be able to develop goals and devise strategies for personal development and well-being. They will be able to demonstrate an understanding of what it means to be an ethical human being and effective citizen in their awareness of diversity and various cultural viewpoints.

The General Education Student Learning Outcomes were approved by the Board of Trustees on September 18, 2012.

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 may also be interested in pursuing an associate degree for transfer; an Associate in Arts (AA-T) or Associate in Science (AS-T) degree. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. For more information on the AA-T and AS-T degrees available at Norco College, please see Section IV of this catalog. 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.

Students not interested in earning an available AA-T or AS-T degree 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 coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must not be less than 2.0 and will include the combination of all grades from all transcripts used.

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 the California State University General Education (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC), they are encouraged to complete an associate degree.

ASSOCIATE OF ARTS

ADMINISTRATION AND INFORMATION SYSTEMS

NAA494

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, 8H
 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, 80
 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, 8H
 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

NAA495

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
 Arabic (ARA): 1, 2, 3, 8, 11
 American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22
 Chinese (CHI): 1, 2, 11
 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, 20, 23, 25, 26, 30, 34, 35, 38, 39, 40, 41, 44, 45, 48, 49
 Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8
 Film, Television and Video (FTV): 12, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 65
 French (FRE): 1, 2, 3, 4, 8, 11
 German (GER): 1, 2, 3, 11
 Italian (ITA): 1, 2, 3, 11
 Japanese (JPN): 1, 2, 3, 4, 11
 Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D
 Korean (KOR): 1, 2, 11
 Latin (LAT): 1, 2
 Library (LIB): 1
 Photography (PHO): 12
 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

NAA496

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

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include

fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.

2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.
4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

The student must 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, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19
 Dance (DAN): 3, 4, 5, 6, 6H, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60
 English (ENG): 11, 12, 13, 17A, 17B, 17C, 38, 39, 49
 Film, Television, and Video (FTV): 38A, 38B, 41, 42, 43, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 46, 48, 51A, 51B, 51C, 51D, 52, 53, 64A, 65, 66, 67, 68, 69, 70, 71A, 72
 Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84
 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

NAA497

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, communication studies 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:

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22
 Anthropology (ANT): 7, 8
 Arabic (ARA): 1, 2, 3, 8, 11
 Architecture (ARE): 36
 Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12
 Chinese (CHI): 1, 2, 11
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19
 Dance (DAN): 3, 6, 6H
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 26, 30, 34, 35, 40, 41, 44, 45, 48
 Film, Television and Video (FTV): 12, 65
 Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8
 French (FRE): 1, 2, 3, 4, 8, 11
 German (GER): 1, 2, 3, 11
 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
 Italian (ITA): 1, 2, 3, 11
 Japanese (JPN): 1, 2, 3, 4, 11
 Korean (KOR): 1, 2, 11
 Latin (LAT): 1, 2
 Library (LIB): 1
 Music (MUS): 19, 20, 21, 22, 25, 26, 89, 89H, 93
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35
 Political Science (POL): 11
 Portuguese (POR): 1, 2
 Russian (RUS): 1, 2, 3, 11
 Simulation and Game Development (GAM): 21
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53
 Theatre (THE): 3, 29

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, 28A, 28B, 30A, 30B, 34, 35, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A,

42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200

Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60-67

English (ENG): 11, 12, 17A, 17B, 17C, 38

Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84

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

KINESIOLOGY, HEALTH AND WELLNESS

NAA498

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, A07, A09, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54, A55, A57, A60, A61, A62A, A64, A67, A68, A69, A74, A75, A77, A78, A80, A81, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90, A92
 Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25, V26, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V94, V95

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

SOCIAL AND BEHAVIORAL STUDIES

NAA499

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, 25, 28, 33, 40, 42, 43, 47
 Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H
 Geography (GEG): 2, 3, 4, 6
 Guidance (GUI): 47
 History (HIS): 1, 2, 4, 5, 21, 22, 35
 Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19
 Library Science (LIB): 1
 Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14
 Psychology (PSY): 1, 2, 8, 9, 33, 35
 Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 22, 25, 45

ASSOCIATE OF SCIENCE

CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate of 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 75-99 of the catalog.

MATH AND SCIENCE

NAS493

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 hypotheses.

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, 1H, 2A, 5, 7, 8, 9, 11, 11H, 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, 1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 11H, 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

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 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 [CLEP, AP/IB Exams, Credit by Exam, other pathways such as

Completion Counts, courses from other colleges/universities, placement above Math 35, or Early Assessment Test (EAP for CSU, MCAP)].

- 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-M, 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, 85A, 85B; English 85; English as a Second Language 65; Nursing-Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C.

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.

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, 6H, 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/Title22FirstAid/WaterSafety Instructor
KIN-47	Hiking and Backpacking
DAN-3	World Dance Survey
DAN-5	Movement Education for Pre-School and Elementary Children
MUS-45	Marching Band Woodwind Methods

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

2. Fitness and Wellness (3 units)

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

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

VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate of Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Fifty percent of the coursework required in any certificate pattern must be completed at Riverside Community College District 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 2014, fall 2014, winter 2015, spring 2015

Fall – First day of fall term through October 15 to apply for fall 2014, winter 2015, spring 2015

Winter – First day of winter term through February 1 to apply for winter 2015, spring 2015

Spring – First day of spring term through April 1 to apply for spring 2015.

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 2014 through Spring 2015. 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. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

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.

Students should consult with a counselor before changing the grading option on a course. Other institutions may have unit or other restrictions regarding the acceptance of Pass/No Pass.

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

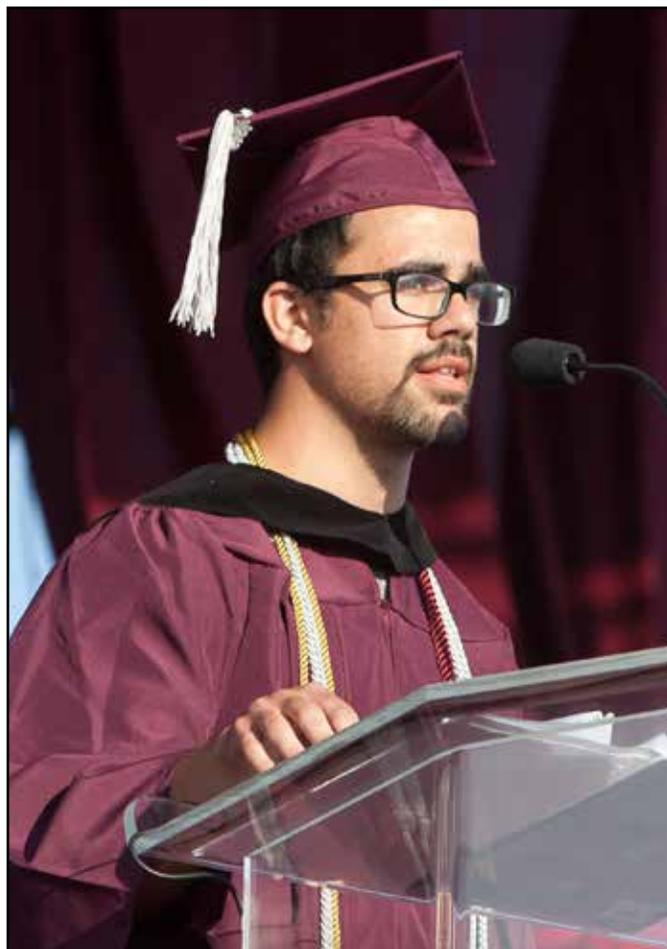
(IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements 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.

Duplication of AP and College Courses

Students, please be advised that college courses taken before or while attending an RCCD college may duplicate IB or AP examinations. If an IB or AP exam duplicates a college course or vice versa, a student will be awarded credit for only one.

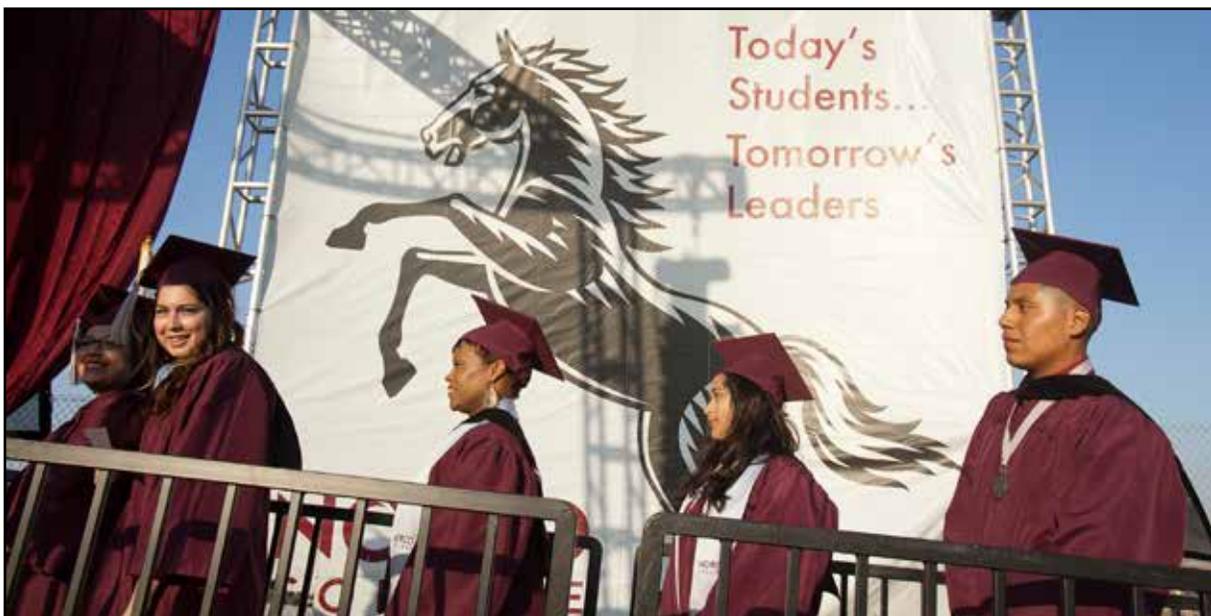


The IB chart below is an indication of how the IB Exams may be used to satisfy IGETC and CSU Area requirements. RCCD does not offer credit for equivalent coursework, at this time.

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	Social/Behavioral Sciences	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 or 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	Psychology 1	3
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 (world) 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.

All students, including concurrently enrolled high school 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 Norco College may differ from course credit and units granted by another college or transfer institution.**



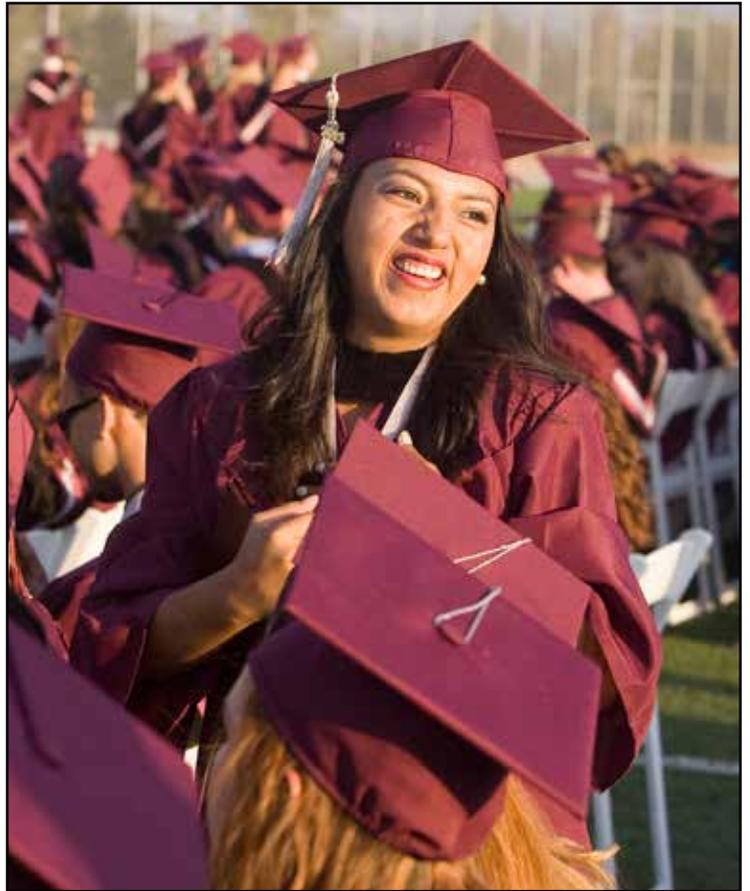
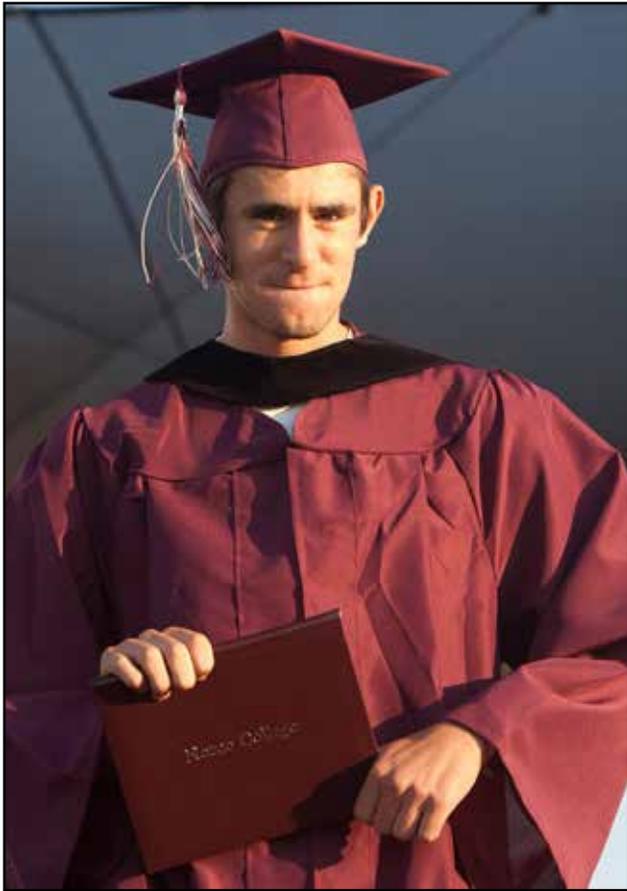
CLEP EXAM	GE RCCD	Credit (Units) Granted	Minimum CLEP SCORE	Semester Credits Toward CSU-GE Breadth Certification	CSU American Institutions and/or GE Breadth Area
American Government	Political Science 1	3	50	3	D8
American Literature	English Literature Elective	3	50	3	C2
Biology	Biology 10 (no lab)	3	50	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
Humanities	Humanities Elective	3	50	3	C2
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.

Three units will be awarded towards CSU General Education area E certification for military veterans who submit a DD214 or other appropriate military transcript as evidence of completion of basic training.







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.csumentor.edu

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

REQUIREMENTS FOR 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 2014 must follow the 2014-2015 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.

Counselors can always help students interpret or explain C-ID designations.

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 TransferSM

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.

ANTHROPOLOGY

(CSUGE) NAA616
(IGETC) NAA618

The Associate in Arts in Anthropology for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Anthropology 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 human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology 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 humans and the world in which we live.

Program Learning Outcomes

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

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems
- Use information resources and technology to research current issues in all four subfields of anthropology
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences

Required Core Courses (18-19 units) Units

ANT-1*	Physical Anthropology	3
ANT-2*	Cultural Anthropology	3
ANT-6*	Introduction to Archaeology	3
Group A	Choose 6-7 units from below	6-7
Group B	Choose 3 units from below	3

Electives Group A (6-7 units) Units

ANT-3*	Prehistoric Cultures	3
GEG-1*	Physical Geography	3
GEG-2*	Human Geography	3
MAT-12/12H*	Statistics/Honors Statistics	4

Electives Group B (3 units) Units

ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree

The Associate in Arts in Anthropology 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.)

COMMUNICATION STUDIES (CSUGE) NAA587 (IGETC) NAA588

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 applied 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 applied 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*/1H	Introduction to Sociology	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

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 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.)

COMPUTER SCIENCE (IGETC) NAS650

The Associate in Science in Computer Science for Transfer degree provides a solid preparation for transfer majors in computer science including an emphasis on object oriented programming logic in C++, computer architecture, calculus and calculus based physics. The intent of this degree is to assist students in seamlessly transferring to a CSU. With this degree the student will be prepared for transfer to the university upper division level in preparation for the eventual conferral of the Bachelor’s Degree in Computer Science. The degree

aligns with the approved Transfer Model Curriculum (TMC) in Computer Science.

Program Learning Outcomes

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

- Write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
- Write and execute programs in assembly language illustrating typical mathematical and business applications.
- Demonstrate different traversal methods of trees and graphs.

Required Courses (29 units)		Units
CSC/CIS-5	Programming Concepts and Methodology I: C++	4
CSC/CIS-7	Discrete Structures	3
CSC/CIS-11	Computer Architecture and Organization: Assembly	3
CSC/CIS-17A	Programming Concepts and Methodology II: C++	3
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4

*Courses may also be used to fulfill general education requirements for the IGETC pattern, please confer with a counselor.

Associate in Science for Transfer Degree

The Associate in Science in Computer Science 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) 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.)

EARLY CHILDHOOD EDUCATION (CSUGE) NAS529 (IGETC) NAS530

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 of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42*	Child, Family, and Community	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

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.)

ENGLISH

(CSUGE) NAA648 (IGETC) NAA649

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

Program Learning Outcomes

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

- Read a variety of literary texts (fiction, poetry, drama, literary non-fiction) with understanding and insight.
- Demonstrate critical thinking skills about literary texts, including the ability to construct and test interpretive hypotheses, analyze rival hypotheses, and recognize interpretive problems to which literary texts give rise.
- Write analytical or argumentative essays on literary texts that demonstrate effective stylistic, organizational, and rhetorical control, support claims with sound textual evidence, and employ correct MLA citation methods.
- Demonstrate an awareness of the relationship between literature and culture, including a recognition of literature as a product of as well as a contribution to human history.

Required Courses (19 units)	Units
ENG-1B*/1BH* Critical Thinking and Writing	4
List A Choose from the list below	6
List B Choose from the list below	6
List C Choose from the list below	3

List A Choose two courses from the following (6 units): Units

ENG-6*	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7*	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14*	American Literature I: Pre-Contact through Civil War	3
ENG-15*	American Literature II: 1860 to the Present	3
ENG-40*	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41*	World Literature II: Seventeenth Century Through the Present	3

List B Choose two courses from the following (6 units) Units

Any course from List A not already used		
ENG/HUM-8*	Introduction to Mythology	3
ENG-11*	Creative Writing	3
ENG-44*	Poetry from the Twentieth Century to the Present	3

List C Choose one course from the following (3 units) Units

Any course from List A and List B not already used		
ENG-9*	Introduction to Shakespeare	3
ENG-10	Special Studies in Literature	3
ENG-20*	Survey of African American Literature	3
ENG/HUM-23*	The Bible as Literature	3
ENG-30*	Children’s Literature	3
ENG-35*	Images of Women in Literature	3
ENG-45*	Modern Drama	3
ENG-48*	Short Story and Novel from the Twentieth Century to the Present	3
COM-7	Oral Interpretation of Literature	3
THE-3*	Introduction to Theater	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree

The Associate in Arts in English 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.)

MATHEMATICS (CSUGE) NAS719 (IGETC) NAS720

The Associate in Science Degree in Mathematics for Transfer is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in mathematics, statistics, actuarial science, and education.

Program Learning Outcomes

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

- Reason mathematically both abstractly and computationally.
- Create and analyze mathematical models.

Required Courses (19-20 units) Units

MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4

Choose 2 courses from the following with at least 1 course from Group A 7-8

Group A Units

MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

Group B Units

PHY-4A*	Mechanics	4
CSC/CIS-5	Fundamentals of Programming Logic using C++	4

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Science for Transfer Degree

The Associate in Science in Mathematics 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) 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.)

PHYSICS**(CSUGE) NAS638
(IGETC) NAS640**

The Associate in Science in Physics for Transfer degree provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in Physics. Successful completion of the transfer degree in Physics guarantees student acceptance to a local California State University to pursue a baccalaureate degree in Physics.

Program Learning Outcomes

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

- Apply appropriate physical laws and mathematical techniques to analyze various physical situations
- Perform various scientific experiments and to analyze data to check agreement with theoretical predictions

Required Courses (24 units)		Units
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4
PHY-4C*	Heat, Light and Waves	4
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Science for Transfer Degree

The Associate in Science in Physics for Transfer degree will be awarded upon completion of coursework totaling 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.)

PSYCHOLOGY**(CSUGE) NAA566
(IGETC) NAA568**

The Associate in Arts in Psychology for Transfer degree is designed to prepare students who wish to transfer for the purposes of pursuing studies in psychology. Specifically, this degree allows students to complete various lower division courses in preparation for obtaining a baccalaureate degree in psychology at a California State University.

Program Learning Outcomes

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

- Apply the basic tenets of psychology to the study of more in depth topics in upper division courses
- Distinguish between the main theoretical perspectives in psychology
- Analyze the primary subfields of psychology and gauge their contributions to the understanding of behavior, cognition, and emotion

Required Courses (20 units)		Units
PSY-1*	General Psychology	3
PSY-2*	Biological Psychology	3
PSY-9*	Developmental Psychology	3
PSY-50*	Research Methods in Psychology	4
MAT-12*	Statistics	4
List A	Choose from the list below	3

List A (3 units)		Units
PSY-8*	Introduction to Social Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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**(CSUGE) NAA695
(IGETC) NAA696**

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 (18-19 units)		Units
SOC-1*/1H*	Introduction to Sociology	3
Electives from Group A		6-7
Electives from Group B		6
Electives from Group C		3

Electives Group A (6-7 units)		Units
MAT-12*/12H*	Statistics	4
SOC-2*	American Social Problems	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

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

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 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.)

SPANISH

**(CSUGE) NAA707
(IGETC) NAA708**

The Associate of Arts in Spanish for Transfer provides transfer majors with a strong foundation not only in the four basic language skills (listening comprehension, reading comprehension, speaking and writing), but also in the civilization and cultures of Spain and Latin America. The degree emphasizes the acquisition of communicative competence and the development of intercultural awareness, appreciation and understanding. Additionally, the Spanish courses align well with preparation for transfer majors in related fields such as liberal arts, language arts and linguistics, and complement majors in international relations, political science, business, education, sociology and other areas of study at UC, CSU, and private colleges and universities.

Program Learning Outcomes

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the

Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

Required Courses (23 units)		Units
SPA-1*/1H*	Spanish 1/Honors Spanish 1	5
SPA-2*/2H*	Spanish 2/Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish 3N	5
SPA-4*	Spanish 4	5
List A Select from the list below		3

List A: Select a minimum of one course (3 units)		Units
SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree

The Associate in Arts in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in a major area of emphasis, as determined by the community college district, 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.)

Note: If a student places out of any required course and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from List A or the courses listed below. Any other course substitution must be approved by the Spanish faculty of World Languages.

ANT-2	Introduction to Cultural Anthropology	CSU Area D
ANT-5	Cultures of Ancient Mexico	CSU Area D
ANT-8	Introduction to Language and Culture	CSU Area D
ART-8	Mexican Art History	CSU Area C1
COM-12	Intercultural Communication	CSU Area D
GEG-2	Introduction to Human Geography	CSU Area D
HIS-25	History of Mexico	CSU Area D
HIS-31	Chicano/a or U.S. Latino History	CSU Area C2 or D

SOC-1	Introduction to Sociology	CSU Area D
SOC-10	Introduction to Race & Ethnicity	CSU Area D

STUDIO ARTS**(CSUGE) NAA693
(IGETC) NAA694**

The Associate in Arts in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including design, drawing, and painting. This Studio Arts degree has an emphasis in Art History. Additionally, the studio courses align well with preparation for transfer majors in related fields such as sculpture, photography, and other areas of study at UC, CSU, and private colleges and universities.

Program Learning Outcomes

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

- Demonstrate proficient technical and creative skills with a variety of art materials.
- Understand works of art and design and the artistic contributions of diverse peoples through critical discussion and written assignments.
- Demonstrate, through the analysis of aesthetic and cultural values, an understanding of the contribution of art and design to human experience.

Required Courses (24 units) Units

ART-2*	History of Western Art: Renaissance through Contemporary	3
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
Electives	Choose from List A	3
Electives	Choose from List B	9

List A: Select 1 course (3 units) Units

ART-1*	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART-5*	History of Non-Western Art	3
ART-9*	African Art History	3

List B: Select 3 courses (9 units) Units

ART-20	Beginning Sculpture	3
ART-23	Design and Color	3
ART-26	Beginning Painting	3
ART-36A	Computer Art-Introduction	3

or one of the following:

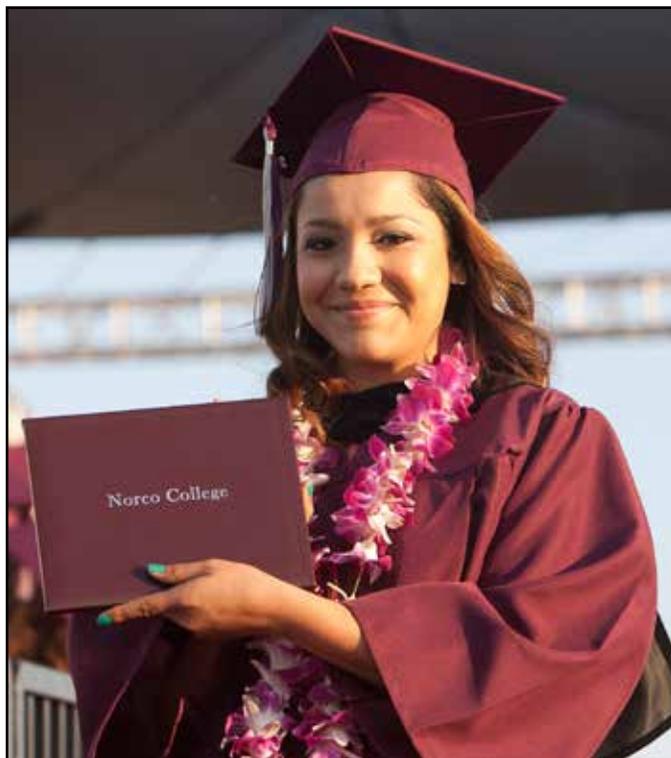
ART-18	Intermediate Drawing	3
ART-40A	Figure Drawing-Introduction	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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.)



Norco College

California State University General Education Requirements 2014-2015

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 or
BIO-1H Honors General Biology
BIO-2A Invertebrate Zoology
BIO-2B Vertebrate Zoology

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 Southern California
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-34 Human Genetics
BIO-36 Environmental Science
MIC-1 Microbiology
PSY-2 Biological Psychology

B-3: Laboratory Activity:

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

B-4: Mathematics/Quantitative Reasoning (Grade of “C” or better is required; 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 or
MUS-89H Honors Music of Multicultural America
THE-3 Introduction to the Theater
THE-29 Musical Theater Appreciation

C-2: Humanities:

CHI-1 Mandarin Chinese 1
CHI-2 Mandarin Chinese 2
CHI-11 Culture and Civilization
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-48 Short Story and Drama from 20th
century to the present
FRE-1 French 1
FRE-2 French 2
FRE-3 French 3
FRE-8 Intermediate Conversation
FRE-11 Culture and Civilization
HIS-1 History of World Civilizations I

HUM-10 World Religions or
HUM-10H Honors World Religions
HUM-11 Religion in America
HUM-16 Arts and Ideas: American Culture
HUM-18 Death: An Interdisciplinary Perspective
HUM-23 The Bible as Literature
HUM-35 Philosophy of Religion
(Same as PHI-35)

C-2: Humanities (Continued):

ENG-7 British Literature II: Romanticism through Postmodernism
 ENG-8 Introduction to Mythology (Same as HUM-8)
 ENG-9 Introduction to Shakespeare
 ENG-11 Creative Writing
 ENG-14 American Literature I: Pre- Contact through the Civil War
 ENG-15 American Literature II: 1860 to Present
 ENG-18 Survey of Native American Literature
 ENG-20 Survey of African American Literature
 ENG-23 The Bible as Literature (Same as HUM-23)
 ENG-30 Children's Literature
 ENG-35 Images of Women in Literature
 ENG-40 World Literature I: Ancient Literature through 1650 C.E.
 ENG-41 World Literature II: 1650 C.E. through the Present
 ENG-44 Poetry from the 20th century to the Present
 ENG-45 Modern Drama

HIS-2 History of World Civilizations II
 HIS-6 Political and Social History of the U.S. or
 HIS-6H Honors Political and Social History of the U.S.
 HIS-7 Political and Social History of the U.S. or
 HIS-7H Honors Political and Social History of the U.S.
 HIS-14 African American History I
 HIS-25 History of Mexico
 HIS-26 History of California
 HIS-31 Introduction to Chicano Studies
 HIS-34 History of Women in America
 HUM-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 through the Modern Era
 HUM-8 Introduction to Mythology (Same as ENG-8)

JPN-1 Japanese 1
 JPN-2 Japanese 2
 JPN-3 Japanese 3
 JPN-4 Japanese 4
 JPN-11 Culture and Civilization
 PHI-10 Introduction to Philosophy or
 PHI-10H Honors Introduction to Philosophy
 PHI-12 Introduction to Ethics: Contemporary Moral Issues
 PHI-15 Bio-Medical Ethics
 PHI-33 Intro. to Social and Political Philosophy
 PHI-35 Philosophy of Religion (Same as HUM-35)
 SPA-1 Spanish 1 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 or
 ECO-8H Honors 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
 PSY-50 Research Methods in Psychology

D-0: Sociology and Criminology:

SOC-1 Introduction to Sociology or
 SOC-1H Honors 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

Military veterans who submit a DD214 will be awarded a full 3 units towards area E certification.

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). 4/3/14 NF

Norco College
Intersegmental General Education Transfer Curriculum (IGETC) 2014-2015
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	MAT-12H Honors Statistics
MAT-2 Differential Equations	Computer Science	MAT-25 A Survey of Mathematics
MAT-3 Linear Algebra	MAT-10 Precalculus**	

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

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

3A – Arts:

ARE-35 History of Architecture - Beginning through Gothic	ART-6 Art Appreciation or	MUS-19 Music Appreciation
ARE-36 History of Architecture - Renaissance through Modern	ART-6H Honors Art Appreciation	MUS-23 History of Rock and Roll
ART-1 History of Western Art: Pre- Historic, Ancient, and Medieval	ART-7 Women Artists in History	MUS-25 Jazz Appreciation
ART-2 History of Western Art: Rena- issance through Contemporary	ART-8 Mexican Art History	MUS-26 Film Music Appreciation
ART-5 History of Non-Western Art	ART-9 African Art History	MUS-89 Music of Multicultural America or
	ART-10 Modern and Contemporary Art History	MUS-89H Honors Music of Multicultural America
	DAN-6 Dance Appreciation	THE-3 Introduction to the Theatre
	FRE-11 Culture and Civilization	THE-29 Musical Theater Appreciation
	MUS-3 Fundamentals of Music	

3B – Humanities:

CHI-2 Mandarin Chinese 2	FRE-8 Intermediate Conversation	HUM-11 Religion in America
CHI-11 Culture and Civilization	HIS-1 History of World Civilizations I*	HUM-16 Arts and Ideas: American Culture
COM-12 Intercultural Communication*	HIS-2 History of World Civilizations II*	HUM-18 Death: An Interdisciplinary Perspective
ENG-6 British Literature I: Anglo-Saxon through 18 th Century	HIS-6 Political and Social History of the U.S.* or	HUM-23 The Bible as Literature
ENG-7 British Literature II: Romanticism through Postmodernism	HIS-6H Honors Political and Social History of the U.S.*	(Same as ENG-23)
ENG-8 Introduction to Mythology (Same as HUM-8)	HIS-7 Political and Social History of the U.S.*	HUM-35 Philosophy of Religion (Same as PHI-35)
ENG-9 Introduction to Shakespeare	HIS-7H Honors Political and Social History of the U.S.*	JPN-2 Japanese 2
ENG-14 American Literature I: Pre-Contact through Civil War	HIS-14 African American History I*	JPN-3 Japanese 3
ENG-15 American Literature II: 1860 to the Present	HIS-25 History of Mexico*	JPN-4 Japanese 4
ENG-18 Survey of Native American Literature	HIS-26 History of California*	JPN-11 Culture and Civilization
ENG-20 Survey of African American Literature	HIS-31 Introduction to Chicano Studies*	PHI-10 Introduction to Philosophy or
ENG-23 The Bible as Literature (Same as HUM-23)	HIS-34 History of Women in America*	PHI-10H Honors Introduction to Philosophy
ENG-35 Images of Women in Literature	HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or	PHI-12 Intro. to Ethics: Contemporary Moral Issues
ENG-40 World Literature I: From Ancient Literature through 1650 C.E.	HUM-4H Honors Arts and Ideas: Ancient World through the Late Medieval Period	PHI-33 Introduction to Social and Political Philosophy
ENG-41 World Literature II: 1650 C.E. to the Present	HUM-5 Arts and Ideas: The Renaissance through the Modern Era or	PHI-35 Philosophy of Religion (Same as HUM-35)
ENG-44 Poetry from the 20 th Century to the Present	HUM-5H Honors Arts and Ideas: The Renaissance through the Modern Era	SPA-2 Spanish 2 or
ENG-45 Modern Drama	HUM-8 Introduction to Mythology (Same as ENG-8)	SPA-2H Honors Spanish 2
ENG-48 Short Story and Novel from the 20 th Century	HUM-10 World Religions or	SPA-3 Spanish 3
FRE-2 French 2	HUM-10H Honors World Religions	SPA-3N Spanish for Spanish Speakers
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*	HIS-1 History of World Civilizations I*	POL-11 Political Theory
ANT-2 Cultural Anthropology	HIS-2 History of World Civilizations II*	POL-13 Introduction to American Foreign Policy
ANT-3 Prehistoric Culture	HIS-6 Political and Social History of the U.S. * or	PSY-1 General Psychology
ANT-4 Native American Cultures	HIS-6H Honors Political and Social History of the U.S.*	PSY-2 Physiological Psychology*
ANT-5 Cultures of Ancient Mexico	HIS-7 Political and Social History of the U.S. * or	PSY-8 Introduction to Social Psychology
ANT-6 Introduction to Archaeology	HIS-7H Honors Political and Social History of the U.S.*	PSY-9 Developmental Psychology
ANT-7 Anthropology of Religion	HIS-14 African American History I*	PSY-33 Theories of Personality
ANT-8 Language and Culture	HIS-25 History of Mexico*	PSY-35 Abnormal Psychology
COM-12 Intercultural Communication*	HIS-26 History of California*	PSY-50 Research Methods in Psychology
COM-13 Gender Communication	HIS-31 Introduction to Chicano Studies*	SOC-1 Introduction to Sociology or
EAR-20 Child Development	HIS-34 History of Women in America*	SOC-1H Honors Introduction to Sociology
ECO-4 Introduction to Economics**	POL-1 American Politics or	SOC-2 American Social Problems
ECO-7 Principles of Macroeconomics or	POL-1H Honors American Politics	SOC-3 Social Inequality in American Society
ECO-7H Honors Principles of Macroeconomics	POL-2 Comparative Politics	SOC-10 Race and Ethnic Relations
ECO-8 Principles of Microeconomics	POL-4 Introduction to World Politics or	SOC-12 Marriage and Family Relations
GEG-2 Human Geography	POL-4H Honors Introduction to World Politics	SOC-15 Women in American Society
GEG-3 World Regional Geography	POL-5 The Law and Politics	SOC-20 Introduction to Criminology
GEG-4 Geography of California		SOC-50 Introduction to Social Research Methods
GEG-6 Geography of the U.S. and Canada		

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

GEG-1 Physical Geography
 GEG-1H Honors Physical Geography
GEG-1L Physical Geography Laboratory
 (GEG-1L has a Corequisite of GEG-1 or 1H)
 GEG-5 Weather and Climate
 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)

5B – Biological Science:

AMY-2A Anatomy and Physiology I
AMY-2B Anatomy and Physiology II
 AMY-10 Survey of Human Anatomy and Physiology
 ANT-1 Physical Anthropology*
BIO-1 General Biology or
BIO-1H Honors General Biology
BIO-2A Invertebrate Zoology
BIO-2B Vertebrate Zoology

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 Southern California
 BIO-10 Principles of Life Science**

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

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:**

CHI-1 Mandarin Chinese 1
 CHI-2 Mandarin Chinese 2
 FRE-1 French 1
 FRE-2 French 2
 FRE-3 French 3

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

SPA-2 Spanish 2 or
 SPA-2H Honors Spanish
 SPA-3 Spanish 3
 SPA-3N Spanish for Spanish Speakers
 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) | 2. Constitution and Government (3 units) |
| HIS-6 Political and Social History of the U.S. | POL-1 American Politics |
| HIS-6H Honors Political and Social History of the U.S. | POL-1H Honors American Politics |
| HIS-7 Political and Social History of the U.S. | |
| HIS-7H Honors Political and Social History of the U.S. | |

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

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

Notes:

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



Section V
CURRICULAR PATTERNS

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 language with a C or better are equivalent to the first semester of the same language at RCCD. For subsequent semesters, one year of high school language with a C or better is equivalent to one semester of the same language at RCCD. (For example, two years of high school Spanish are equivalent to Spanish 1 at RCCD; three years of high school Spanish are equivalent to Spanish 2; four years of high school Spanish are equivalent to Spanish 3.)

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. Students can find the most up-to-date listing of articulated courses, correlating grade requirements, and instructions on how to receive credit by going to www.explorecte.com/articulation.

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

The following list of courses is in effect until summer 2014. Please check the website for updated articulated courses:

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)
 Technology Applications 2A/2B (CIS 1A)

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)
 The Art of Animation (ART 44)
 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)
 Digital Photo 1 (PHO 20)
 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)
 Design 2 (ADM 71)
 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)
 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

American Sign Language (AML 1)
 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 Digital Video Production or Media/Arts Academy III (FTV 67)
 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 Assistant Course A: Front & Back Office (MDA 54)
 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 SUPERINTENDENT 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 34A)

Web Page Design & Development (ADM 74)

CAREER AND TECHNICAL EDUCATION PROGRAMS

Norco College offers Associate of 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 of 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 Norco College must file an official application. Admission to Norco College is regulated by state law as prescribed in the California Education Code.

Certificate Course Requirements

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

ASSOCIATE OF SCIENCE DEGREE

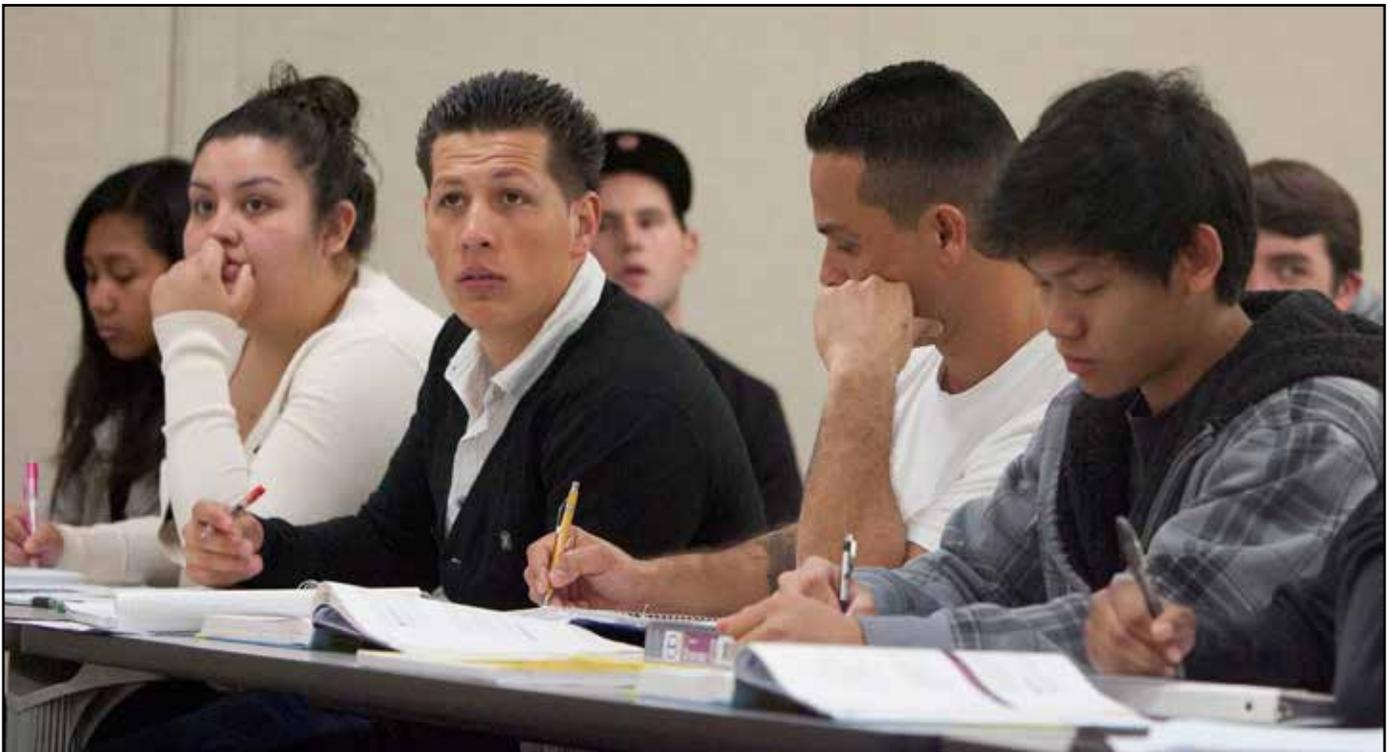
The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

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.



Location	Program & 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		•	•
NORCO COLLEGE				
International Rectifier Temecula	Digital Electronics NAS656/NCE656		•	•

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™	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•			AS642*
With IGETC pattern			•			AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	
With IGETC pattern			•	MAA618*	NAA618*	
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Physics						
With CSUGE pattern			•		NAS638*	
With IGETC pattern			•		NAS640*	
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Spanish						
With CSUGE pattern			•	MAA707*	NAA707*	AA707*
With IGETC pattern			•	MAA708*	NAA708*	AA708*
Studio Arts						
With CSUGE pattern			•	MAA693*	NAA693*	
With IGETC pattern			•	MAA694*	NAA694*	
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*

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

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	Locally Approved Certificate	State Approved Certificate	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 Graphic Communication	•					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*
Entrepreneurship		•	•			AS531*/CE531*
Insurance		•	•			AS629*/CE629*
International Business	•					CE627*
Operations and Production Mgmt	•					CE833*
Real Estate Salesperson and Transaction	•				NCE854	
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859	NCE859	CE859
Small Business Payroll Accounting	•			MCE860	NCE860	CE860

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

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	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
COMMERCIAL MUSIC						
Audio Production		•	•		NAS684/NCE684	
Performance		•	•		NAA645/NCE645	
COMMUNITY INTERPRETATION		•	•	MAS557/MCE557		
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*
Mobile Application Development		•	•		NAS725/NCE725	
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
DANCE						
Pilates Dance/Conditioning Instructor	•					CE857
CULINARY ARTS		•	•			AS561/CE561
DENTAL ASSISTANT		•	•	MAS621/MCE621		
DENTAL HYGIENE			•	MAS724		
DENTAL LABORATORY TECHNOLOGY		•	•	MAS723/MCE723		
DRAFTING TECHNOLOGY		•	•		NAS539/NCE539	

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

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	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
EARLY CHILDHOOD EDUCATION		•	•	MAS544/MCE544	NAS544/NCE544	AS544*/CE544*
ECE/Assistant Teacher	•			MCE795	NCE795	CE795*
ECE/Twelve Core Units	•			MCE797	NCE797	CE797*
Early Childhood Intervention Assistant		•	•	MAS601/MCE601	NAS601/NCE601	AS601/CE601*
Infant and Toddler Specialization	•			MCE681	NCE681	CE681*
EDUCATION PARAPROFESSIONAL		•	•	MAS603/MCE603*		AS603*/CE603*
ELECTRONICS TECHNOLOGY						
Digital Electronics		•	•		NAS656/NCE656	
Electronics Technology		•	•		NAS546/NCE546	
Green Technician	•				NCE856	
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
LOGISTICS MANAGEMENT		•	•		NAS579/NCE579*	
MANUFACTURING TECHNOLOGY						
Automated Systems Technician		•	•		NAS737/NCE737	
Computer-Aided Production Technology	•				NCE799	
Computer Numerical Control Programming		•	•		NAS655/NCE655	
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

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
NURSING						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586
Vocational Nursing		•	•			AS588/CE588
PARALEGAL STUDIES			•			AS591*
PHOTOGRAPHY		•	•			AS592/CE592
PHYSICIAN ASSISTANT		•	•	MAS501/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536/NCE536*	AS536*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505/CE505
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 Design		•	•		NAS685/NCE685	
Game Programming		•	•		NAS691/NCE691	
SPEECH LANGUAGE PATHOLOGY ASSISTANT		•	•	MAS697/MCE697		
SUPPLY CHAIN TECHNOLOGY		•	•		NAS608/NCE608	
WELDING TECHNOLOGY		•	•			AS606/CE606
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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

PROGRAMS AND CERTIFICATES
R=Riverside; M=Moreno Valley; N=Norco

ACCOUNTING

See [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 of Science Degree

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

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

CRIME SCENE INVESTIGATION (NR) NCE619

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of crime scene investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professional Forensic Identification Technicians, within the criminal justice system, to properly gather, analyze, prepare, and present crime scene evidence.

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

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of criminal investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professionals in all areas of the criminal justice system to properly gather, analyze, prepare, and present evidence in criminal matters, e.g., Police, District Attorneys, and courts.

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. Students completing this certificate will be qualified for an entry level architectural drafting position.

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

Associate of Science Degree

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

Program Learning Outcomes

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

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

ARCHITECTURAL GRAPHICS (N)

NCE787

The Architectural Graphics certificate prepares students with technical communication skills, and the knowledge and craft of two dimensional drafting solutions for architecturally related industry applications. Students learn to present graphic solutions, provide design refinements, modifications, and delineations of working technical drawings using current Computer-Aided Drafting CAD methods and techniques with an understanding of industry standards. Certificate completers are able to secure drafting technician positions in areas related to architecture, environmental design, and to assist in the development of architectural construction documents for light frame structures, under the supervision of a professional.

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

AUDIO PRODUCTION

See [COMMERCIAL MUSIC](#)

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
Real Estate	12

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the certificate in the concentration area of their choice.

Associate of Science Degree

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

ACCOUNTING CONCENTRATION (MNR) 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:

- Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
- Analyze and solve accounting issues and problems for a variety of business entities.
- Analyze and interpret data and reports for a variety of business entities.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

Business Administration Major Core Requirements	18
Required for this concentration	3
ACC-1B Principles of Accounting II	3
and	
Select another 9 units from the following:	9
ACC-61 Cost Accounting	3
ACC-62 Payroll Accounting	3
ACC-63 Income Tax Accounting	3
ACC-65 Computerized Accounting	3
ACC-66 Non-Profit and Governmental Accounting	3
ACC-200 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
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 Experience1-2-3-4	3
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
MAG-56 Human Resources Management	3
and	
Select another 9 units from the following:	9
MAG-51 Elements of Supervision	3
MAG-52 Employee Training and Development	3
MAG-54 Employee Labor Relations	3
MAG/BUS-70 Introduction to Organizational Behavior	3

LOGISTICS MANAGEMENT CONCENTRATION (N)

NAS580/NCE580

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is on integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Program Learning Outcomes

In addition to outcomes from the core Business Administration courses, and upon successful completion of the Logistics concentration, students should be able to do four to five of the following 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
BUS-80 Principles of Logistics	3
and	
Select another 9 units from the following:	9
BUS-82 Freight Claims	1.5
BUS-83 Contracts	1.5
BUS-85 Warehouse Management	3
BUS-86 Transportation and Traffic Management	3
BUS-87 Purchasing and Supply Management	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 Electronic-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

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

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



REGISTERED INDIVIDUAL AND SMALL BUSINESS INCOME TAX PREPARER (N) NCE858

U.S. and California income tax principles and tax return preparation as it relates to individuals, sole proprietorships, and other business entities. This course is certified by the California Tax Education Council (CTEC) as fulfilling the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer.

Certificate Program

Program Learning Outcomes

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

- Prepared federal and state income tax returns for individuals, sole proprietorships, and other business entities.
- Conduct tax research on client issues using both manual and computerized methods.
- Evaluate and propose strategies that minimize income tax obligations.

Required Courses (4 units)		Units
ACC-67	U.S. and California Income Tax Preparation	4

SMALL BUSINESS ACCOUNTING (MNR) NCE859

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

Certificate Program

Program Learning Outcomes

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

- Perform a variety of accounting skills such as journalizing, posting, double entry accounting, record adjusting and closing entries and prepare financial statements.
- Use accounting software to prepare financial statements and to analyze and solve problems.
- Recognize the role of ethics in accounting.

Required Courses (6 units)		Units
ACC-65	Computerized Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC-55	Applied Accounting/Bookkeeping	3

SMALL BUSINESS PAYROLL ACCOUNTING (MNR) NCE860

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

Certificate Program

Program Learning Outcomes

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

- Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Accurately apply accounting principles to computerized and manual payroll systems.

Required Courses (6 units)		Units
ACC-62	Payroll Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC-55	Applied Accounting/Bookkeeping	3

COMMERCIAL MUSIC

AUDIO PRODUCTION (N) NAS684/NCE684

The Audio Production 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. Upon program completion, students will be prepared to enter the field as a sound designer, audio director, folio artist, audio programmer or producer. 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 an industry-standard portfolio containing audio samples from class projects.
- Demonstrate professional communication skills effectively with colleagues in an industry production project.

Required Courses (26-29 units)		Units
COM-9/9H	Interpersonal Communication	3
MUC-3	Introduction to Pro Tools: MIDI and Audio Production	3
MUC-4	Intermediate Pro Tools: 110	3
MUS-65	Basic Musicianship	2
In addition, choose and complete courses from one emphasis below:		15-18

Game Audio Emphasis (18 units)

GAM-35	Introduction to Simulation and Game Development	3
GAM-44	Portfolio Productions	2
GAM-50	Introduction to Game Programming	3
GAM-79D	Studio Game Production: Audio	4
MUC-5	Sound Design I	3
MUC-8	Composing Music for Video Games	3

Recording Emphasis (15 units)

MUC-1A	Beginning Performance Techniques for Studio Recording	2
MUC-1B	Intermediate Performance Techniques for Studio Recording	2
MUC-1C	Advanced Performance Techniques for Studio Recording	2
MUC-12	Live Sound Reinforcement	3
MUC-13	Recording Studio Workshop I	3
MUS-93	The Business of Music	3

Associate of Science Degree

The Associate of 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.

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.

Certificate Program

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 (34-36 units)		Units
MUC-1A	Beginning Performance Techniques for Studio Recording	2
MUC-1B	Intermediate Performance Techniques for Studio Recording	2
MUC-1C	Advanced Performance Techniques for Studio Recording	2
MUC-7	Introduction To Music Technology	3
MUS-3	Fundamentals of Music	4
MUS-32A	Class Piano I	1
MUS-38	Beginning Applied Music Training (take 4 times/2 units)	8
MUS-65	Basic Musicianship	2
Electives (choose from the lists below)		10-12

Select 6-8 units from the following:

MUC-3	Introduction to Pro Tools: MIDI and Audio Production	3
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
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.



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 (31.5-32.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
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-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-76A	Introduction to Microsoft Expression Web	3
CIS-76B	Introduction to DreamWeaver	3
CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

Associate of Science Degree

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

COMPUTER PROGRAMMING (MNR) 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 (26.5 units) Units

CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
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	Programming Concepts and Methodology II: C++	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)

CIS/CSC-11	Computer Architecture and Organization: Assembly	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

Associate of Science Degree

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

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 of Science Degree

The Associate of 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.

MOBILE APPLICATION DEVELOPMENT (N) NAS725/NCE725

Students completing the Mobile Application Development Certificate or A.S. degree will be well qualified in the mobile application design and development process, including building mockups and wireframes, interfacing with standard frameworks and technologies, utilizing modern mobile hardware, and employing standard design and development techniques and tools for rapid prototyping. The final course of this program is a capstone project where students work in teams to create complete, original applications which are ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as an independent mobile application designer, web designer, web programmer, or junior user experience specialist.

Certificate Program**Program Learning Outcomes**

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

- Apply the principles of mobile design to create intuitive, well formatted and platform optimized mobile user interfaces.
- Create comprehensive mobile and web designs complete with wireframes, flow charts, and use-case diagrams 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 mobile and web application projects and documents developed in class projects.

Required Courses (30 units)		Units
CIS/CSC-5	Fundamentals of Programming Logic Using C++	4
CIS/CSC-18A	Java Programming: Objects	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS-66	Web Development I	3
CIS-67	Web Development II	3
CIS-68	Mobile Applications Development I	3
CIS-69	Mobile Applications Development II	3
CIS-75	Mobile Media Design	3
CIS-78A	Introduction to Adobe Photoshop	3
GAM-44	Portfolio Production	2

Associate of Science Degree

The Associate of Science Degree in Mobile Application Development 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
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-40A	Figure Drawing-Introduction	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-36A	Computer Art-Introduction	3
ART-44A	Beginning Animation Principles	3

Associate of Science Degree

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

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

C++ PROGRAMMING (NR) 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 (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-17A	Programming Concepts and Methodology II: C++	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 (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
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-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	3
and		
CIS-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

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-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

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 (6 units)

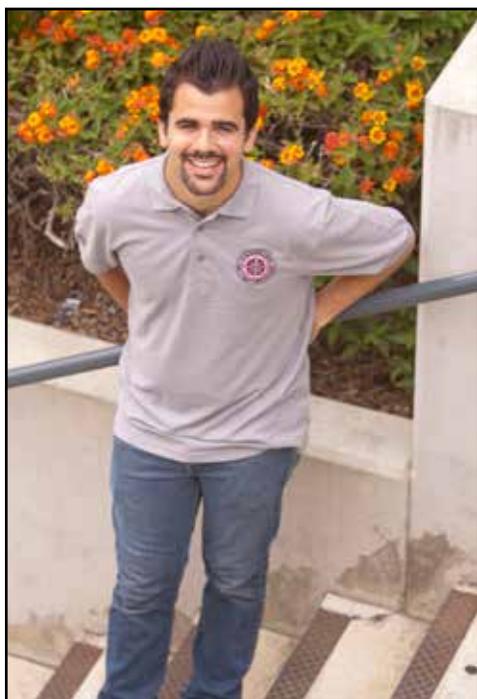
CON-60	Introduction to Construction	3
CON-61	Materials of Construction	3
CON-62	Blueprint Reading	3
CON-63BCD	Analysis of Revisions to the Uniform Building Code	3-3-3
CON-73	Project Planning for Site Construction	3
CON-200	Construction Work Experience	1-2-3-4

Associate of Science Degree

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

Program Learning Outcomes

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



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. Students completing this certificate will be qualified for an entry level drafting or mechanical design position.

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 (24-26 units) Units

ENE-21	Drafting	3
ENE-22	Engineering Drawing	3
ENE-28	Technical Design	3
ENE-30	Computer Aided Drafting (CAD)	3
ENE-42	SolidWorks I	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)	2-4

Electives (2-4 units)

ARE-24	Architectural Drafting	3
ENE-23	Descriptive Geometry	3
ENE-26	Civil Engineering Drafting	3
ELE/ENE-27	Technical Communications	3
ENE-42B	SolidWorks II	3
MAN-56	CNC Machine Set-Up and Operation	4
WEL-34	Metal Joining Processes	2

Associate of Science Degree

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

Program Learning Outcomes

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

EARLY CHILDHOOD EDUCATION**EARLY CHILDHOOD EDUCATION (MNR) NAS544/NCE544**

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

Certificate Program**Program Learning Outcomes**

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

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (31 units)		Units
EAR-19	Observation and Assessment 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	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	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	Introduction to Elementary Classroom Teaching	4
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

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

For students interested in transferring to a California State University, please see the requirements for the Associate in Science in Early Childhood Education for Transfer degree in Section IV of this catalog.

Associate of Science Degree

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



EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR)

NAS601/NCE601

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. 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 Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science Degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is 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 interactive video information about the Child Development Permit, see www.academic.rcc.edu/earlychild/permit.jsp.

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	Infant and Toddler Development	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)

EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-26	Health, Safety and Nutrition	3
EAR-31	Home Visiting	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-47	Childhood Stress and Trauma	3

Associate of Science Degree

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

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

EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR) NCE795

This certificate enables the holder to care for and assist in the development and the instruction of children in a child development program while under supervision. Students select two classes out of EAR 20, 24, 28, and 42 to meet the requirements for this certificate.

Certificate Program

Program Learning Outcomes

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

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

Required Courses (6 units)		Units
Complete two courses from the list below:		
EAR-20	Child 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 / TWELVE CORE UNITS (MNR)**NCE797**

This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The twelve core units include EAR 20, 24, 28, and 42 and form the foundation upon which further early childhood coursework is built.

Certificate Program**Program Learning Outcomes**

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

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

Required Courses (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	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-35	Internship in Infant and Toddler Care	3

ELECTRONICS TECHNOLOGY**DIGITAL ELECTRONICS (N)****NAS656/NCE656**

The Digital Electronics Program first prepares students with the fundamental theories of DC and AC electronic components, circuits & behaviors. It then grows to emphasize digital integrated circuit logic, analysis, design, mapping and simplification, and then culminates in microcontroller construction and programming. Printed Circuit Board (PCB) design will follow from schematic capture and circuit simulations. Students will learn to communicate, verbally and graphically, to a wide range of audiences, using various media and delivery methods. Completers of this program may qualify for a certificate, an Associate of Science Degree, or an entry level position in the Digital Electronics Industry, as knowledgeable and productive employees.

Certificate Program**Program Learning Outcomes**

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

- Fluently read and write electronic symbols of schematics, and develop schematic diagrams to guide the simulation, construction, maintenance, troubleshooting or repair of DC, AC, microcontrollers and digital circuits.
- Explain the operation of electronic components and predict their behavior in given circuit designs, and calculate solutions to complex networks, and justify the formulas and calculations.
- Capture a schematic of a mixed-signals circuit, using the appropriate electronics computer-aided-design (CAD) software, and simulate the behavior of it, and then create a PCB design for that circuit. Then, after fabrication of a Printed Circuit Board (PCB), “stuff” and solder components to it, test and contrast with simulation predictions.
- Fluently read and write Boolean Algebra logic equations, symbols, truth-tables and circuits, then synthesize logic forms, simplify to lowest terms, and implement circuits using only NAND or NOR logic gates.
- Design, program, compile, install, wire, test, verify and explain the proper operation of a microcontroller with respect to given specifications, then explain the purpose and methods whereby a microcontroller may perform math, logic or conversions between analog and digital forms.

Required Courses (29 units)		Units
ELE-11	DC (Direct Current) Electronics	4
ELE-13	AC (Alternating Current) Electronics	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ENE/ELE-27	Technical Communications	3
ELE-28	MultiSim CAD & PCB Design/Fab	3
Electives	Choose from the list below	7

Electives (7 units)

ELE-10	Survey of Electronics	4
ELE-23	Electronic Devices and Circuits	4
ELE/MAN-61	Introduction to Robotics	3
ELE/MAN-63	LabView Visual Programming for Automated Systems	3
ELE/MAN-64	Programmable Logic Controllers	3
ELE-91	Fundamentals of Solar Energy	3
ELE-200	Electronics, Work-Experience	1-4
MAN-55	Occupational Safety and Health Administration (OSHA) for General Industry	2

Associate of Science Degree

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

ELECTRONICS TECHNOLOGY (N) NAS546/NCE546

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.

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 Communications	3
Electives	(Choose from list below)	9

Electives (9 units)

CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
ELE-24	Active Circuit Analysis	3
ELE-200	Electronics Work Experience	1-4
ENE-22	Engineering Drawing	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-60	Math for Engineering Technology	3
MAN-60	Hydraulic and Pneumatic Systems	3
MAN-75A	Robotic Systems	4

Associate of Science Degree

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

Program Learning Outcomes

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

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

GREEN TECHNICIAN (N) NCE856
Renewable energy and related sustainability concepts; DC and AC electrical theory; and solar power systems. Design, installation, and maintenance issues along with OSHA safety are included.

Certificate Program

Program Learning Outcomes

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

- Draw and identify all the primary components of a typical, 4-KW, utility-interactive, photo voltaic (PV) system and explain how each part operates in this grid-tied configuration;
- Solve basic, direct current, electronic problems involving resistance, current, voltage, and power, as applied to both simple and complex combinations of series and/or parallel circuit components, comprised of resistors, capacitors and coils, in a given network configuration;
- Explain the basic principles of sinusoidal sources of Alternating Current (AC) and solve AC network circuit problems involving resistors, capacitors, inductors and/or transformers;
- Utilize OSHA standards and regulations to supplement an ongoing safety and health program;
- Thoroughly explain the typical maintenance requirements for the PV array and other components, including inverters and batteries of a stand-alone system, to keep a 5-KW, off-grid power installation safe and operating at high-efficiency.

Required Courses (13 units) Units

ELE-11	DC Electronics	4
ELE-13	AC Electronics	4
ELE-91	Fundamentals of Solar Energy	3
MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2

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

Associate of Science Degree

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

Program Learning Outcomes

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

ENGINEERING TECHNOLOGY (N)
NAS551
Associate of 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 (33-34 units)		Units
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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)	7-8

Electives (7-8 units)		Units
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CHE-2A	Introductory Chemistry I	4
ENE-23	Descriptive Geometry	3
MAT-5	Calculus, A Short Course	4
MAT-12	Statistics	4
PHY-2A	General Physics I	4

Associate of Science Degree

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

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 of Science Degree in Engineering Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

The following certificate may lead to employment competency, but does not lead to an Associate of 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

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

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;

- Describe roles and value added by global logistics intermediaries.

Required Courses (18 units)		Units
BUS-80	Principles of Logistics	3
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Purchasing and Supply Management	3
BUS-90	International Logistics	3

Associate of Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcome for the logistics management certificate program, students who complete the Associate of Science Degree in Logistics Management will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

MANAGEMENT

See [BUSINESS ADMINISTRATION](#)

MANUFACTURING TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

AUTOMATED SYSTEMS TECHNICIAN (N) NAS737/NCE737

Businesses and other organizations depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the factory floor. Transmitters and antennae provide communication links for many organizations. Industry needs well-trained technicians with the knowledge of how to design, repair and implement new equipment. The Automated Systems Technician program teaches how to use Electronics, Microprocessors, Microcontrollers, Programmable Logic Control and Fluid Power systems to create and program new machinery used in industry. Students completing this certificate are prepared for entry-level employment as Avionics Technicians, Maintenance Technician, Automation Technicians, and Electromechanical Systems Technician.

Certificate Program**Program Learning Outcomes**

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

- Discuss and demonstrate occupation safety and technical communications.
- Demonstrate the installation maintenance and troubleshooting of Programmable Logic Control systems (PLCs) and PLC modules
- Set-up and operate fluid powered valves, cylinders, controls filters, and actuators.
- Establish a systematic approach to recognizing the essential information given on a blueprint.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technological areas and various fields of engineering.
- Demonstrate quantitative measurement of electrical circuit parameters; assemble, and test both direct current and alternating current series, parallel, and series parallel circuits.
- Explain the basic operation of a microprocessor/microcontroller.

Required Courses (28 units)		Units
ELE-11	DC Electronics	4
ELE-13	AC Electronics	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communications	3
ELE/MAN-64	Programmable Logic Controllers	3
ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
MAN-60	Hydraulics and Pneumatic Systems	3

Associate of Science Degree

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

Program Learning Outcomes

In addition to achieving the program learning outcomes for the automated systems technician certificate program, students who complete the Associate of Science Degree in manufacturing technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

COMPUTER NUMERICAL CONTROL PROGRAMMING (N)**NAS655/NCE655**

This program prepares individuals for an entry level career in computer numerical control programming. Computer control programmers and operators use computer numerically controlled (CNC) machines to cut and shape precision products, such as automobile, aviation, and machine parts. CNC machines operate by reading the code included in a computer-controlled module, which drives the machine tool and performs the functions of forming and shaping a part formerly done by machine operators. CNC machines include machining tools such as lathes, multi-axis spindles, milling machines, laser cutting machines, and wire electrical discharge machines. CNC machines cut away material from a solid block of metal or plastic—known as a workpiece—to form a finished part. Computer control programmers and operators normally produce large quantities of one part, although they may produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with CNC programming to design and carry out the operations needed to make machined products that meet precise specifications.

CNC programmers—also referred to as *numerical tool and process control programmers*—develop the programs that run the machine tools. They review three-dimensional computer aided/automated design (CAD) blueprints of the part and determine the sequence of events that will be needed to make the part. This may involve calculating where to cut or bore into the workpiece, how fast to feed the metal into the machine, and how much metal to remove.

Certificate Program**Program Learning Outcomes**

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

- Create a steam or stirling engine based on blueprints that involves parts using both the mill and the lathe.
- Create five-axis part drawing files using Computer Aided Manufacturing program such as Mastercam, numerical code files and Solid Works.
- Compose written assignments on occupation safety in general industry.
- Solve mathematical formulas by using unknowns and apply this knowledge to solve problems for the industry.
- Establish a systematic approach to recognizing the essential information given on a blueprint.

In addition to achieving the program learning outcomes for the Computer Numerical Control programming certificate, students who complete the Associate of Science Degree in Computer Numerical Control Programming (CNC) technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

Required Courses (27 units)		Units
ENE-30	Computer Aided Drafting (CAD)	3
ENE-42	SolidWorks I	3
ENE-51	Blueprint Reading	2
ENE-52	Geometric Dimensioning and Tolerancing	2
ENE-60	Math for Engineering Technology	3
MAN-35	Computer-Aided Manufacturing-Mastercam	5
MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
MAN-56	CNC Machine Set-up and Operation	4
MAN-57	CNC Program Writing	3

Associate of Science Degree

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

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

COMPUTER-AIDED PRODUCTION TECHNOLOGY (N) NCE799

Computer control programmers and operators use computer numerically controlled (CNC) machines to produce a wide variety of products, from automobile engines to computer keyboards. The Computer-Aided Production Technology certificate teaches how parts are produced in industry using Computer Numerical Control Machines and Computer Aided Machine programming systems. Students completing this certificate are prepared for entry-level employment as a Machinist or as Machine setters, operators and tenders.

Certificate Program

Program Learning Outcomes

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

- Create a steam or stirling engine that involves parts using both the mill and the lathe.
- Create a portfolio which may include printouts of Mastercam or other Computer Aided Manufacturing program part file drawings, numerical code files and operation sheets.
- Solve formulas by using unknowns.
- Establish a systematic approach to recognizing the essential information given on a blueprint.

Required Courses (14-16 units)		Units
ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
MAN-56	CNC Machine Set-up and Operation	4
Electives	(Choose from list below)	3-5
Electives (3-5 units)		
MAN-35	Computer-Aided Manufacturing-Mastercam	5
MAN-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 of Science Degree

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

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:

- 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 containing 3D animations developed in class projects.

Required Courses (37 units)		Units
ART-17	Beginning Drawing	3
ART-44A	Beginning Animation Principles	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-79A	Game Studio: Animation	4
Electives	Choose from the list below	3

Electives (3 units)

CAT/CIS-54A	Introduction to Flash	3
GAM-73	Storyboarding for Games	3

Associate of Science Degree

The Associate of 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.

- 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 (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-79B	Game Studio: Character Modeling	4

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-41	Game Asset and engine Integration	3
GAM-42	Photoshop for Game Art and Animation	3
GAM-44	Portfolio Production	2
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-79C	Game Studio: Environments and Vehicles	4

Associate of Science Degree

The Associate of 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.

Associate of Science Degree

The Associate of 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 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 3-D environments artist, prop modeler, level builder or junior modeler.

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:

- 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.

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 nondigital and digital original games.
- Contribute to 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 on an industry standard production project.
- Create an industry standard portfolio utilizing games and class projects.

Required Courses (33 units)		Units
GAM-21	History of Video Games	3
GAM-22	Game Design Principles	4
GAM-23	Digital Game Design	4
GAM/CIS-24	Video Game Prototyping	4
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/CIS-50	Introduction to Game Programming	3
GAM-79E	Game Studio: Game Design Capstone	4

Associate of Science Degree

The Associate of 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 PROGRAMMING (N)

NAS691/NCE691

Students completing the Game Programming Certificate or A.S. degree will be well qualified in the process of designing and coding programming logic for games including coding game rules, mechanics and simulations, to create complete modules and game experiences. 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 which is ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as an independent game developer specializing in game programming.

Certificate Program

Program Learning Outcomes

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

- Assemble multimedia assets into a single project and provide meaning and structure to those assets through programmatic solutions;
- Construct complex systems to facilitate game rules, mechanics, and simulations;
- Build games or applications driven by mathematics and physics concepts in an architecturally sound software design;
- Apply concepts and techniques in game programming to create complete modules and game experiences at an advanced level;
- Create an industry-standard portfolio containing code samples from class projects;
- Demonstrate professional communication skills effectively with colleagues on an industry production project.

Required Courses (36-37 units)		Units
GAM/CIS-24	Video Game Prototyping	4
GAM-35	Introduction to Simulation and Game Development	3
GAM-44	Portfolio Production	2
GAM/CIS-50	Introduction to Game Programming	3
GAM-51	Game Mechanics and Simulation	3
GAM/CSC-52	Game Engine Scripting I	3
GAM/CSC-53	Game Engine Scripting II	3
GAM-79F	Game Studio Production: Game Programming	4
MAT-35	Intermediate Algebra	5
Electives	Choose from list below	6-7

Electives (6-7 units)

GAM-21	History of Video Games	3
GAM-22	Game Design Principles	4
GAM-31	Introduction to 3D Modeling	3
GAM-42	PhotoShop for Game Art and Animation	3

Associate of Science Degree

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

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

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

SUPPLY CHAIN TECHNOLOGY (N) NAS608/NCE608

Supply Chain Technologies such as Radio Frequency Identification (RFID), Geographic Information Systems (GIS) and Global Positioning Systems (GPS) are the critical technologies related to logistics. Logistics is the management of the flow of goods and services between the point of origin and the point of consumption in order to meet the requirements of customers. The Supply Chain Technology Certificate/Associate of Science degree prepares students for immediate entry or promotion within the Supply Chain/Warehousing/Transportation industry in a variety of roles such as Supply Chain Technician, designer of equipment to support operations within the supply chain. This program provides students with the theoretical knowledge and hands on training necessary to function as part of an interdisciplinary team in the creation of mechatronic equipment used in the supply chain.

Certificate Program

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of Supply Chain Technology by compiling a portfolio of their work, which will include:

- Application of routing problems and algorithms related to transportation and delivery of goods and services;
- Description of the role of transportation in the economy and supply chain using ArcGIS;
- Application of Programmable Logic Control (PLCs) and Radio Frequency Identification systems to design, configure and drive conveyor belt systems;
- Compose written assignments on occupation safety in general industry on an advanced level to help companies prevent industrial accidents;
- Formal presentations as required by technicians working the field of supply chain technology.

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

<u>Required Courses (25-29 units)</u>		<u>Units</u>
SCT-2	Supply Chain Technology Analysis and Models	3
SCT-3	Supply Chain Technology	4
SCT-4	Transportation Technology and Vehicle Routing	3
ELE/ENE-27	Technical Communications	3
ELE/MAN-64	Programmable Logic Controllers	3
MAN-55	OSHA Standards for General Industry	2
MAN-60	Hydraulic/Pneumatic Systems	3
Electives	Choose either Option A or B	4-8

Option A (4 units)

ELE-10	Survey Electronics	4
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or

Option B (8 units)

ELE-11	DC Electronics	4
ELE-13	AC Electronics	4

Associate of Science Degree

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







Section VI
COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at www.curricunet.com/RCCD.

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.

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, 85A, 85B, English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-M, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; Nursing-Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C; Reading 81, 82, 83, 86, 87, and 95) 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

Students may repeat courses in which a C or better grade was earned only for the following types of courses: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content. The designation of whether a course is repeatable is indicated in the course description.

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.

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 (C-ID ACCT 110)**

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 (C-ID ACCT 120)**

Prerequisite: ACC-1A.

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-38 - Managerial Accounting **3 units** **CSU**

Prerequisite: ACC-1A.

Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures and the impact of automation on capital budgeting decisions. 54 hours lecture.

ACC-55 - Applied Accounting/Bookkeeping **3 units** **(Same as CAT-55)**

Prerequisite: None.

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-61 - Cost Accounting 3 units

CSU

Prerequisite: ACC-1B.

Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture.

ACC-62 - Payroll Accounting 3 units

CSU

Prerequisite: ACC-1A or 55.

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

ACC-63 - Income Tax Accounting 3 units

CSU

Prerequisite: None.

Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-65 - Computerized Accounting 3 units

CSU

*Prerequisite: ACC-1A or 55.**Advisory: CIS-1A or 3.*

An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-66 - Non-Profit and Governmental Accounting 3 units

CSU

*Prerequisite: ACC-1A.**Advisory: BUS-20.*

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

ACC-67 - U.S. and California Income Tax Preparation 4 units

CSU

Prerequisite: None.

U.S. and California income tax principles and tax return preparation as it relates to individuals, sole proprietorships, and other business entities. This course is certified by the California Tax Education Council (CTEC) as fulfilling the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer. 72 hours lecture.

ACC-200 - Accounting Work Experience 1-2-3-4 units

CSU*

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

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

ADMINISTRATION OF JUSTICE**ADJ-1 - Introduction to the Administration of Justice 3 units**

UC, CSU

Prerequisite: None.

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

ADJ-2 - Principles and Procedures of the Justice System 3 units

CSU

Prerequisite: None.

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.

ADJ-3 - Concepts of Criminal Law 3 units

UC, CSU (C-ID AJ 120)

Prerequisite: None.

Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

ADJ-4 - Legal Aspects of Evidence 3 units

CSU (C-ID AJ 124)

Prerequisite: None.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

ADJ-5 - Community Relations 3 units

UC, CSU

Prerequisite: None.

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 54 hours lecture.

ADJ-6 - Patrol Procedures 3 units

CSU

Prerequisite: None.

Responsibilities, techniques and methods of police patrol. 54 hours lecture.

ADJ-8 - Juvenile Law and Procedures 3 units

CSU (C-ID AJ 220)

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 American 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/JUS-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.

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: BIO-1 or 1H.*

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 organ systems. 36 hours lecture and 108 hours laboratory.

AMY-10 - Survey of Human Anatomy and Physiology 3 units
UC, 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 (C-ID ANTH 150)*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. (Letter Grade, or Pass/No Pass option.)

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

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. Students may not receive credit for both ART-2 and ART-2H. 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. (Letter Grade, or Pass/No Pass option.)

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

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-18 - Intermediate Drawing **3 units**
UC, CSU (C-ID ARTS 205)*Prerequisite: ART-17.*

Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory, will be explored in thoughtful compositions. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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. ART-19 and 23 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-22 - Basic Design **3 units**
UC, CSU (C-ID ARTS 100)*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. ART-19 and 23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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: \$15.00)

ART-25A – Watercolor-Beginning 3 units

UC, CSU

Prerequisite: ART-17.

Course work that reflects the fundamentals of painting with transparent watercolors at an introductory level. Basic 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.

An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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.

Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual compositional, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28A - Studio Painting-Portfolio Preparation 3 units

UC, CSU

Prerequisite: ART-27.

Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. ART-28A, and 48A are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-30A – Printmaking-Introduction 3 units

UC, CSU

Prerequisite: None.

Introduction to the printmaking studio and the design and creation of original prints using a variety of 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

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. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-35A – Illustration-Beginning 3 units

CSU

Prerequisite: ART-17.*Advisory:* ART-23 or 26.

Course work that reflects the types of entrance level assignments an illustrator may encounter in the industry, using a variety of traditional media and techniques. Emphasis is placed on the evolutionary development of visual ideas. Students pay for their own materials. ART-35A and 38 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36A - Computer Art-Introduction 3 units

UC, CSU

Prerequisite: None.

Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of 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. Students are expected to pay for their own materials. ART-35A and 38 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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-40A - Figure Drawing-Introduction 3 units

UC, CSU

Prerequisite: ART-17.

Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-41A - Figure Painting-Introduction 3 units

UC, CSU

Prerequisite: ART-26 or 40A.

Introduction to painting from the human figure. Students will paint from a nude model using a variety of methods and materials. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

ART-44A - Beginning Animation Principles 3 units

UC, 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. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-44B - Intermediate Animation Principles 3 units

UC, CSU

*Prerequisite: ART-44A.**Advisory: ART-22 and 40.*

Intermediate level of animation principles where emphasis will be on more developed animation techniques and exercises of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-44C - Advanced Animation Principles 3 units

UC, CSU

*Prerequisite: ART-44B.**Advisory: ART-22 and 40.*

Advanced animation principles with emphasis on portfolio-ready traditional animation and experimental animation methods. Developed traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-48A - Studio Drawing-Portfolio Preparation 3 units

UC, CSU

Prerequisite: ART-18.

Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-28A, and 48A, are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-50A - Beginning Storyboarding 3 units

CSU

*Prerequisite: ART-17.**Advisory: ART-22 and 40.*

Introduction to storyboarding with animation principles. Basic concepts of writing and directing for animation, dialogue and story development will be explored in making basic story reel structure. Students pay for their own materials. ART-50A, and 50B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-50B - Intermediate Storyboarding 3 units

CSU

*Prerequisite: ART-50A.**Advisory: ART-22 and 40.*

Intermediate level of storyboarding with animation principles where emphasis will be on developed cinematic storytelling techniques and compositions. More developed concepts of writing and directing for animation, dialogue and story development will be explored in making a story reel with a linear computer editing. Students pay for their own materials. ART-50A, and 50B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51A - Beginning Animation Production **3 units**
UC, CSU*Prerequisite:* ART 17.*Advisory:* ART-22 and 40.

Introduction to animation production pipeline and film-making with animation principles. 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. ART-51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51B - Intermediate Animation Production **3 units**
UC, CSU*Prerequisite:* ART-51A.*Advisory:* ART-22 and 40.

Intermediate level of animation production pipeline and film-making with animation principles. More developed 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. ART-51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

BIO-1H - General Biology **4 units**
UC, CSU*Prerequisite:* None.*Limitation on enrollment:* Enrollment in the Honors Program.

The course is designed for the non-science major. Students will explore the basic principles of biology, with particular emphasis on the molecular and cellular basis of life as well as genetics, development, evolution and ecology. Discussions on the philosophy, unifying concepts and applications/implications of biology will be included. The Honors course offers an enriched experience for accelerated students through smaller class size; a focus on the evidentiary basis of biological models; and the application of higher level critical thinking skills. Moreover, a thematic/concept-based approach to the course material will be used rather than the traditional topic-based, survey format. The laboratory component will involve completion of directed research projects that culminate in the submission and presentation of research papers, oral presentations and/or poster presentations in the appropriate scientific format. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

BIO-2A – Invertebrate Zoology **5 units**
UC, CSU*Prerequisite:* None.

This is a science-majors intensive study of invertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory.

BIO-2B - Vertebrate Zoology **5 units**
UC, CSU*Prerequisite:* None.*Advisory:* BIO-2A.

This is a science-majors intensive study of vertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory. 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 or 1H. 54 hours lecture.

BIO-11 - Introduction to Molecular and 5 units**Cellular Biology**

UC, CSU (C-ID BIOL 190)

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 principles of biochemistry, metabolism, cells, genetics, development, evolution and diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

BIO-12 - Introduction to Organismal and 5 units**Population Biology (Majors)**

UC, CSU

Prerequisite: BIO-11 or 11H.

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

BIO-17 - Human Biology 4 units

UC, CSU

Prerequisite: None.

A non-major introductory course in biology which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory.

BIO-30 - Human Reproduction and Sexual Behavior 3 units

UC, CSU

Prerequisite: None.

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

BIO-31A - Regional Field Biology Studies 1 unit

CSU

Prerequisite: None.

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. 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. 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.

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. (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 (C-ID BUS 125)*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**
CSU*Prerequisite: None.*

An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 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-47 - Applied Business and Management Ethics **3 units**
(Same as MAG-47)
CSU*Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade or Pass/No Pass option)

BUS-70 - Introduction to Organization Development 3 units
(Same as MAG-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. (Letter Grade, or Pass/No Pass option.)

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.*

Introduction to an integrated logistics approach to warehouse management. Includes the role of warehousing within the supply chain, performance metrics, applicable leadership basics, how to interact with other logistics managers to optimize overall activity, as well as principles of warehouse location, design, layout, operating functions, and customer service. 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 - Purchasing and Supply Management 3 units
CSU*Prerequisite: None.*

Study of the purchasing and supply manager's responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations needs to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 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 CHE-1A + CHE-1B = (C-ID CHEM 120S)
(C-ID CHEM 110)*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.

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

CHE-1B - General Chemistry, II **5 units**
UC, CSU CHE-1A + CHE-1B = (C-ID CHEM 120S)*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. (Letter Grade, or Pass/No Pass option.)

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

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

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

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

CHE-12A - Organic Chemistry, I **5 units**
UC, CSU CHE-12A + CHE-12B = (C-ID CHEM 160S)*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. (Letter Grade, or Pass/No Pass option.)

CHE-12B - Organic Chemistry, II **5 units**
UC, CSU CHE-12A + CHE-12B = (C-ID CHEM 160S)*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. (Letter Grade, or Pass/No Pass option.)



CHINESE
CHI-1 - Mandarin Chinese 1 **5 units**
UC*, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for native spoken and written Mandarin Chinese at the beginning level. This course includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CHI-2 - Chinese 2 **5 units**
UC*, CSU

Prerequisite: CHI-1.

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

CHI-11 - Culture and Civilization **3 units**
UC, CSU

Prerequisite: None.

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

COMMERCIAL MUSIC
MUC-1A - Beginning Performance Techniques for **2 units**
Studio Recording
CSU

Prerequisite: None.

Introduction to practical performance techniques for the recording studio. Students will have the opportunity to participate in the planning process of a recording session utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for vocalists and instrumentalists 108 hours laboratory.

MUC-1B - Intermediate Performance Techniques for **2 units**
Studio Recording
CSU

Prerequisite: MUC-1A.

Continuation of the skills studied in MUC-1A focusing on song collaboration, organization of vocals and instruments needed to record. Students will have the opportunity to participate in the planning process of a recording session utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for intermediate vocalists and instrumentalists. 108 hours laboratory.

MUC-1C - Advanced Performance Techniques for **2 units**
Studio Recording
CSU

Prerequisite: MUC-1B.

Advanced performance techniques for the recording studio. A continuation of the skills studied in MUC-1B the focus of this course is communication, song collaboration, studio session mapping. Students will have the opportunity to lead a collaborative group, duet or solo project toward successful completion/recording utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for advanced vocalists and instrumentalists. 108 hours laboratory.

MUC-1D - Master Performance Techniques for **2 units**
Studio Recording
CSU

Prerequisite: MUC-1C.

Master performance techniques for the recording studio. A culmination of skills and concepts learned in MUC-1A, B and C. Students will function as studio interns and have the opportunity to operate in various roles (songwriter, studio musician, group leaders, producer, vocal coach, etc.) during a recording session. Interns will provide input for the course CD creative process. Students will integrate and utilize performance and production techniques such as vocal/instrumental technique, sound design, microphone technique, mixing and production. This class is appropriate for master vocalists and instrumentalists. 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. 17 hours lecture and 32 hours laboratory.

MUC-3 - Introduction to Pro Tools: **3 units**
MIDI and Audio Production
CSU

Prerequisite: None.

An introduction to MIDI (Musical Instrument Digital Interface) and digital audio using the industry-standard Pro Tools software. Students will learn the basic principles of MIDI sequencing and editing, recording and editing digital audio and Pro Tools 101 material. Students who successfully complete the course will be eligible to take the Pro Tools 101 certification exam through Digidesign. 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/CSC-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
UC, CSU*Prerequisite: None.**Limitation on Enrollment: Audition on or before the first class meeting.*

A mixed-voice ensemble dedicated to the performance of traditional choral music, commercial music, spirituals, choral jazz and other 20th century vocal works of the highest quality. Performances may include but are not limited to concerts on campus, community performances, studio recordings, TV tapings, movie appearances, celebrity concerts and national/international tours. Subsequent enrollment in additional semesters will provide the student with an opportunity for additional skill and competency development in the subject matter. May be taken a total of four times. 108 hours laboratory.

MUC-11 - Studio Arts Ensemble 2 units

UC, 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.

MUC-12 - Live Sound Reinforcement 3 units

CSU

Prerequisite: None.

This course focuses on the fundamental elements of live sound reinforcement: equipment set up and configuration, mixing surfaces, signal path, signal processing, microphones, monitoring and mixing techniques, and acoustics. 36 hours lecture and 54 hours laboratory.

MUC-13 - Recording Studio Workshop I 3 units

CSU

Prerequisite: MUC-3 and 12.

This applied workshop course is a survey of the fundamental principles and practices of audio recording. Topics include sound and hearing, acoustics, and the components of various recording systems. It provides practical experience with audio hardware, software, and recording techniques. Students will engage in digital audio workstation set up (DAWs) and operation, and will run studio and live sessions from set up to tear down. 36 hours lecture and 54 hours laboratory.

COMMUNICATION STUDIES
COM-1 - Public Speaking 3 units

UC, CSU (C-ID COMM 110)

*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 (C-ID COMM 110)

*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 (C-ID COMM 190)

*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 (C-ID COMM 120)

*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 (C-ID COMM 140)**

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 (C-ID COMM 170)**

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 (C-ID COMM 130)**

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 (C-ID COMM 130)**

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 (C-ID COMM 150)**

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 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. 54 hours lecture and 18 hours laboratory. (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.

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. (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. (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. (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. (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.

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. (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. (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. (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 spread-sheets, 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. (Letter Grade, or Pass/No Pass option.)

COMPUTER INFORMATION SYSTEMS
CIS-1A - Introduction to Computer Information Systems 3 units**UC, CSU (C-ID ITIS 120)***Prerequisite: None.*

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory.

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

CSU

Prerequisite: CIS- 1A.

Advanced computer 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.

CIS-2 - Fundamentals of Systems Analysis 3 units**(Same as CSC-2)**

CSU

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-3 - Computer Applications for 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. (Letter Grade, or Pass/No Pass option.)

CIS-5 - Programming Concepts and Methodology I: C++ 4 units**(Same as CSC-5)****UC, CSU (C-ID COMP122)***Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the discipline of computer science incorporating problem definitions, 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 54 hours laboratory.

CIS-7 - Discrete Structures 3 units**(Same as CSC-7)****UC, CSU***Prerequisite: CIS/CSC-5.*

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory.

**CIS-11 - Computer Architecture and Organization: 3 units
Assembly**

(Same as CSC-11)

UC, CSU (C-ID COMP 142)

*Prerequisite: None.**Advisory: CIS/CSC-5.*

An introduction to microprocessor architecture and assembly language programming. The relationship between the hardware and the software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory.

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

**CIS-14A - Web Programming: JavaScript 3 units
(Same as CSC-14A)**

CSU

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

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

**CIS-14B - Web Programming: Active Server Pages 3 units
CSU***Prerequisite: None.**Advisory: CIS/CSC-5 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 3 units
and OpenGL**

(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 - Programming Concepts and 3 units
Methodology II: C++**

(Same as CSC-17A)

UC, CSU (C-ID COMP 152)

Prerequisite: CIS/CSC-5.

The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. 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.

**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. (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. (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. (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. (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. (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.

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

CIS-24 - Video Game Prototyping 4 units
(Same as GAM-24)

CSU

Prerequisite: CIS/CSC-5 or CIS/GAM-50.

An introduction to the fundamentals of computer game prototyping with an emphasis on scripting. Students will create mockup environments and objects of interest using placeholder assets, apply game rules and interactivity, and demonstrate previsualized game concepts. Topics include layout, possibility space, content integration, scripting, team collaboration, and workflow. Students will create 3D computer game levels using one or more modern game engines. 54 hours lecture and 54 hours laboratory.

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

CSU

Prerequisite: None.

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

CIS-38A - Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations 4 units
(Same as GAM-38A)

CSU

Prerequisite: None.

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

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

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. 54 hours lecture and 54 hours laboratory.

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

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. 54 hours lecture and 54 hours laboratory.

CIS-39 - Current Techniques in Game Art (Same as GAM-39) **4 units**

CSU

Prerequisite: None.

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

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

CIS-43 - Survey of Media Art for Game Design/Animation (Same as GAM-43) **3 units**

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-50 - Introduction to Game Programming (Same as GAM-50) **3 units**

CSU

Prerequisite: None.

A first course in programming for games stressing fundamental programming principles. Students are introduced to computer programming logic with hands on game development projects using an industry standard game engine. This course will cover the logic structures and design paradigms that allow for fundamental interactions in a visual and object oriented environment. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

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

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.

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

CIS-56A - Designing Web Graphics **3 units**

CSU

Prerequisite: None.

Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CIS/CAT-95A.

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. 54 hours lecture and 18 hours laboratory.

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 Language (SQL) **3 units**
(Same as CSC-63)

CSU

Prerequisite: None.

This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) Joins, Unions, Differences and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture and 18 hours laboratory.

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

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

CIS-66 - Web Development I **3 units***Prerequisite: None.*

CSU

An introduction to the web technologies and languages. This course provides in depth understanding in the roles of markup and scripting languages to display text and multimedia content for basic web pages. Demonstrates the process by which the latest standard of HTML and construction of cascading style sheets frame generic content delivery. Functional extension is then applied through the use of Javascript and other relevant scripting languages, introducing dynamic functionality to web sites. Students will also become familiar with the use of web servers and file transfer protocol applications. 54 hours lecture and 18 hours laboratory.

CIS-67 - Web Development II **3 units**
CSU*Prerequisite: CIS-66.*

An advanced course covering the extension of static web pages through content management systems, PHP programming, and information storage and retrieval using databases. Covers the differences between modern browser technologies and teaches principles by which web content is developed for cross platform application versus single device. Course also implements a variety of popular web frameworks including incorporation with popular social networking services, e-commerce, data aggregation, and third party services. 54 hours lecture and 18 hours laboratory.

CIS-68 - Mobile Applications Development I **3 units**
CSU*Prerequisite: CIS-67 and 75.*

Introduction to basic principles and practices of architecting and programming for mobile platforms. A variety of programming languages, technologies, and frameworks are used develop basic programs. Covers the build and deployment processes for most major mobile platforms. 54 hours lecture and 18 hours laboratory.

CIS-69 - Mobile Applications Development II **3 units**
CSU*Prerequisite: CIS-68.*

Advanced principles and practices of architecting and programming for mobile devices. Course covers build process streamlining, incorporation of plugins and frameworks, data transmission, and overall program optimization. Covers extended usage of device capabilities including file system and application integration. 54 hours lecture and 18 hours laboratory.

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



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

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. (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-74 - Digital Design I 3 units

CSU

Prerequisite: None.

Introduction to graphic design for multimedia applications. Included is discussion of bit-map and vector art tools for image creation. Overview of project management and workflow. Details the process of manipulating and compositing images to be deployed to applications or web pages. Discusses a variety of popular image file formats, compression, and practical usage. 54 hours lecture and 18 hours laboratory.

CIS-75 - Mobile Media Design 3 units

CSU

Prerequisite: CIS-74 or 78A.

Advanced topics in graphic design for mobile media applications. Topics include creating vector art and layout and asset placement. Covers extended use of advanced design tools and techniques surrounding user interface construction. Emphasizes consistency and style through exploration of modern graphic design process. Overview of project management and workflow. Also explores advanced production wire-framing, mockup, and asset preparation. 54 hours lecture and 18 hours laboratory.

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

CSU

*Prerequisite: None.**Advisory: CIS-95A and competency in the use of the Internet and in managing files and folders.*

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

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

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

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

CIS-78B - Advanced Adobe Photoshop (Same as CAT-78B) 3 units

CSU

Prerequisite: CIS-78A.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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

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

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

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.

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. (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. (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. (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 spread-sheets, 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. (Letter Grade, or Pass/No Pass option.)

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

CSU*

Prerequisite: None.

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

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

COMPUTER SCIENCE**CSC-2 - Fundamentals of Systems Analysis** **3 units**

(Same as CIS-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, completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CSC-5 - Programming Concepts and Methodology I: C++ **4 units**

(Same as CIS-5)

UC, CSU (C-ID COMP 122)

*Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the discipline of computer science incorporating problem definitions, 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 54 hours laboratory.

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-7 – Discrete Structures **3 units**
 (Same as CIS-7)
 UC, CSU (C-ID COMP 152)
Prerequisite: CIS/CSC-5.

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory.

CSC-11 - Computer Architecture and Organization: Assembly **3 units**
 (Same as CIS-11)
 UC, CSU (C-ID COMP 142)
Prerequisite: None.

Advisory: CIS/CSC-5.

An introduction to microprocessor architecture and assembly language programming. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory.

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

CSC-14A - Web Programming: JavaScript **3 units**
 (Same as CIS-14A)
 CSU

Prerequisite: None.

Advisory: Previous programming experience and knowledge of HTML CIS/CSC-5 and CIS-72.

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

CSC-16A - Programming Games with DirectX and OpenGL **3 units**
 (Same as CIS-16A)
 CSU

Prerequisite: None.

Advisory: Previous C++ programming experience such as CIS/CSC-17A.

An advanced C++ programming course using DirectX and OpenGL to create games and high-performance multimedia applications. An emphasis will be placed on advanced programming concepts associated with two-dimensional and three-dimensional graphics, sound effects and music, input devices and networked applications. 54 hours lecture and 18 hours laboratory.

CSC-17A - Programming Concepts and Methodology II: C++ **3 units**
 (Same as CIS-17A)
 UC, CSU (C-ID COMP 132)

Prerequisite: CIS/CSC-5.

The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. 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.

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. (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. (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. (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. (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. (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.

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

CSC-52 - Game Engine Scripting I 3 units
(Same as GAM-52)
CSU
Prerequisite: CIS/CSC-17B, 18B, or GAM/CIS-50.
Advisory: CIS/GAM-37 or GAM-24.
Introduction to core programming concepts related to game engine scripting. Scripted languages are used in the context of industry standard game development tools to implement game functionality. 54 hours lecture and 18 hours laboratory.

CSC-53 - Game Engine Scripting II 3 units
(Same as GAM-53)
CSU
Prerequisite: CSC/GAM-52.
Advisory: CIS/GAM-37.
Extended concepts in core programming as it pertains to game engine scripting. Advanced concepts in scripted languages are explored to allow for more complex simulations to further drive industry standard game engines. 54 hours lecture and 18 hours laboratory.

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.

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

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

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-74 - Construction Estimating **3 units**
CSU*Prerequisite: CON-62.*

Introduction to estimating will provide an overview of basic and advanced principles of construction estimating and bidding currently used in the construction industry from pre-bid to post-bid. This course will be taught utilizing Construction Specifications Institute format (www.csinet.org). 54 hours lecture.

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** **3 units**
Preschool and Elementary Children
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. (Letter Grade, or Pass/No Pass option.)

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. Students may not receive credit for both DAN-6 and DAN-6H. 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. (Letter Grade, or Pass/No Pass option.)

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. DAN-D20, D30, and D31 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. DAN-D20, D30, and D31 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. DAN-D20, D30, and D31 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

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. DAN-D32 and D33 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. DAN-D32 and D33 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. DAN-D37, and D38 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. DAN-D37, and D38 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. DAN-D43, and D44 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

DAN-D44 - Tap, Intermediate 1 unit

UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. DAN-D43, and D44 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

DAN-D60 - Dance Techniques for Musical Theater .5 unit

UC, CSU

Prerequisite: None.

Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

EARLY CHILDHOOD EDUCATION
**EAR-19 - Observation and Assessment in
Early Childhood Education
CSU (C-ID ECE 200)**
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 (C-ID CDEV 100)**
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-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 (C-ID ECE 130)**
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
UC, CSU (C-ID ECE 230)**
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 (C-ID ECE 220)**
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 (C-ID ECE 120)***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
CSU (C-ID ECE 210)**
4 units*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 - Infants and Toddler Development 3 units
CSU*Prerequisite: None.*

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hours lecture.

EAR-34 - Infant and Toddler Care and Education 3 units
CSU*Prerequisite: None.*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.. 54 hours lecture.

EAR-35 - Internship in Infant and Toddler Care 3 units
CSU*Prerequisite: EAR-20.**Advisory: EAR-33 and 34.*

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care 3 units
CSU*Prerequisite: EAR-20.*

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

**EAR-38 - Adult Supervision and Mentoring
in Early Care and Education** 3 units
CSU

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture.

**EAR-40 - Introduction to Infants and Children with
Disabilities and Other Special Needs** 3 units
CSU*Prerequisite: None.*

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

**EAR-41 - Internship in Early Intervention/ Special
Education** 4 units
CSU*Prerequisite: EAR-20.*

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory

EAR-42 – Child, Family, and Community 3 units
CSU (C-ID CDEV 110)*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 I: Programs in Early Childhood Education 3 units
CSU***Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture.

**EAR-45 – Administration II: Personnel and Leadership 3 units
in EAR Childhood Education
CSU***Prerequisite: EAR-20, 24, 28, and 42.*

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 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 Work Experience 1-2-3-4 units
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 (C-ID ECON 202)

Prerequisite: MAT-52.

Advisory: MAT-35 and qualification for ENG-1A.

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 (C-ID ECON 202)

Prerequisite: MAT-52.

Advisory: MAT-35 and qualification for ENG-1A.

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. This 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: MAT-52.

Advisory: MAT-35 and qualification for ENG-1A.

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. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

ECO-8H - Honors Principles of Microeconomics **3 units**
 CSU

Prerequisite: MAT-52.

Advisory: MAT-35 and qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors Program.

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. This 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 ECO-8 and ECO-8H. 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 Kirchoff, 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.

<p>ELE-21 - DC-AC Electronics 4 units CSU <i>Prerequisite: None.</i> 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.</p>	<p>ELE-28 – MultiSim CAD & PCB Design/Fab 3 units CSU <i>Prerequisite: None.</i> 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.</p>
<p>ELE-23 - Electronics Devices and Circuits 4 units CSU <i>Prerequisite: None.</i> <i>Advisory: ELE-21.</i> 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.</p>	<p>ELE-61 - Robotics for Manufacturing 3 units (Same as MAN-61) <i>Prerequisite: None.</i> <i>Advisory: CIS-1A.</i> Robotics for the Supply Chain and Manufacturing industries. This course presents the programming and control of robotic systems typically used in industry. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p>ELE-24 - Active Circuit Analysis 3 units CSU <i>Prerequisite: None.</i> <i>Advisory: ELE-23.</i> Mathematical analysis of electronic devices and circuits including power supplies, amplifiers, oscillators, and control circuits. 54 hours lecture.</p>	<p>ELE-63 - LabVIEW Visual Programming 3 units for Automated Systems (Same as MAN-63) CSU <i>Prerequisite: None.</i> <i>Advisory: CIS-1A</i> 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.</p>
<p>ELE-25 - Digital Techniques 4 units CSU <i>Prerequisite: None.</i> <i>Advisory: Completion of or concurrent enrollment in ELE-10 or 23.</i> 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.</p>	<p>ELE-64 – Programmable Logic Controllers 3 units (Same as MAN-64) CSU <i>Prerequisite: None.</i> <i>Advisory: ELE-10 or 21.</i> 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.)</p>
<p>ELE-26 - Microprocessors and Microcontrollers 4 units CSU <i>Prerequisite: None.</i> <i>Advisory: ELE-25.</i> 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.</p>	<p>ELE-71 - Residential Wiring for Electricians 4 units <i>Prerequisite: None.</i> 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.)</p>
<p>ELE-27 - Technical Communications 3 units (Same as ENE-27) CSU <i>Prerequisite: None.</i> 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.</p>	

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)

CSU

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, 1AH, 1B, 1BH	10
CIS/CSC-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/1AH	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-12/12H	4
CHE-2A	4
CHE-12A	5
BIO-1/1H	4
CIS/CSC-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. (Letter Grade, or Pass/No Pass option.)

ENE-21 - Drafting 3 units

UC, CSU

Prerequisite: None.

Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-22 - Engineering Drawing 3 units

UC, CSU

*Prerequisite: ENE-21.**Advisory: ENE-30.*

Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and tolerances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-23 - Descriptive Geometry 3 units

UC, CSU

Prerequisite: ENE-22 and MAT-36.

Graphical (drafting) techniques applied to the solutions of vector problems, the development of surfaces as in sheetmetal work, the determination of lines of intersection between surfaces, and the solution of miscellaneous engineering problems involving points, lines, and planes. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-26 - Civil Engineering Drafting 3 units

CSU

*Prerequisite: ENE-21.**Advisory: ENE-60 or MAT-36.*

This course is designed to provide exposure to civil engineering drafting. Emphasis will be placed upon developing topographic and contour maps, including their use in site preparation and basic earthwork calculations. Techniques for interpreting field notes and legal descriptions will also be examined. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-27 - Technical Communications 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. 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. (Letter Grade, or Pass/No Pass option.)

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

ENE-38 - Introduction to Programming Concepts and Methodologies for Engineers 3 units

CSU

Prerequisite: MAT-10.

The purpose of this course is to expose students to the fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, the interface of software with the physical world (e.g., the use of sensors), and the application of numerical techniques. 36 hours lecture and 54 hours laboratory.

ENE-39 - Engineering Circuit Analysis 4 units

CSU

*Prerequisite: PHY-4B.**Corequisite: MAT-2.*

An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. 54 hours lecture and 54 hours laboratory.

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. 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. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-51 - Blueprint Reading **2 units**
CSU*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**
CSU*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-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 (C-ID ENGL 100)*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.

ENG-1AH - Honors English Composition **4 units**
UC, CSU (C-ID ENGL 100)*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.

ENG-1B - Critical Thinking and Writing **4 units**
UC, CSU (C-ID ENGL 105 and ENGL 110)*Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with Writing and Reading Center activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory.

ENG-1BH - Honors Critical Thinking and Writing 4 units
UC, CSU (C-ID ENGL 105 and ENGL 110)*Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors Program.*

Building on the rhetorical skills learned in ENG-1A or 1AH, 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. This 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. 72 hours lecture and 18 hours laboratory.

ENG-4 - Writing Tutor Training 2 units
CSU*Prerequisite: ENG-1A or 1AH.*

Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid "appropriating the text" (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory.

ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century 3 units
UC, CSU*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**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 Modernism/Postmodernism 3 units
UC, CSU (C-ID ENGL 165)*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-8 - Introduction to Mythology 3 units
(Same as HUM-8)**UC, CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH and REA-83.*

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

ENG-11 - Creative Writing 3 units
UC, CSU (C-ID ENGL 200)*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. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-14 - American Literature I: Pre-Contact through Civil War 3 units
UC, CSU (C-ID ENGL 130)*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**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 (C-ID ENGL 135)**

Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.

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 and REA-83.

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 (C-ID ENGL 180)**

Prerequisite: ENG-50 or 80 or eligibility 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 Literatures to the Seventeenth Century 3 units
UC, CSU (C-ID ENGL 140)**

Prerequisite: None.

Advisory: ENG-1B or 1BH.

Significant works of world literature from Ancient literatures to 17th Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-41 - World Literature II: Seventeenth Century Through the Present 3 units
UC, CSU (C-ID ENGL 145)**

Prerequisite: None.

Advisory: ENG-1B or 1BH.

Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-44 - Poetry from the Twentieth Century to the Present 3 units
UC, CSU**

Prerequisite: None.

Advisory: ENG-1B or 1BH.

The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture. (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 Century to the Present 3 units

UC, CSU

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

A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

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

ENG-57 - Basic Literature and Composition 4 units*Prerequisite: None.*

This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (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. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ENG-60B - English Fundamentals: Paragraph to Essay 4 units*Prerequisite: ENG-60A or qualifying placement level.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. 72 hours lecture and 18 hours laboratory. (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. (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. (Non-degree credit course. Pass/No Pass only)

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

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 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. 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. 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. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-55 - Advanced Writing and Grammar 5 units
UC*, CSU

Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass option.)

ESL-71 - Basic Reading and Vocabulary 4 units

Prerequisite: None.

Advisory: Enrollment in ESL-51 or 52 or qualifying placement level on a state-approved placement instrument.

Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 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. 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. 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. 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. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit

Prerequisite: None.

Advisory: Qualification for or enrollment in ESL-53 or higher.

Provides students with extensive review of and practice using definite and indefinite articles in English. 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. 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. 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. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90L - Special Topics in ESL: Punctuation of Phrases and Clauses 2 units

Prerequisite: None.

Advisory: Qualification for or enrollment in ESL-53 or higher.

Provides students with the conventions of punctuation use in American English. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90M - Special Topics in ESL: Articles and Prepositions 2 units

Prerequisite: None.

Advisory: Qualification for or enrollment in ESL-53 or higher.

Provides students with basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 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. 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. (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. (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. (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. 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](#)**GEOGRAPHY****GEG-1 - Physical Geography** **3 units**
UC, CSU (C-ID GEOG 110)*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 (C-ID GEOG 111)*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1 or 1H.*

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 (C-ID GEOG 120)*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 (C-ID GEOG 125)*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 (C-ID GEOG 140)*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 (C-ID GEOG 130)***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**
UC*, 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 District 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.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. 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. (Pass/No Pass only.)

GUI-46 - Introduction to the Transfer Process **1 unit**
UC*, 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. (Letter Grade, or Pass/No Pass option.)

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 major. 54 hours lecture.

GUI-48 - College Success Strategies **2 units**
UC*, 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.

This course is a general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. 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: REA-83 and 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: REA-83 and 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: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, 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: REA-83 and 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, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

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

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and 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: REA-83 and 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: REA-83 and 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. This honors course 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: HUM-10, REA-83 and qualification for ENG-1A;*

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: REA-83 and 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: REA-83 and 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 works of literature, art, and philosophy. 54 hours lecture.

HUM-20C - Arts and Ideas: Special Studies in Humanities **3 units**
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 54 hours lecture.

HUM-23 - The Bible as Literature **3 units**
(Same as ENG-23)
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH and REA-83.*

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 and REA-83 and qualification for ENG-1A.*

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

JPN-11 - Culture and Civilization **3 units**
UC, CSU
Prerequisite: None.
 Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

JOURNALISM

JOU-1 - Introduction to Journalism **3 units**
CSU (C-ID JOUR 110)
Prerequisite: None.
Advisory: ENG-1A or 1AH.
 An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture. 54 hours lecture.

JOU-7 - Mass Communications **3 units**
UC, CSU (C-ID JOUR 100)
Prerequisite: None.

Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture.

JOU-20A - Newspaper: Beginning **3 units**
CSU (C-ID JOUR 110)
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.

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.

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.

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.

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 (C-ID KIN 100)

Prerequisite: None.

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture.

KIN-16 - Introduction to Athletic Training **3 units**

UC*, CSU

Prerequisite: None.

This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory.

KIN-29 - Soccer Theory **3 units**

UC*, CSU

Prerequisite: None.

This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

KIN-30 - First Aid and CPR **3 units**

UC*, CSU (C-ID KIN 101)

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 National Safety Council requirements will receive a National safety council Advanced First Aid Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. A fee of \$20.00 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**

UC*, CSU

Prerequisite: None.

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory.

KIN-36 - Wellness: Lifestyle Choices **3 units**

UC*, 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**

UC*, CSU

Prerequisite: None.

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate of Science Degree.

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. 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. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 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. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 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. KIN-A40, and A41 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 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). KIN-A40, and A41 are courses related in content and are limited in enrollment according to Title 5, section 55040. 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. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 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. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 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. 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. 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. KIN-A75 and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 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. KIN-A75 and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A83 - Kickboxing Aerobics 1 unit

UC*, CSU

Prerequisite: None.

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

VARSITY SPORTS

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. Students are limited to 350 hours of attendance in each fiscal year for each sport for which no more than 175 hours is dedicated to the sport and no more than 175 hours is for conditioning or skill development in the sport. 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-V25 - Soccer, Varsity, Women 2 units

UC*, CSU

*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athlete to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory.

KIN-V95 - Out-of-Season Varsity Sport Conditioning 1 unit

UC*, CSU

*Prerequisite: None.**Limitation on enrollment: Retention on successful tryout.*

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

LIBRARY
LIB-1 - Information Competency **1 unit**
UC, CSU

Prerequisite: None.

Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

MANAGEMENT
MAG-44 - Principles of Management **3 units**
CSU

Prerequisite: None.

For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

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

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

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

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

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

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

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-35 - Computer-Aided Manufacturing–Mastercam 5 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 includes beginning and advanced programming. 63 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-55 - Occupational Safety and Health Administration (OSHA) Standards for General Industry 2 units*Prerequisite: None.*

This course covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the student will receive either an OSHA 10 or 30 hour general industry or construction training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAN-56 - CNC Machine Set-up and Operation 4 units*Prerequisite: None.*

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. 54 hours lecture and 54 hours laboratory.

MAN-57 - CNC Program Writing 3 units*Prerequisite: None.*

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory.

MAN-59 - Computer Aided Manufacturing-GibbsCAM 4 units*Prerequisite: None.**Advisory: CIS-1A.*

A course in computer aided manufacture of parts and assemblies using GibbsCAM software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-60 - Hydraulic and Pneumatic Systems 3 units*Prerequisite: None.**Advisory: ENE-60 or MAT 52.*

Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and drive cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 40 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-61 - Robotics for Manufacturing 3 units (Same as ELE-61)*Prerequisite: None.**Advisory: CIS-1A.*

Robotics for the Supply Chain and Manufacturing industries. This course presents the programming and control of robotic systems typically used in industry. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-63 - LabVIEW Visual Programming for Automated Systems 3 units**(Same as ELE-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.

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

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

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

MKT-50 - Marketing Research 3 units*Prerequisite: None.*

An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture.

**MKT-200 - Marketing Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

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

MATHEMATICS**MAT-1A - Calculus I 4 units
UC*, CSU***Prerequisite: MAT-10 or qualifying placement level.*

Functions, limits, continuity, differentiation, applications of the derivative and integration, the fundamental theorem of calculus and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAT-1C - Calculus III 4 units
UC, CSU (C-ID MATH 230)***Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-2 - Differential Equations 4 units
UC, CSU (C-ID MATH 240)***Prerequisite: MAT-1B.*

This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3 - Linear Algebra 3 units
UC, CSU (C-ID MATH 250)***Prerequisite: MAT-1B.*

This course examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformation and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

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

**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.

Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions, and their graphs; analytic geometry, polar coordinates, sequences, and series. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-11 - College Algebra 4 units

UC*, CSU

Prerequisite: MAT-35 or qualifying placement level.

This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-12 - Statistics 4 units

UC, CSU (C-ID SOCI 125)

Prerequisite: MAT-35 or qualifying placement level.

A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-12H - Honors Statistics 4 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, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 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. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

MAT-32 - Introduction to Symbolic Logic 3 units(Same as PHI-32)
UC, CSU (C-ID PHIL 210)*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. (Letter Grade, or Pass/No Pass option.)

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

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; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

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

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

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

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.)

MICROBIOLOGY**MIC-1 - Microbiology** **4 units**
UC, CSU

Prerequisite: CHE-2A or 3 and one of the following: AMY-2A, BIO-1, 1H, or 1I.

General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

COMMERCIAL MUSIC

See page 118

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 (C-ID MUS 110)

Prerequisite: None.

Advisory: Concurrent enrollment in an appropriate level piano class.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Basic sight singing, dictation and music reading at the piano. 54 hours lecture and 54 hours laboratory.

MUS-4 - Music Theory I **4 units**
UC, CSU

Prerequisite: MUS-3 or the equivalent.

Advisory: Concurrent enrollment in an appropriate level piano 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.

MUS-5 - Music Theory II **4 units**
UC, CSU (C-ID MUS 140)

Prerequisite: MUS-4 or the equivalent.

Advisory: Concurrent enrollment in an appropriate level piano course.

This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: Common Practice period voice leading involving four-part chorale writing; diatonic harmony; chromatic harmony; secondary/applied chords; modulation; borrowed chords; the Neapolitan chord; augmented sixth chords; and an introduction to binary and ternary forms. Lab includes chromatic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chromatic chord progressions. 54 hours lecture and 54 hours laboratory.

The following is a list of the classes that qualify for the “two unit performance class” corequisite requirement for MUS-12, 39, 79 and P12:

MUS-28	Riverside Community Symphony
MUS-33	Vocal Jazz Ensemble
MUS-41	Chamber Singers
MUS-42	Wind Ensemble
MUS-44	Jazz Ensemble
MUS-48	Marching Band
MUS-68	Community Symphony
MUS-73	Vocal Jazz Ensemble
MUS-77	Guitar Ensemble
MUS-81	Consort Singers
MUS-82	Wind Symphony
MUS-84	Jazz Orchestra
MUS-88	Pageantry Ensemble
MUS-P77	Advanced Guitar Ensemble
THE-37	Musical Theater Techniques

MUS-19 - Music Appreciation **3 units**
UC, CSU (C-ID MUS 100)

Prerequisite: None.

A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 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

MUS-30 - Class Voice **1 unit**
UC, CSU

Prerequisite: None.

Group study of vocal production, voice techniques, diction and interpretation. 54 hours laboratory.

MUS-31 - College Choir **1 unit**
UC, CSU (C-ID MUS 180)

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-32A, B, C, and D are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.

MUS-32A - Class Piano I **1 unit**
UC, CSU

Prerequisite: None.

This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire and style study. 17 hours lecture and 32 hours laboratory.

MUS-32B - Class Piano II **1 unit**
UC, CSU

Prerequisite: MUS-32A or the equivalent.

Continuation of the skills studied in MUS-32A focusing on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 17 hours lecture and 32 hours laboratory.

MUS-32C - Class Piano III **1 unit**
UC, CSU

Prerequisite: MUS-32B or the equivalent.

Continuation of the skills studied in MUS-32B focusing on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading and performance of intermediate-level piano learning pieces. 17 hours lecture and 32 hours laboratory.

MUS-32D - Class Piano IV **1 unit**
UC, CSU

Prerequisite: MUS-32C or the equivalent.

Culmination of keyboard skills previously studied focusing on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading and performance of piano pieces from the standard classical piano teaching literature. 17 hours lecture and 32 hours laboratory.

MUS-33 - Vocal Jazz Ensemble **2 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

This course is for the study, rehearsal, and public performance of vocal jazz literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory.

MUS-34 - Vocal Jazz Lab **1 unit**
UC, CSU

Prerequisite: None.

Corequisite: MUS-33 or 73.

Limitation on enrollment: Audition on or before the first class meeting.

A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory.

MUS-35 - Vocal Music Ensembles **1 unit**
UC, CSU (C-ID MUS 180)

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

This course is for the study, rehearsal, and public performance of baroque and classical vocal literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory.

MUS-37 - Class Guitar **1 unit**
UC, CSU

Prerequisite: None.

Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. 17 hours lecture and 32 hours laboratory.

MUS-38 - Beginning Applied Music Training **2 units**
UC, CSU (C-ID MUS 160)

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-39 - Intermediate Applied Music **3 units**
UC, CSU

Prerequisite: None.

Corequisite: Enrollment in a two-unit performance ensemble.

Limitation on enrollment: Audition on or before the first class meeting.

Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-43A, B, and C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.

MUS-43A - Jazz Improvisation and Theory I **1 unit**
CSU

Prerequisite: None.

This beginning course focuses on basic jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory.

MUS-43B - Jazz Improvisation and Theory II **1 unit**
CSU

Prerequisite: MUS-43A.

This intermediate course further develops the skills introduced in MUS-43A, focusing on intermediate jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory.

MUS-43C - Jazz Improvisation and Theory III **1 unit**
CSU

Prerequisite: MUS-43B.

This advanced course further develops the skills introduced in MUS-43B, focusing on advanced jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory.

MUS-51 - Men's Ensemble 1 unit

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory.

MUS-65 - Basic Musicianship 2 units

UC, CSU

Prerequisite: None.

An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation. 36 hours lecture.

MUS-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. 17 hours lecture and 32 hours laboratory.

MUS-73 - Vocal Jazz Singers 2 units

UC, CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory.

MUS-75 - Advanced Vocal Ensembles 1 unit

UC, CSU (C-ID MUS 180)

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-77 - Guitar Ensemble 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature for classical guitar ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory.

MUS-78 - Beginning Applied Music Training II 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-83 - Advanced Chamber Choir 1 unit

UC, CSU (C-ID MUS 180)

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

MUS-87 – Applied Music Training 1 unit

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 and could benefit from individualized instruction as determined by audition. Attendance at related live performances required. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory.

MUS-89 - Music of Multicultural America 3 units

UC, CSU

Prerequisite: None.

A comparative and integrative study of the multicultural musical styles of the United States. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours lecture.

MUS-89H -Honors Music of Multicultural America 3 units UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

An honors course that offers a comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, and computer-assisted instruction. Students may not receive credit for both MUS-89 and MUS-89H. 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 (C-ID MUS 180)*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of jazz ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory.

OFFICE ADMINISTRATION

See [COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY](#)

PHILOSOPHY**PHI-10 - Introduction to Philosophy 3 units UC, CSU (C-ID PHIL 100)***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 (C-ID PHIL 100)*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking 3 units UC, CSU*Prerequisite: None.*

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

PHI-12 - Introduction to Ethics: Contemporary Moral Issues 3 units UC, CSU (C-ID PHIL 120)*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-22 - Philosophy of Science 3 units

CSU

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

An examination of philosophical ideas about the nature of scientific knowledge, how it enables us to understand the world, and the role of values in science. Historical and current examples from the various sciences will be used to explore these questions. The dependence of contemporary policy and personal decisions on scientific knowledge will also be explored. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic 3 units

(Same as MAT-32)

UC, CSU (C-ID PHIL 210)

*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 and REA-83 and qualification for ENG-1A.*

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 EDUCATIONSee [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: 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 kinetics and mechanics, including Newton's laws, energy, momentum and rotational motion; fluid mechanics; gravitation; study of oscillatory motion; study of wave motion, including sound waves. 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 includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss' Law, current, Ohm's Law, capacitance and inductance, Faraday's Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory.

PHY-4A - Mechanics **4 units**

UC*, CSU

*Prerequisite: None.**Corequisite: MAT-1A.*

Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory.

PHY-4B - Electricity and Magnetism **4 units**

UC*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory.

PHY-4C - Heat, Light and Waves **4 units**

UC*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction. 54 hours lecture and 54 hours laboratory.

PHY-10 – Introduction to General Physics **3 units**

UC*, CSU

Prerequisite: MAT-52.

A non-science major 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: REA-83 and qualification for ENG-1A.*

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. 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: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational 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 POL-1 and POL-1H. 54 hours lecture.

POL-2 - Comparative Politics **3 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and 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, issues, and policies 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: REA-83 and 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: REA-83 and 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. This 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: REA-83 and 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 are 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: REA-83 and 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 (C-ID PSY 110)*Prerequisite: None.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

PSY-2 - Biological Psychology **3 units**
UC, CSU (C-ID PSY 150)*Prerequisite: PSY-1.*

The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture.

PSY-8 - Introduction to Social Psychology **3 units**
UC, CSU (C-ID PSY 170)*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 (C-ID PSY 180)*Prerequisite: None.*

This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 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. 54 hours lecture.

PSY-35 - Abnormal Psychology **3 units**
UC, CSU (C-ID PSY 120)*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.

PSY-50 - Research Methods in Psychology 4 units

UC, CSU (C-ID PSY 205B)

Prerequisite: PSY-1 and MAT-12/12H.

This course introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

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. 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. 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. 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. 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.

GAM-22 - Game Design Principles 4 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 54 hours laboratory.

GAM-23 - Digital Game Design 4 units

CSU

Prerequisite: GAM-22.

An introduction to digital game design, including planning, designing and developing an original digital game. Topics include analyzing the target audience, pitching an original game concept, design documentation, the iterative process, and rapid digital prototyping. 54 hours lecture and 54 hours laboratory.

GAM-24 - Video Game Prototyping 4 units**(Same as CIS-24)**

CSU

Prerequisite: CIS/CSC-5 or CIS/GAM-50.

An introduction to the fundamentals of computer game prototyping with an emphasis on scripting. Students will create mockup environments and objects of interest using placeholder assets, apply game rules and interactivity, and demonstrate previsualized game concepts. Topics include layout, possibility space, content integration, scripting, team collaboration, and workflow. Students will create 3D computer game levels using one or more modern game engines. 54 hours lecture and 54 hours laboratory.

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.

GAM-32 - Designing Game Characters 3 units

CSU

*Prerequisite: GAM-31 or CIS/GAM-38A.**Advisory: GAM-72.*

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.

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.

GAM-34 - Character Rigging 3 units
CSU*Prerequisite:* GAM-32 or 47.

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.

GAM-35 - Introduction to Simulation and Game Development 3 units
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

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.

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. 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. 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. 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-41 - Game Asset and Engine Integration 3 units
CSU*Prerequisite:* GAM-49.

An intermediate 3D modeling class with a strong focus in low poly modeling, texture mapping and importing art assets into an industry standard game engine. Topics also include the basics of lighting an object, creating custom textures and presentation skills. 54 hours lecture and 18 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 3D modeling software such as Autodesk Maya and in 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.

**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-23, 32, 46, 48, 52, CIS/CSC-17B, 18B 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.

**GAM-46 - Environment and Vehicle Modeling 3 units
CSU**

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

Advisory: ART-17.

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.

**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.

**GAM-49 - Game Modeling and Texturing 3 units
CSU**

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

**GAM-50 - Introduction to Game Programming 3 units
(Same as CIS-50)
CSU**

Prerequisite: None.

A first course in programming for games stressing fundamental programming principles. Students are introduced to computer programming logic with hands on game development projects using an industry standard game engine. This course will cover the logic structures and design paradigms that allow for fundamental interactions in a visual and object oriented environment. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

GAM-51 - Game Mechanics and Simulation 3 units
CSU

Prerequisite: MAT-35 and CIS/CSC-5 or GAM/CIS-50.

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.

GAM-52 - Game Engine Scripting I 3 units
(Same as CSC-52)
CSU

Prerequisite: CIS/CSC-17B, 18B or GAM/CIS-50.

Advisory: CIS/GAM-37 or GAM-24.

Introduction to core programming concepts related to game engine scripting. Scripted languages are used in the context of industry standard game development tools to implement game functionality. 54 hours lecture and 18 hours laboratory.

GAM-53 - Game Engine Scripting II 3 units
(Same as CSC-53)
CSU

Prerequisite: GAM/CSC-52.

Advisory: GAM/CIS-37.

Extended concepts in core programming as it pertains to game engine scripting. Advanced concepts in scripted languages are explored to allow for more complex simulations to further drive industry standard game engines. 54 hours lecture and 18 hours laboratory.

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

Prerequisite: None.

Corequisite: GAM-31 or 42.

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.

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.

An 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: ART-17.

Application of strong composition, posing, and camera techniques to tell an engaging story in a video game environment. Students plan interactive scripted events and cut-scenes using beginning level drawing skills and storyboard software. 36 hours lecture and 54 hours laboratory.

GAM-79A - Game Studio: Animation 4 units
CSU

Prerequisite: GAM-48.

This is the culminating class in the area of animation for game development. 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.

GAM-79B - Game Studio: Character Modeling 4 units
CSU

Prerequisite: GAM-34.

This is the culminating class in the area of character modeling for game art. 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.

GAM-79C - Game Studio: Environments and Vehicles 4 units
CSU

Prerequisite: GAM-46.

This is the culminating class in the area of developing environments and vehicles for games. 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.

GAM-79D - Game Studio Production: Audio **4 units**
CSU*Prerequisite: MUC-6.*

This is the culminating class in the area of game audio. 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.

GAM-79E - Game Studio: Game Design Capstone **4 units**
CSU*Prerequisite: GAM-23.*

This is the culminating class in the game design track of game development. 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.

GAM-79F - Game Studio Production: Game Programming **4 units**
CSU*Prerequisite: CIS/CSC-17B, CIS/CSC-18B, or GAM/CSC-52.*

This is the culminating class in the game programming track. 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.

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. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture.

SOC-1H - Honors Introduction to Sociology **3 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 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 (C-ID SOCI 130)*Prerequisite: None.**Advisory: SOC-1 and ENG-50.*

Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 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 (C-ID SOCI 120)

Prerequisite: SOC-1.

Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture.

SPANISH**SPA-1 - Spanish 1**

UC*, CSU (C-ID SPAN 100)

Prerequisite: None.

Advisory: Completion of placement test to assess level of proficiency in Spanish.

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 receive credit for only one of the following: SPA-1, SPA-1H, or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

5 units**SPA-1H - Honors Spanish I**

UC*, CSU (C-ID SPAN 100)

Prerequisite: None.

Advisory: Completion of placement test to assess level of proficiency in Spanish.

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 receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

5 units**SPA-2 - Spanish 2**

UC, CSU (C-ID SPAN 110)

Prerequisite: SPA-1, 1H, or 1B or qualifying placement level on the Spanish assessment test or the equivalent.

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

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

UC*, CSU (C-ID SPAN 110)

Prerequisite: SPA-1, 1H, or 1B or qualifying placement level on the Spanish assessment test or the equivalent.

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

5 units

SPA-3 - Spanish 3 5 units**UC*, CSU (C-ID SPAN 200)**

Prerequisite: SPA-2 or 2H or qualifying placement level on the Spanish assessment test or the equivalent.

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

SPA-3N - Spanish for Spanish Speakers 5 units**UC*, CSU (C-ID SPAN 220)**

Prerequisite: SPA-2, 2H or qualifying placement level on the Spanish assessment test or the equivalent.

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

SPA-4 - Spanish 4 5 units**UC*, CSU (C-ID SPAN 220)**

Prerequisite: SPA-3 or 3N or qualifying placement level on the Spanish assessment test or the equivalent.

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

SPA-8 - Intermediate Conversation 3 units**UC*, CSU**

Prerequisite: SPA-2, 2H, 3, 3N or 4.

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. 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-1 – Introduction to Automated Warehousing 3 units

Prerequisite: None.

An industrial technology overview course covering the basic knowledge and skills needed for supply chain technicians to successfully work in an automated distribution center. Introduction to the troubleshooting and maintenance of complex electromechanical systems is a major focus of this class. 36 hours lecture and 54 hours laboratory.

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-IA.

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-IA.

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 based on a successful audition.

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 (C-ID THTR 111)**

Prerequisite: None.

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

**THE-4 - Play Practicum-Special Projects 2 units
Laboratory II**

UC*, CSU

Prerequisite: None.

Advisory: Acting and production skills desirable based on a successful audition.

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 (C-ID THTR 191)**

Prerequisite: None.

Advisory: Acting and production skills desirable based on a successful audition.

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-9 – Dramatic Literature-Script Analysis 3 units
CSU**

Prerequisite: None.

A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture.

**THE-25 - Makeup for the Stage 3 units
UC, CSU (C-ID THTR 175)**

Prerequisite: None.

This course is an exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. 18 hours lecture and 108 hours laboratory.

THE-29 - Musical Theater Appreciation 3 units

UC, CSU

Prerequisite: None.

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

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

UC, CSU

Prerequisite: None.

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

THE-32 - Acting Fundamentals-Theater Games and Exercises 3 units

UC, CSU (C-ID THTR 151)

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 (C-ID THTR 152)

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. 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. 45 hours lecture and 27 hours laboratory.

THE-41 - Elementary Stagecraft 3 units

UC, CSU (C-ID THTR 171)

*Prerequisite: None.**Advisory: Concurrent enrollment in THE-2 or 4 or 5 or 6.*

Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory.

THE-44 - Theatrical Set Design **3 units****UC, CSU (C-ID THTR 172)***Prerequisite: None.**Advisory: Concurrent enrollment in THE-5 or 6 or 41.*

The study of the principals, techniques and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory.

THE-46 - Theatrical Costume Design **3 units****UC, CSU (C-ID THTR 174)***Prerequisite: None.**Advisory: ART-17 or 40.*

The study of the principles, techniques and practices of theatrical costume design for stage, television and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

THE-48 - Theatrical Lighting Design **3 units****UC, CSU (C-ID THTR 173)***Prerequisite: None.**Advisory: THE-5 or 6 or ART-23.*

The study and implementation of the principles, techniques and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

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.

ZOOLOGYSee [BIOLOGY 2A, 2B](#)

NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an “educational gateway” for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor’s Office.

ENGLISH

ENG-885 - Writing Clinic **0 units**

Prerequisite: None.

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students’ enrollment in the course. May be taken a total of four times. 27 hours laboratory.

ENGLISH AS A SECOND LANGUAGE

ESL-801 - ESL Support for Career and Technical Programs **0 units**

Prerequisite: None.

Advisory: Qualification for ESL 53.

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.)

GUIDANCE

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

Prerequisite: None.

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement. (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. (Non-degree, non-credit course.)

READING

REA-887 - Reading Clinic **0 units**

Prerequisite: None.

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.





Section VII
FACULTY

FACULTY



Each year, the faculty select an educator from their ranks to address the college community. Being selected as the Distinguished Faculty Lecturer is a significant honor recognizing an individual's outstanding teaching skills and contributions to the District and its students. The 54th Distinguished Faculty Lecturer is

**RHONDA TAUBE
ASSOCIATE PROFESSOR
ART**

Dr. Taube incorporated her love of Central American art and traditions into a career as an associate professor of Art at Riverside City College. Her upcoming lecture, *“Journeys of the Spirit and Body: Performances, Gender, and Globalization in Highland Guatemala,”* showcases her experiences as a scholar in the field.

Taube holds a Ph.D. from the University of California, San Diego and master and bachelor degrees in Art History from North Illinois University. Her teaching career began in 1997 at Waubensee Community College. Two years later she moved to Southern California, and began teaching as a part-time faculty

member at RCCD's colleges and at the university level. In 2004, she became a full-time faculty member at RCC.

Taube has written numerous scholarly pieces including two scheduled for publication later this year: “Sexuality in Mesoamerican Figurines” (*The Encyclopedia of Human Sexuality*) and “The Ideal and the Symbolic: The Use of Shared Orientational Space in Contemporary Highland Maya Performance,” in *Maya Imagery, Architecture, and Activity*.

In 2012, she served as the academic consultant and assistant producer on *Gods and Kings*, an 87-minute movie filmed in Guatemala that takes place at a festival in a sleepy mountain town, where traditional dances are disrupted by an eerie spectacle in which horror movie monsters dance alongside Mayan gods and Cold War dictators. The movie premiered last March at the Royal Anthropological Institute's 13th Annual International Ethnographic Film Festival at USC. *Gods and Kings* won the Intangible Culture Film Prize in recognition of the music, dance and performances captured on film.

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,
Institutional Effectiveness
B.A., University of California, Riverside; M.S., California State University, Long Beach; Ph.D., Claremont Graduate University. At Riverside Community College District since 1999.
- 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** 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.
- BEMILLER, QUINTON** Assistant Professor,
Art
B.A., Lesley University; M.F.A., Claremont Graduate University. At Riverside Community College District since 2013.
- 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; Ph.D., Claremont Graduate 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** Associate Professor,
English
B.A., M.A., California State Polytechnic, Pomona. At Riverside Community College District since 2009.
- CHACON, ROSINA (Zina)** 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.
- COMSTOCK, TAMI** Associate 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** 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.
- DeASIS, MARK** Dean,
Admissions and Records
B.A., University of California, Irvine; M.A., University of Redlands. At Riverside Community College District since 2004.
- 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.
- DOMINGUEZ, LADYLYN** Assistant Professor, Counseling
M.S., National University. At Riverside Community College District since 2013.
- 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.
- 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** Associate 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** Vice President,
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** Associate 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** Associate 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** 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** Associate 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.
- KAMERIN, KIM** Assistant Professor,
Music
B.A., University of Nevada, Las Vegas; M.A., University of Nevada, Reno. At Riverside Community College District since 2013.
- 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** Associate Professor,
Counseling
B.A., M.A., Azusa Pacific University. At Riverside Community College District since 2011.
- MUTO, JAN** Associate 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** Associate Professor,
Mathematics
B.S., University of Southern California; M.A., California State University, Fullerton. At Riverside Community College District since 2009.
- PARKS, 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.
- 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.
- 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.
- 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.
- 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** Associate 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**Interim Dean,
Student Services**

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.**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



**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	Health Services	571-6103
Academic Departments:		Information Services	571-6116
Business, and Information Technology Systems	571-6125	Institutional Research and Assessment	571-6303
Communications	571-6325	Instructional Media Center	571-6201
Health, Human, and Public Services	571-6251	KMVC TV, Channel 17	571-6100 x 4317
Humanities and Social Sciences	571-6134	Law Enforcement Programs	571-6316
Mathematics, Sciences, Kinesiology and Physical Education	571-6125	Library	571-6111
Public Safety Education and Training	571-6197	Mailroom	571-6145
Admissions	571-6101	Math Lab	571-6232
Assessment and Placement Testing	571-6492	Matriculation	571-6131
Bookstore	571-6107	Middle College High School	571-6463
Business Services	571-6342	Outreach	571-6409
Career and Transfer Center	571-6205	Physician Assistant Program	571-6166
College Police	571-6190	Police Dispatch	222-8171
Computer Lab	571-6127	President's Office	571-6161
Counseling	571-6104	Puente Program	571-6240
Dean of Instruction	571-6163	Student Activities	671-6105
Dean of Public Safety Education and Training	571-6314	Student Government	571-6268
Dean of Student Services	571-6137	Student Services Upward Bound Math and Science	571-6382
Dental Hygiene/Assisting Program	571-6433	Student Support Services	571-6275
Disabled Student Services	571-6138	Student Financial Services	571-6139
Early Childhood Education Center	571-6214	Title V Office	571-6260
Emergency Medical Services	571-6395	Tutorial Services	571-6167
Employment Placement	571-6414	Veterans Services	571-6157
Extended Opportunity Programs and Services	571-6253	Web Development	571-6380
Facilities Office	571-6113	Workforce Preparation	571-6154
Fire Technology	571-6197	Writing and Reading Center	571-6128

Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcollege.edu

Academic Departments		Honors Program	739-7846
Art, Humanities and World Languages	372-7076	Library/Resource Center	739-7896
Business	372-7079	Outreach	739-7856
Communications	372-7067	Parking	739-7895
Engineering and Information Technologies	372-7067	Puente Program	372-7146
Mathematics and Sciences	372-7079	STEM	739-7806
Social and Behavioral Sciences	372-7076	Student Activities	372-7007
Admissions and Records	372-7003	Student Employment	372-7190
Assessment Center	372-7176	Student Financial Services	372-7009
Bookstore	372-7085	The Talented Tenth Program (T3p)	372-7148
CalWORKs	372-7052	Transfer Center	372-7043
College Police	372-7088	Trio Programs	
24-Hour Dispatch Center	222-8171	Student Support Services	372-7163
College Receptionist	372-7044	Upward Bound Programs	739-7819
Counseling	372-7101	Tutorial	372-7143
Dean of Instruction	372-7018	Veterans Services	372-7142
Dean of Student Services	372-7081	Writing and Reading Center	372-7000 x 4545
Disability Resource Center	372-7070		
Extended Opportunity Programs and Services	372-7128		
Health Services	372-7046		

Riverside City College

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

Academic Affairs	222-8053	Bookstore	222-8140
Academic Departments:		Career and Technical Education	222-8131
Applied Technology	222-8491	College Police 24 Hour Dispatch	222-8171
Art	222-8339	College Police Parking Services	222-8090
Behavioral Sciences/Psychology	222-8540	Disabled Student Services	222-8060
Business and Information Services	222-8551	Diversity and Equity Compliance	222-8435
Communication Studies	222-8540	Extended Opportunity Programs and Services	222-8045
Cosmetology	328-3810	Human Resources	222-8588
Counseling	222-8564	International Student Center	222-8160
Early Childhood Education	222-8491	Math and Learning Center	222-8000 Ext. 4100
Economics, Geography, Political Science	222-8540	Outreach	222-8574
English & Media Studies	222-8519	Performance Riverside	222-8100
History, Humanities, Philosophy	222-8540	Student Activities	222-8570
Kinesiology and Athletics	222-8421	Student Financial Services	222-8710
Library and Learning Resources	222-8654	Student Health and Psychological Services	222-8151
Math and Sciences	222-8533	Transcript Office	222-8603
Performing Arts	222-8339	Transfer Center	222-8446
School of Nursing	222-8760	Tutorial	222-8168
World Languages	222-8631	Veterans Office	222-8602
Admissions and Records	222-8600	Writing and Reading Center	222-8632
Art Gallery	222-8358	Workforce Preparation	222-8648





RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



Dr. Hendrick

OFFICE OF THE CHANCELLOR

Dr. Irving G. Hendrick
Interim Chancellor

Ms. Chris Carlson
Chief of Staff and Facilities Development

Mr. Jim Parsons
Associate Vice Chancellor, Strategic Communications and Relations

OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Robin Steinback
Interim Vice Chancellor, Educational Services,
Workforce Development and Planning

Ms. Sylvia Thomas
Associate Vice Chancellor, Educational Services

Mr. Raj Bajaj
Dean, Educational Services

Mr. Richard Keeler
Dean, Grants

Mr. James Miyashiro
Chief of Police

Dr. John Tillquist
Associate Vice Chancellor, Economic Development

Mr. David Torres
Dean, Institutional Research and Strategic Planning

OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

Mr. Aaron Brown
Vice Chancellor, Business and Financial Services

Mr. Richard Herman
Associate Vice Chancellor, Information Technology
and Learning Services

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Sylvia Thomas
Acting Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
Committee Member
Riverside Curriculum Committee Chair

Mr. Brian Johnson
Committee Chair
Norco Curriculum Committee Chair

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

Dr. Carolyn Quin
Committee Member
Moreno Valley Curriculum Committee Chair

Ms. Sylvia Thomas
District Administrative Co-Chair*

Ms. Toni Van Buhler
Committee Secretary*

Ms. Naomi Foley
Committee Clerk*

*Non-voting member

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MISSION STATEMENT

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its Colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the Colleges with leadership in the areas of advocacy, resource stewardship, and planning.

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:

VISION

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

VALUES

Values

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

Legacy

- Heritage
- Standards
- Foundation of future

Inclusiveness

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

Service

- To students
- To community
- To the Colleges
- Education/service learning

Stewardship

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

Enrichment

- Economic development
- Lifetime learning
- Professional development
- Community advancement

Excellence

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

Shareholders

- Economic partner
- Community mindedness
- Community responsibility

STRATEGIC THEMES AND GOALS 2013-16

STUDENT ACCESS

As open access institutions of higher education, Riverside Community College District and its Colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- Goal 1: Remove barriers to access for all students, while making the process of accessing new student information and applying to District Colleges more user-friendly.
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
- Goal 3: Provide programs and services that address community educational needs and priorities.
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to District Colleges and educational programs.

STUDENT LEARNING AND SUCCESS

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
- Goal 2: Increase rates of transfer, degree, and certificate completion.
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
- Goal 4: Reduce the gap in both student achievement and outcomes.
- Goal 5: Support and increase student engagement in and out of the classroom.

RESOURCE STEWARDSHIP

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority.
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.

COMMUNITY COLLABORATION AND PARTNERSHIP

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local

industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

- Goal 1: Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.
- Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.
- Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.
- Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.
- Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives.

CREATIVITY AND INNOVATION

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its Colleges, District Office, and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

- Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.
- Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment.
- Goal 3: Support the Colleges' innovative ideas in entrepreneurial initiatives and resource development.
- Goal 4: Develop and implement a plan to keep current with technology advancement.

- Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

SYSTEM EFFECTIVENESS

Riverside Community College District, like all of the State's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and Colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

- Goal 1: Develop efficient and effective processes and procedures that:
 - Reduce red tape
 - Eliminate redundancies
 - Encourage collaboration
 - Increase interdepartmental communication
 - Reduce the number of meetings
 - Promote on-going assessment in order to continually refine our educational technology capability to address future needs
- Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and College strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.
- Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between Colleges and centers to best serve students.
- Goal 4: Refine the District functional map to better define responsibilities of various departments.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warming 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, 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 \$6.5 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, 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/afrote/. 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, 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, and degree and awards received.

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 disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.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.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions and Records, along with a photo I.D.

It is the responsibility of the student to update WebAdvisor to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.norcollege.edu.

INSTRUCTIONAL MATERIALS FEES

Board Policy 5031
Education Code Section 76365;
Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this "open door" policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be

of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost of instructional materials.

Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

I. Announcement of Fees

All course material fees shall be printed in the class schedule and available on the District's web-site. Courses with fees will be properly flagged on materials used in the Office of Admissions and Records. A fee statement, including the amounts of the fees, will be included in the College Catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

II. Collection of Fees

Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

III. Refunds

Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or

proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two (2) weeks of class.

IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

COURSE REPETITION

References:

Title 5 Sections 55000, 55045, 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 36 months) since the student last took the course. (See Administrative Procedure 4228)
 - a. The course outline of record has been officially changed and demonstrates significant curricular changes.*
 - b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.
 4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular

student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

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. Students may be required to provide documentation that the course repetition is legally mandated.

- a. 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 policy and procedure may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.
- C. 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 course 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. Procedures for course repetition shall be listed in the current official college catalogs.
 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.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with 55045, justify such repetition.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

Reference: Title 5, Section 55043, 55000, 55040,

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 no less than 36 months since the most recent 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.

If the district determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the district.

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 may disregard the previous grade and credit when computing a student’s grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

COURSE REPETITION – VARIABLE UNITS

Reference:

Title 5, Section 55044, 55040(b)

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.

Students may not repeat any portion of the curriculum for the course unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.

REPEATABLE COURSES

Reference:

Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

Students may repeat courses in which a C or better grade was earned. Only the following types of courses are repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:

- A. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be 4 enrollments.
- B. Repeatable courses are identified in the college catalog.
- C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
 2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statute or regulation as a condition of paid or volunteer 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 be required to provide documentation that the course repetition is legally mandated.

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 for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student’s grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three (3) times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions and Records office of any campus.

COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/human_resources, or by calling (951) 222-8039.

COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 or the Penal Code.

PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation,

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

coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

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.

las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio 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:

- 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 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

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda da 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

along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative report and/or summary 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 período de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días. La apelación debe ser acompañada de una



copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street
Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

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

DISTRICT ACADEMIC ADMINISTRATION

BAJAJ, PANKAJ

**Dean,
Educational Services**

B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

BRADY, GLEN

**Director,
Distance Education**

B.S., University of Utah; M.S., San Diego State University. At Riverside Community College District since 2000.

HENDRICK, IRVING G.

Interim Chancellor

B.A., M.A., Whittier College; Ed.D., University of California, Los Angeles. At Riverside Community College District since 2001-2009 and 2014.

KEELER, RICHARD

**Dean,
Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

STEINBACK, ROBIN

**Interim Vice Chancellor,
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Workforce Development and Planning**

B.S., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2013.

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**Acting Vice Chancellor,
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Associate Professor, Reading**

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TILLQUIST, JOHN

**Associate Vice Chancellor,
Economic Development**

B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Irvine. At Riverside Community College District since 2005.

TORRES, DAVID

**Dean,
Institutional Research and Strategic Planning**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.

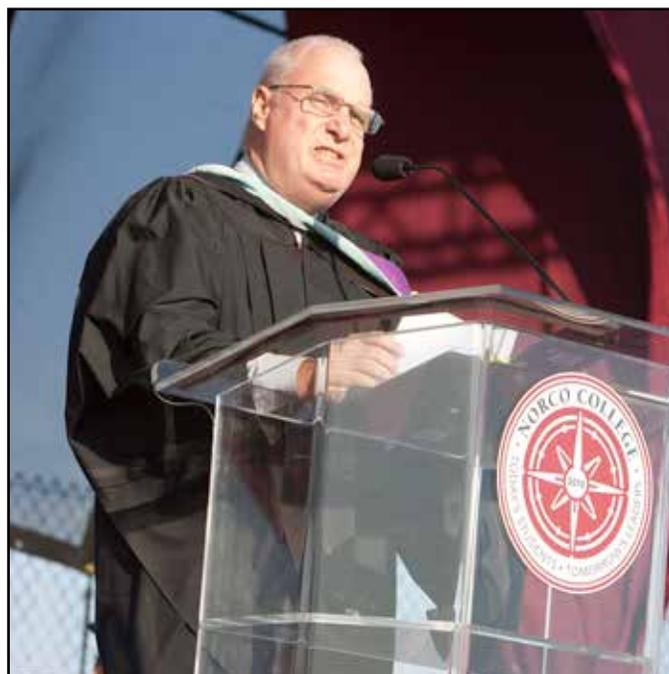


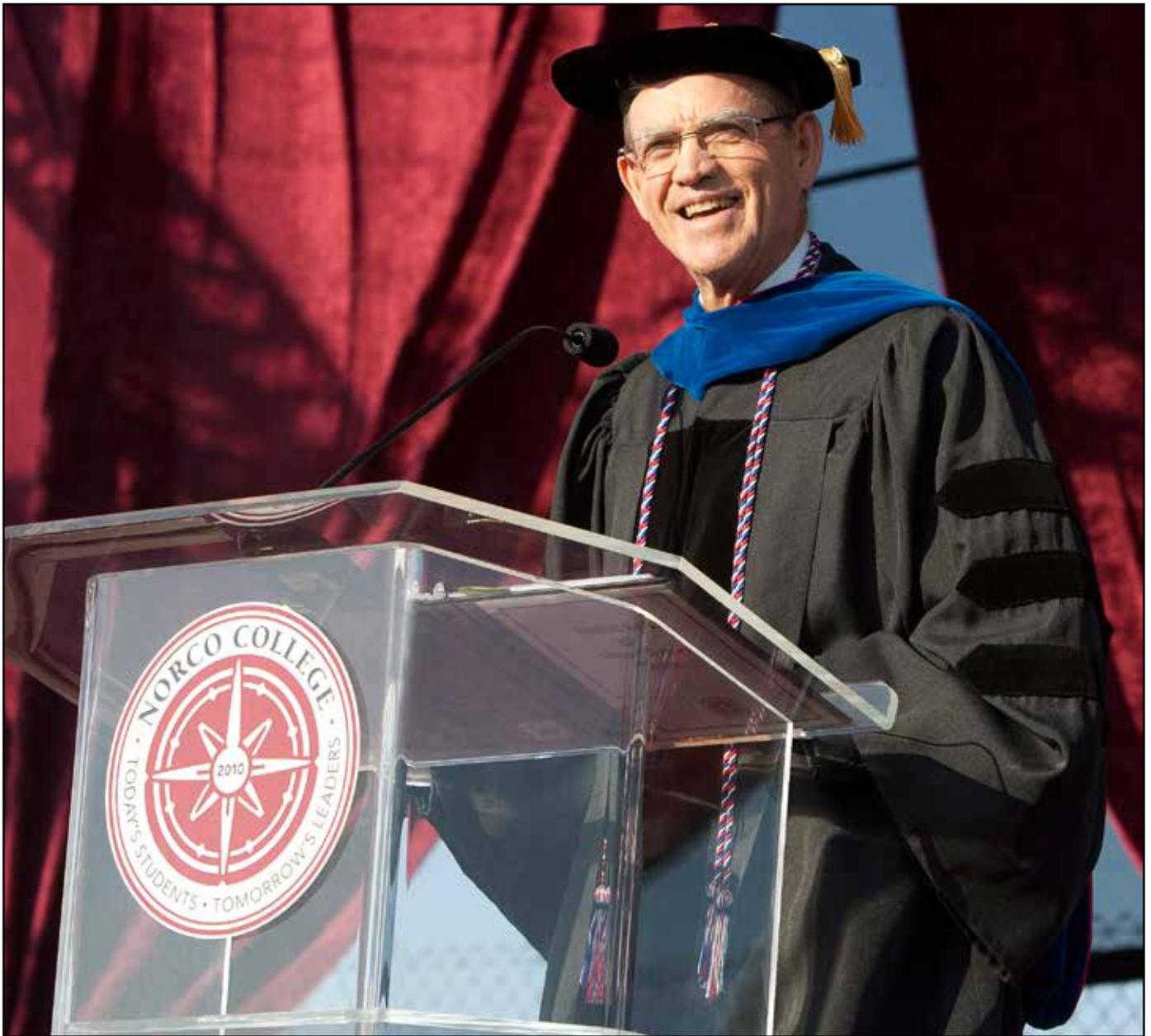
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 Cornelia Wylldestar, Professor Emerita, Reading
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 John Young, Professor Emeritus, Economics







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NORCO COLLEGE

(951) 372-7000

WWW.NORCOLLEGE.EDU

The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Norco College

Name of School

2001 Third Street Norco, CA. 92860

Address

June 2014

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.

Paul Parnell

.....
President

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
Riverside, California 92507
(951) 222-8857

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2014-2015

Published in electronic format (June 2014)



NORCO
COLLEGE

2014-2015 Catalog

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